



Tarleton State University College Panhellenic Council Association Bylaws

Article I. Rules of Order

The Tarleton State University women's Panhellenic and its women's College Panhellenic Council shall be governed by Robert's Rules of Order newly revised, except in matters specifically provided for in the Constitution, Bylaws, and TSU Panhellenic Council Policies.

Article II. Amendment of Bylaws

These bylaws may be amended by a three-fourths ($\frac{3}{4}$) majority vote of the present and voting delegates of the College Panhellenic Council, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting.

Article III. Objective

The object of the College Panhellenic Council shall be to develop and maintain women's Greek organization life and interfraternity relations and in so doing to:

1. Promote superior scholarship and intellectual development of community membership.
2. Cooperate with women's Greek organizations and the university administration in concern for and maintenance of high social and moral standards.
3. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, resolutions, and policies.
4. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights, and privileges of member women's fraternities.

Article IV. Membership

Section 1. Membership Classes

There shall be three classes of membership: regular, provisional and associate.

1. **Regular membership.** The regular membership of the Tarleton State University Panhellenic council shall be composed of all chapters of NPC organizations at Tarleton State University. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. All members in active good standing have a voice and a vote.
2. **Provisional membership.** The provisional membership of the Tarleton State University Panhellenic Council shall be composed of all colonies of NPC organizations at Tarleton State University. Provisional members shall pay no dues and shall have voice but no vote. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC organization.
3. **Associate membership.** Local sororities or national or regional non-NPC member groups may apply for associate membership of the Tarleton 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 Panhellenic Council. Associate members shall pay dues as determined by the College Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters and, if they are not participating in the formal recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

Section 2. Privileges and Responsibilities of Membership

1. **Duty of compliance.** All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these Tarleton State University Panhellenic council bylaws, code of ethics and any additional rules the College Panhellenic Council may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic council in conflict with the NPC Unanimous Agreements shall be void.

Article V. Officers and Duties

Section 1. Officers

The Executive officers of the College Panhellenic Council shall be:

1. President
2. Vice President of Judicial Affairs
3. Vice President of Recruitment
4. Vice President of Administration
5. Vice President of Finance
6. Vice President of Programming
7. Vice President of Public Relations

Section 2. Duties of Executive Officers

1. The President shall:

- a. Have overall responsibility for the operation and programming of the Panhellenic Council.
- b. Preside and call at all regular meetings of the College Panhellenic Council as well as all meetings of the Panhellenic Executive Council.
- c. Represent the College Panhellenic Council on University committees, events and/or meetings as requested.
- d. Serve as an ex-officio member of all College Panhellenic Council committees, except the judicial board.
- e. Communicate and report as needed with the Panhellenic advisor.
- f. Communicate and report as needed with the NPC area advisor.
- g. Ensure that the NPC annual report is completed.
- h. Attend Judicial Board Training to serve as the alternate Judicial Board Chairman in case of absence of the Vice President of Judicial Affairs.
- i. Shall be familiar with the NPC Manual of Information and all governing documents of this council.
- j. Complete an Association of Fraternal Leadership Values award packet.
- k. Complete a National Panhellenic Conference award packet.
- l. Attend the Association of Fraternal Leadership Values Conference.
- m. Maintain current copies of the following: Tarleton State University Panhellenic council bylaws and standing rules; the Panhellenic council budget; contracts executed on behalf of the College Panhellenic Council; correspondence and materials received from the NPC area advisor; all College Panhellenic Council reports to NPC; and other pertinent materials.

2. The Vice President of Judicial Affairs shall:

- a. Perform the duties of the College Panhellenic Council President in her absence.
- b. Serve as the Chairperson of the Judicial Board.
- c. Enforce all sanctions applied by the Judicial Board and follow up with their completion through appropriate documentation.
- d. Provides Risk Management for the community.
- e. Work with Vice President of Programming as well as the Interfraternity Council Vice President of Judicial Affairs to coordinate Hazing Prevention Week.
- f. Shall be familiar with the NPC Manual of Information and all governing documents of this council.
- g. Complete an Association of Fraternal Leadership Values award packet.
- h. Complete a National Panhellenic Conference award packet.
- i. Attend the Association of Fraternal Leadership Values Conference.
- j. Maintain a complete, up-to-date College Panhellenic Council Vice President of Judicial Affairs file which will include a copy of the current Judicial Procedures, College Panhellenic Association Constitution, Bylaws, standing rules, and Panhellenic Policies; the current National Panhellenic Conference Manual of Information and related information received from the Area National Panhellenic Conference Advisor; copies of all Judicial Board correspondence, hearings, and decisions.

3. The Vice President of Recruitment shall:

- a. Serves as coordinator of Recruitment.
- b. Presides over Recruitment Counselors.
- c. Assesses Recruitment data
- d. Maintains and updates the College Panhellenic Council Recruitment rules
- e. Shall be familiar with the NPC Manual of Information and all governing documents of this council pertaining to recruitment.
- f. Complete an Association of Fraternal Leadership Values award packet.
- g. Complete a National Panhellenic Conference award packet.
- h. Attend the Association of Fraternal Leadership Values Conference.

4. The Vice President of Administration shall:

- a. Keep an up-to-date roll of the Chapter members present at all of the College Panhellenic Council meetings.
- b. Record full minutes of all meetings of the College Panhellenic Council and the Executive Board.
- c. Responsible for providing an agenda for College Panhellenic Council meetings as formulated by the Panhellenic Executive Council.
- d. Send minutes of College Panhellenic Council meetings to the Panhellenic Executive Council, to each Voting Delegate of the College Panhellenic Council, Chapter Presidents, College Panhellenic Council Graduate Assistant, Panhellenic Association Advisor, and Chapter Advisor.
- e. Be responsible for official correspondence of College Panhellenic Council.
- f. Shall serve as the head Academics.
 - i. Shall be responsible for all matters pertaining to the promotion of superior scholarship and intellectual achievement.
- g. Shall be familiar with the NPC Manual of Information and all governing documents of this council.
- h. Complete an Association of Fraternal Leadership Values award packet.
- i. Complete a National Panhellenic Conference award packet.
- j. Attend the Association of Fraternal Leadership Values Conference.
- k. Maintain a complete and up-to-date Administration file that includes the full minutes of all meetings from the date of organization and current correspondence.

5. The Vice President of Finance shall:

- a. Be responsible for the general supervision of the finances of the College Panhellenic Council.
- b. Be responsible for the preparation and passing of the annual budget.
- c. Following budget approval by College Panhellenic Council, provide a copy to Panhellenic Executive Council, to each Voting Delegate of the College Panhellenic Council, Chapter Presidents, College Panhellenic Council Graduate Assistant, Panhellenic Association Advisor, and Chapter Advisor.
- d. Receive all payments due to the College Panhellenic Council; collect all dues, fees, and fines; and give receipts.
- e. Pay promptly the annual NPC dues and all bills of the Tarleton State University Panhellenic Association.
- f. Review financial records every two (2) weeks.

- g. Plan and execute womens Greek organization Appreciation gifts from College Panhellenic Council prior to recruitment.
 - h. It is the responsibility of the Vice President of Finance to stay within the approved College Panhellenic Council budget and to recommend budgetary edits when necessary.
 - i. Shall be familiar with the NPC Manual of Information and all governing documents of this council.
 - j. Complete an Association of Fraternal Leadership Values award packet.
 - k. Complete a National Panhellenic Conference award packet.
 - l. Attend the Association of Fraternal Leadership Values Conference.
 - m. Maintain up-to-date financial records; give a financial report at the first regular meeting of the month of the College Panhellenic Council; give an annual report at the close of her term of office.
6. **The Vice President of Programming shall:**
- a. Serve as the College Panhellenic Council philanthropy and community service coordinator.
 - b. Shall serve as the assistant director of Recruitment Counselors.
 - c. Presides over the Circle of Sisterhood Committee.
 - d. Will plan at least one philanthropy event per semester and any other events hosted by the College Panhellenic Council
 - e. Work with Vice President of Judicial Affairs as well as Interfraternity Council Vice President of Judicial Affairs to coordinate Hazing Prevention week.
 - f. Shall be familiar with the NPC Manual of Information and all governing documents of this council.
 - g. Complete an Association of Fraternal Leadership Values award packet.
 - h. Complete a National Panhellenic Conference award packet.
 - i. Attend the Association of Fraternal Leadership Values Conference.
 - j. Maintain up-to-date files that includes event recaps, event attendance, and any helpful material for future successors.
7. **The Vice President of Public Relations shall:**
- a. Presides over the Public Relations Committee.
 - b. Be responsible for the development and implementation of public relations initiatives.
 - c. Meets regularly with the Student Affairs Marketing Office to go over all Panhellenic Marketing materials.
 - d. Develop and maintain the College Panhellenic Council blog.
 - e. Working with Interfraternity Council and InterGreek Council to create a Greek newsletter once a semester.
 - f. Shall be familiar with the NPC Manual of Information and all governing documents of this council.
 - g. Complete an Association of Fraternal Leadership Values award packet.
 - h. Complete a National Panhellenic Conference award packet.
 - i. Attend the Association of Fraternal Leadership Values Conference.
 - j. Maintain and keep up-to-date Social Media accounts.

Section 3. Requirements

1. Each Executive officer is required to attend all meetings of Panhellenic Council and Executive Council.
 1. An excused meeting is defined as a meeting in which the Executive officer informs the Panhellenic Vice President of Administration of her absence at least 24 hours prior to the meeting. No alternate is needed to be sent for the Executive officer. If the 24 hours deadline is not met a fine will be billed to the chapter. It is up to the chapter as to how the fine is distributed.
 2. Excuses will be reviewed by the Executive Board on an individual basis.
2. The officers of the Tarleton State University Panhellenic Council shall be made up of two delegates and an alternate of each chapter on campus.
 1. Each officer is required to attend all meetings of Panhellenic Council.
 - a. Officers are granted 2 excused meetings per semester. An excused meeting is defined as a meeting in which the delegate informs the Panhellenic Vice President of Administration of her absence at least 24 hours prior to the meeting and sends the chapter alternate. If the 24 hours deadline is not met or a replacement is not sent a fine will be billed to the chapter. It is up to the chapter as to how the fine is distributed.
 - b. Excuses will be reviewed by the Executive Board on an individual basis.
 2. Each officer is required to attend all mandatory events put on by the Panhellenic Council.
 - a. Officers are granted 1 excused event per semester. An excused event is defined as a meeting in which the delegate informs the Panhellenic Vice President of Administration of her absence at least 24 hours prior to the event. The alternate delegate does not need to be sent in the officer's place. If the 24 hours deadline is not met a fine will be billed to the chapter. It is up to the chapter as to how the fine is distributed.
 - b. Excuses will be reviewed by the Executive Board on an individual basis.

Section 4. Eligibility

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

1. **Regular membership.** Members from women's organizations holding regular membership in the Tarleton State University Panhellenic Council shall be eligible to serve as any officer so long as they hold a 2.5 GPA and take at least 12 credit hours per semester.
2. **Provisional membership.** Members from women's organizations holding provisional membership in the Tarleton State University Panhellenic council shall not be eligible to serve as an officer.
3. **Associate membership.** Members from women's sororities holding associate membership in the Tarleton State University Panhellenic Council shall not be eligible to serve as an officer.

Section 5. Election of Executive Officers

1. The offices of President, Vice President of Recruitment, Vice President of Judicial, Vice President of Administration, Vice President of Finance, Vice President of Programming ,

and Vice President of Public Relations of the Tarleton State University Panhellenic Council shall be elected by ballot.

- a. If there is only one nominee for an office, that nominee shall be declared elected.
2. Applications will be made available the first week of November. The organization will have a week to review applications and a week to vote.
 - a. President, Vice President Recruitment, and Vice President Judicial should have served on the Tarleton State University Panhellenic Council Executive Board or as a Recruitment Counselor for one year previous to being elected.
 - b. To hold an executive office, she must have been formally or informally recruited and participated in formal recruitment with their organization.
 - i. Exceptions can be made through the Office of Fraternity and Sorority Life.
 - c. In the event of a tie, then the vote fails, including election of the slate.
 - d. Voting will be done by ballot.
 - i. Each organization will be allowed one vote per position and must be submitted by ballot in the last Panhellenic Council meeting of the end of the Fall Semester.

Section 6. Office-Holding Limitations

No more than 3 members from the same women's organization shall hold an Executive office during the same term.

Section 7. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin upon election during the Fall Semester.

Section 8. Removal

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

Section 9. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 5 of this article.

Article VI. The College Panhellenic Council

Section 1. Authority

It shall be the duty of the College Panhellenic Council to conduct all business related to the overall welfare of the Panhellenic Community including, but not limited to: biannually review the parameters as adopted in the recruitment rules for the automatic adjustment of total, annually determine dues, approve the annual budget, consider extension, set a calendar of events, and determine programming. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Council that do not violate the sovereignty, rights, and privileges of member women's sororities.

Section 2. Composition and Privileges

The Tarleton State University College Panhellenic Council shall be composed of two delegates, and at minimum one alternate delegate from each regular, provisional, and associate member

group at Tarleton State University as identified in Article IV. The voting delegates shall be the primary delegates of the Panhellenic Council except as otherwise provided in Article VI of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when both delegates are absent. If both delegates and alternate are absent, the vote may be cast by a member of the organization, providing her credentials have been presented to the council president.

Section 3. Selection of Delegates and Alternates

Delegates and alternates to the College Panhellenic Council shall be selected by their respective chapters to serve for a term of one year. The term of office will begin upon election during Spring Semester .

Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the organizations affected to select a replacement within 3 weeks and to notify the Panhellenic Council Vice President of Administration of her name, email address, and telephone number.

Section 5. Regular Meetings

1. Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term.
2. The meeting time and location will be decided by the Office of Fraternity and Sorority Life.

Section 7. Special Meetings

Special meetings of the College Panhellenic Council may be called by the President when necessary. Notice of each special meeting of the College Panhellenic Council shall be sent to each member of the 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

Three-fourths of the delegates from the Greek organizations of the Tarleton State University Panhellenic Council shall constitute a quorum for the transaction of business.

Section 9. Vote Requirements

1. Proposed motions on issues that impact the community 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.
2. A three-fourths vote of the College Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.

Article VII. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be President, Vice President Judicial, Vice President Recruitment, Vice President of Administration, Vice President of Finance, Vice President of Programming, and Vice President of Public Relations.

Section 2. Duties

The Executive Board shall administer routine business between meetings of the College Panhellenic Council and such other business as has been approved for action by College Panhellenic Council vote. At the next regular meeting of the College Panhellenic Council through the Vice President of Administration, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.

Section 3. Regular Meetings

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

Section 4. Special Meetings

Special meetings of the Executive Board may be called by the President when necessary.

Section 5. Quorum

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

Article VIII. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic Advisor of the Tarleton State University College Panhellenic Council shall be appointed by the Office of Fraternity and Sorority Life.

Section 2. Authority

The Panhellenic Advisor shall serve in an advisory capacity to the Tarleton State University College Panhellenic Council. The Panhellenic Advisor shall have voice but no vote in all meetings of the College Panhellenic Council and the Executive Board.

Article IX. Committees

Section 1. Standing Committees

1. The standing committees of the Tarleton State University Panhellenic Council shall be the Judicial Board Committee, Public Relations Committee, and Circle of Sisterhood Committee.
2. 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 shall appoint members and chairman of all standing and special committees, except as provided otherwise in these bylaws. In making these appointments, the Executive Board should recognize fair representation from all member organizations 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 Vice President of Judicial as chairman and 5 members from the College Panhellenic member organizations. The Panhellenic Advisor shall serve as a non-voting 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 organizations about the Panhellenic judicial procedure.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Council 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 Tarleton State University Panhellenic Council that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless the College 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. Circle of Sisterhood Committee

The Circle of Sisterhood Committee shall consist of a chairman and up to 5 members. The Circle of Sisterhood Committee shall be responsible for all matters pertaining to the promotion of community service/philanthropy.

Section 5. Public Relations Committee

The Public Relations Committee shall consist of a chairman and up to 5 members. The Public Relations Committee shall be responsible for all forms of publicity dealing with the Tarleton State University Panhellenic Council. This committee shall work closely with the Executive Board and all committees to make certain that the media is kept informed of the positive events of the College Panhellenic Council and its member organizations.

Section 6. Other Committees

Other such committees, standing or special, shall be appointed as deemed necessary by the College Panhellenic Council.

Article X. Finances

Section 1. Fiscal Year

The fiscal year of the Tarleton State University College Panhellenic Council is from January 1-December 31.

Section 2. Contracts

Dual signatures of the President and the Vice President of Finance shall be required to bind the Tarleton State University Panhellenic Council on any contract.

Section 3. Checks

1. All checks issued on behalf of the Tarleton State University Panhellenic Council shall bear dual signatures. The following shall be authorized to be one of the two required signatures: the President and the Vice President of Finance.
 - a. The Vice President of Finance shall both be in position of the Panhellenic checkbook and credit card. All purchases must go through the Vice President of Finance for approval. The checkbook and credit card must be checked out from the Vice President of Finance and must be returned within 12 hours.
 - i. If the Vice President of Finance is not available, the President can approve under special circumstances.

Section 4. Payments

All payments due to the Tarleton State University Panhellenic Council shall be received by the Vice President of Finance who shall record them. Checks for payments shall be made payable to the Tarleton State University Panhellenic Council.

Section 5. Dues

1. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
2. The College Panhellenic Council membership dues shall be an assessment per member and new member per semester.
 - a. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
 - i. \$15.00 per member
 - b. The dues of each Panhellenic Council member organizations shall be payable a week after the Vice President of Finance sends out the invoice. If the payment is not received by the due date, a fine will be issued for every week payment has not been received.

Section 6. Fees and Assessments

1. The Panhellenic Council shall have the authority to determine fees and assessments as considered necessary.
2. The Panhellenic Council will charge a 25% fee on any late payments.
 - a. The money received from late fees will go towards a Panhellenic Emergency Fund. The Panhellenic Emergency Fund will have a cap limit of \$3,000.00
 - b. After it has reached its cap limit, the late fees will go towards the Panhellenic Scholarship Fund.

Article XI. Extension

Section 1. Extension is the process of adding an NPC women's Greek organization.

The Tarleton State University College Panhellenic Council shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

Section 2. Voting rights

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

Article XII. Violation Resolution

Section 1. Violation

Chapters shall be held accountable for the conduct of their individual collegiate members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the Tarleton State University Panhellenic Council shall be considered a violation.

Section 2. Informal resolution

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

Section 3. Judicial process

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The Tarleton State University Panhellenic Council shall follow all judicial procedures found in NPC Unanimous Agreement VII.

1. **Mediation.** Mediation is the first step of the judicial process. The Tarleton State University Panhellenic Council shall follow all NPC Unanimous Agreements concerning the judicial process.
2. **Judicial Board hearing.** When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The College Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.
3. **Appeal of Judicial Board decision.** A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeal Committee. The Tarleton State University Panhellenic Council shall follow all NPC Unanimous Agreements concerning the appeals process.

Article XIII. Hazing

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned.

Article XIV. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Tarleton State University College Panhellenic Council when applicable and in which they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the Tarleton State University Panhellenic council may adopt.

Article XVI. Dissolution

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

Standing Rules

A College Panhellenic council may wish to adopt additional rules that pertain to the administration of the Association. These types of rules belong in the standing rules rather than in the bylaws. Standing rules are written as a separate document from the bylaws, but should be attached to and distributed with the bylaws.

- Unanimous Agreement VII
- Manual of Information
- Judicial Procedure
- Recruitment Rules
- Code of Ethics