

**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 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 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:

- A. 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.
 - a. Grades will be checked at the beginning of term and beginning of 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

- 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.
 - a. 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.
- b. 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 Director of Scholarship..

- B. Nonperformance 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 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 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 by an application and question and answer period in a Panhellenic Association meeting with no slate presented. 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, the same council period conduct 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 President and the five vice presidents. Cabinet meetings will consist of the President, five vice presidents, and the seven 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.

General duties of all Panhellenic Association Executive Board includes meeting with the Panhellenic advisor(s), completing two officer hours per week in the Office of Fraternity and Sorority Life, and participating in the Officer Workshop Series, as applicable. All communication between Panhellenic Association officers shall be conducted in a professional and timely manner via email. 'Groupme' may be used as an informal way of communication between officers, advisors, and 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. President The Panhellenic President shall:

- a. 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
- b. Preside at all meetings of the Panhellenic Council
- c. Preside at all meetings of the Panhellenic Executive Board and cabinet
- d. Meet as necessary with chapter presidents to discuss community issues and keep chapters updated on relevant information
- e. Serve as a member of the Recruitment Management Team Serve as an ex-officio, non-voting member of the Fort Collins Area Alumnae Panhellenic
- f. Attend monthly Presidents Forums
- g. Attend the Association of Fraternal Leadership & Values (AFLV) conference in the spring semester
- h. Attend Ascend meetings
- i. Communicate regularly with the NPC Area Advisor
- j. Be familiar with the NPC Manual of Information and all governing documents of the National Panhellenic Conference
- k. Complete the NPC Annual Report, as well as ensure all other NPC reports are completed
- l. Serve as signatory on general and recruitment bank accounts and oversee the Director of Finance to ensure finances are in order
- m. Meet and communicate regularly with the Panhellenic advisor(s)
- n. Meet and communicate with Panhellenic executive board vice presidents
- o. Meet as necessary with Panhellenic directors
- p. Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
- q. Perform all other duties as assigned

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

- a. Perform duties of interim Panhellenic President in the case of her absence or removal
- b. Compile agenda, call roll, and take minutes at all Panhellenic Council, Executive Board, and Cabinet meetings
- c. Type and distribute weekly minutes to Panhellenic Association officers, chapter presidents, chapter Panhellenic delegates and the NPC area advisor
- d. Maintain an up-to-date file of all Panhellenic Council meeting minutes and governing documents
- e. Serve as the Panhellenic Chair for the Joint Judicial Board and serve on the All University Hearing Board
- f. 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

- g. Update bylaws as needed and for passage by the Panhellenic Council
- h. 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
- i. Plan and lead the Accountability Officer Workshop Series with council judicial officers and advisor(s)
- j. Meet bi-weekly and communicate regularly with the President and Panhellenic advisor(s)
- k. Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
- l. Assist the Vice President of Community Development with Panhellenic delegate training and sisterhood events
- m. Perform all other duties as assigned

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

- a. Maintain overall responsibility for the planning and implementation of Formal Recruitment and spring/ongoing recruitment processes
- b. Serve as chair of the Recruitment Management Team
- c. Plan and implement fall pre-recruitment events with the Recruitment Management Team
- d. Serve as signatory on the recruitment bank account
- e. 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
- f. Conduct post-recruitment meetings and surveys to obtain suggestions and comments for the following year's formal recruitment
- g. Be available to work necessary amount of hours in Office of Fraternity and Sorority Life during the summer of elected term and receive compensation for that work
- h. Meet with Director of PNM Experiences, Director of Recruitment Coaches, Director of Recruitment Promotion, and Director of Recruitment Operations regularly for one on one 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
- i. Serve as a Fraternity and Sorority Life Ambassador, including participating in spring training and working in the summer
- j. Coordinate education and programming initiatives on the best practices of continuous open bidding
- k. Coordinate the spring meet and greet recruitment event with the Recruitment Management Team
- l. Assist all associate chapters with year-round recruitment efforts
- m. Meet and communicate regularly with the Panhellenic President and advisor(s)
- n. Manage all chapter forms and requirements including recruitment round/expense breakdown

- o. Assist in selection and training of recruitment coaches
- p. Coordinate Panhellenic recruitment apparel
- q. Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
- r. Perform all other duties as assigned

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

- a. Serve as a liaison to the Fraternity and Sorority Programming Board.
- b. Plan and implement Panhellenic council delegate training, including the review Robert's Rules of Order
- c. Plan and implement senior programming
- d. Plan and implement leadership and educational development opportunities for chapter membership
- e. Meet as necessary with chapter programming officers to discuss leadership and educational programming initiatives
- f. Plan and oversee the Sonia Margolin ImMasche Kindness Summit
- g. Plan and implement Panhellenic sisterhood events
- h. Oversee Director of Scholarship and Director of Community Service and Philanthropy and meet bi-weekly
- i. Meet and communicate regularly with the Panhellenic president and advisor(s)
- j. Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
- k. Perform all other duties as assigned

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

- a. 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
- b. Assist the Office of Fraternity and Sorority Life in conducting risk management training, including the Officer Workshop Series
- c. Partner with others on educational programs on risk management and prevention, including National Hazing Prevention Week, National Collegiate Alcohol Awareness Week, and Sexual Assault Awareness Month
- d. Serve on the Harm Reduction and Risk Management Workgroup
- e. 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
- f. Conduct an ongoing review of social event registration forms to ensure compliance with the Panhellenic community and all governing documents
- g. Meet and communicate regularly with the Panhellenic President and Advisor(s)

- h. Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
 - i. Perform all other duties as assigned
- F. Vice President of Public Relations The Vice President of Panhellenic Public Relations shall:
- a. Develop, plan, and implement a comprehensive year-round public relations and marketing strategy for the Panhellenic Association
 - b. Prepare and send news releases to college and local media for all major Panhellenic Association events and programming
 - c. 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
 - d. Monitor college news and media sources for fraternity and sorority life exposure
 - e. Work cohesively with the Director of Recruitment Promotion to follow branding standards of the Panhellenic Association
 - f. Assist Panhellenic Association officers and chapters in the promotion, advertising, and publicity of their events
 - g. Serve as an FSL Ambassador
 - h. Plan and implement External Relations Officer Workshop Series
 - i. Develop, plan, and implement a public relations and marketing strategy for the Welcome Back Block Party
 - j. Meet and communicate regularly with the Panhellenic President and Advisor(s)
 - k. Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
 - l. Monitor and develop posts (including stories) and engage with users for all Panhellenic social media platforms and coordinate Wear 'Em Wednesday
 - m. Perform all other duties as assigned
- G. Director of Finance The Panhellenic Director of Finance shall:
- a. Oversee the financial management of the Panhellenic general account with the Panhellenic advisor(s), including the preparation of the annual Panhellenic budget
 - b. 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
 - c. 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
 - d. Serve as signatory on the Panhellenic general account
 - e. Provide a financial report during Panhellenic Council meetings on the invoice schedule
 - f. Meet as necessary with chapter financial officers to discuss the Panhellenic financial outline, and other relevant Panhellenic financial topics
 - g. Specifically balance the Panhellenic checkbook monthly

- h. Meet and communicate regularly with the Panhellenic advisor(s) and Executive Vice President
 - i. Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
 - j. Perform all other duties that arise
- H. Director of PNM Experiences The Panhellenic Director of PNM Experiences shall:
- a. Perform the duties of the Vice President of Recruitment in her absence
 - b. Serve as a member of the Recruitment Management Team
 - c. Assist in coordinating all online system operations for formal recruitment
 - d. Assist PNMs in the withdrawal process and input all withdrawal forms
 - e. Manage bid day
 - f. Coordinate and execute any potential new member abbreviated schedules/excuses for formal recruitment
 - g. Be available to work necessary amount of hours in Office of Fraternity and Sorority Life during the summer of elected term and receive compensation for that work.
 - h. Serve as a Fraternity and Sorority Life Ambassador, including participating in spring training and working in the summer
 - i. Respond to any and all emails related to interest in joining the Panhellenic community anytime
 - j. Assist the Director of Recruitment Coaches with spring training, preparation week, and fall training of recruitment coaches
 - k. Assist the Director of Recruitment Promotion with putting together and ordering PNM booklets
 - l. Plan and implement orientation sessions for potential new members during fall formal recruitment
 - m. Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
 - n. Perform all other duties that arise and apply
- I. Director of Recruitment Coaches The Panhellenic Director of Recruitment Coaches shall:
- a. Assist the Vice President of Recruitment with formal recruitment planning and implementation
 - b. Coordinate the selection and training of recruitment coaches
 - c. Conduct post-recruitment meetings and evaluations with recruitment coaches to obtain suggestions and comments for the following year's formal recruitment
 - d. Serve as a member of the Recruitment Management Team
 - e. Must have previously served as a recruitment coach
 - f. Coordinate with and manage recruitment coaches during formal recruitment
 - g. Meet and communicate regularly with the Vice President of Recruitment and Panhellenic advisor(s)

- h. Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
 - i. Perform all other duties that arise and apply

- J. Director of Recruitment Operations The Panhellenic Director of Recruitment Operations shall:
 - a. Oversee all recruitment finances and be a signatory on the Panhellenic recruitment account
 - b. Work with the Director of Finance to ensure all Panhellenic accounts are in order and create and manage a budget
 - c. Coordinate transportation, reservations, and catering for formal recruitment
 - d. Serve as the recruitment headquarters coordinator and manage Recruitment Operations Specialists
 - e. Serve as a member of the Recruitment Management Team.
 - f. Meet and communicate regularly with the Vice President of Recruitment and Panhellenic advisor(s)
 - g. Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
 - h. Perform all other duties that arise and apply

- K. Director of Recruitment Promotion The Panhellenic Director of Recruitment Promotion shall:
 - a. Must have experience with InDesign, Illustrator, and/or other graphic design applications and be able to present a personal portfolio during the slating committee interview
 - b. Assist the Vice President of Public Relations to develop, plan, and implement a comprehensive year-round public relations and marketing strategy
 - c. Work with the Recruitment Management Team to develop a recruitment theme
 - d. Design a recruitment logo
 - e. Work with the Vice President of Public Relations to develop a campaign across all Panhellenic social media platforms
 - f. Develop and order Formal Recruitment promotional items
 - g. Develop, plan, and implement public relations and marketing for Panhellenic recruitment. Specifically, coordinate the pre-recruitment marketing strategy
 - h. 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 formal recruitment marketing efforts
 - i. Coordinate with Vice President of Public Relations to ensure council and community marketing efforts and branding are consistent for the Panhellenic Association
 - j. Attend Recruitment Management Team meetings
 - k. Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
 - l. Perform all other duties that arise and apply

- L. Director of Scholarship The Panhellenic Director of Scholarship shall:
 - a. Meet individually with chapter scholarship officers of chapters below the all Panhellenic average each semester regarding academic action plans to determine areas of achievement and areas of needed improvement
 - b. Meet as necessary with chapter scholarship officers to discuss effective academic programming and campus resources, as well as the Panhellenic community scholarship initiatives
 - c. Plan and implement faculty appreciation
 - d. Plan and implement scholarship Officer Workshop Series
 - e. Meet and communicate regularly with Vice President of Community Development and Panhellenic advisor(s)
 - f. Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
 - g. Perform all other duties that arise and apply

- M. Director of Community Service and Philanthropy The Panhellenic Director of Community Service and Philanthropy shall:
 - a. Meet as necessary with chapter community service and philanthropy officers to discuss effective community service and philanthropy programming and campus resources
 - b. Ensure all Panhellenic chapters' philanthropy events are registered following relevant policies
 - c. Assist in the promotion of all Panhellenic chapters' philanthropy events
 - d. Share best practices and coordinate community wide service efforts
 - e. Provide information about opportunities and experiences for service, and serve as a liaison between outside service events and the Panhellenic community
 - f. Plan and implement community service and philanthropy Officer Workshop Series
 - g. Meet and communicate regularly with the Vice President of Community Service and Development and advisor(s)
 - h. Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
 - i. Perform all other duties that arise and apply

- N. Director of Diversity, Equity, and Inclusion: The Panhellenic Director of Diversity, Equity, and Inclusion (DEI) shall:
 - a. Meet as necessary with chapter DEI representatives to discuss effective DEI programming, promotion of campus resources, and Panhellenic community DEI initiatives
 - b. 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

- c. Host a DEI workshop for the Recruitment Coaches to provide information on being identity conscious and discuss ideas to help minimize biases and stigmas revolving around recruitment
- d. Host, share, and/or promote DEI events occurring throughout the fraternity and sorority and CSU community
- e. 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
- f. Meet and communicate regularly with Vice President of Community Development and Panhellenic advisor(s)
- g. Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
- h. Perform all other duties that arise and apply

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 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, in a chapter with over 40 members, it shall be the responsibility of the women's fraternity concerned to contact the President, Executive Vice President, and Panhellenic advisor immediately notifying them of the vacancy. The chapter must then follow up within two weeks with the new delegate's name and her 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 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 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 Membership Growth 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.

ARTICLE VII. COMMITTEES

Section 1. Standing Committees

The standing committees of the Colorado State University College Panhellenic Association shall be the Judicial Board, Recruitment Management Team, and Circle of Sisterhood Committee.

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

Section 2. Appointment of Committee Membership

The Executive Board or Panhellenic Council shall appoint members and chairman of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member women's only sororities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board.

Section 3. Judicial Board

The Judicial Board shall consist of the Executive Vice President as chairman and members from the College Panhellenic Association member organizations. The Panhellenic advisor shall serve as a nonvoting, ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member sororities about the College Panhellenic judicial procedure.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Judicial Procedure, it shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the Colorado State University College Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless the Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board.

The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. 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, and Director of Recruitment Promotion. 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 points 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(s) 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(s), and Director of Fraternity and Sorority Life (if not the same as advisor).

Section 4. Payments

Executive 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 executive 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.
- B. 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.

- C. 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.
- D. 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
- 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. 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 a semester to the Panhellenic Council with dates to be determined by the Panhellenic Executive Board.

ARTICLE X. CHAPTER TOTAL

Total is median chapter size (MCS), rounded down to the nearest whole number, and will automatically reset no later than 72 hours following bid distribution in the fall semester and in the first of weeks of the spring semester.

ARTICLE XI. 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. 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 of an NPC women's fraternity, or through a local sorority, which may petition an NPC group for a charter.

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 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, as outlined in the NPC Judicial Procedures. 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 NPC 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.