

Bylaws of Tarleton State University Panhellenic Association

Article I. Name

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

Article II. Object

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

1. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
2. Promote superior scholarship and basic intellectual development.
3. Cooperate with member women's fraternities and the university administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, resolutions, and policies.
5. 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 III. 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 Association shall be composed of all chapters of NPC fraternities at Tarleton 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.
2. **Provisional membership.** The provisional membership of the Tarleton State University Panhellenic Association shall be composed of all colonies of NPC fraternities at Tarleton 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 fraternity.
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 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.

Article IV. Officers and Duties

Section 1. Officers

The officers of the Tarleton State University Panhellenic Association shall be president, vice president, secretary, and treasurer.

1. Each officer is required to attend all meetings of Panhellenic Council and Executive 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 Secretary of her absence at least 24 hours prior to the meeting and sends the chapter alternate. If the 24 hours deadline is not met and a replacement is not sent a fine will be billed to the chapter.
 - b. Excuses will be review by the Executive Board on an individual basis.

Section 2. Eligibility

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

1. **Regular membership.** Members from women's fraternities holding regular membership in the Tarleton State University Panhellenic Association shall be eligible to serve as any officer so long as they hold a 2.5 GPA.
2. **Provisional membership.** Members from women's fraternities holding provisional membership in the Tarleton State University Panhellenic Association shall not be eligible to serve as an officer.
3. **Associate membership.**
 - a. Panhellenic Association shall not be eligible to serve as an officer.

Section 3. Selection of Officers

1. The offices of President, Vice President, Secretary, and Treasurer of the Tarleton State University Panhellenic Association shall be held in rotation by each eligible women's fraternity chapter in order of its installation at Tarleton State University. If a member from the women's fraternity in order of rotation is not prepared to

serve as a designated officer, the Panhellenic Council shall determine how the office shall be filled.

- a. President and Vice-President should have served on the Tarleton State University Panhellenic Council for one year previous to being elected.
- b. One officer, three additional delegates, and an alternate delegate are selected by their individual chapters for Tarleton State University Panhellenic Council.

Section 4. Office-Holding Limitations

No more than 1 member from the same women's fraternity shall hold office during the same term.

Section 5. Term

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

Section 6. Removal

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

Section 7. Vacancies

Vacancies shall be filled by special election.

Section 8. Duties of Officers

1. The president shall:

- a. Call and preside at all meetings of the Panhellenic Council.
- b. Call and preside at all meetings of the Executive Board.
- c. Serve as an ex-officio member of all Panhellenic Association committees.
- d. Communicate regularly with the Panhellenic advisor.
- e. Be familiar with the NPC Manual of Information and all governing documents of this association.
- f. Ensure that the NPC annual report is completed.
- g. Communicate regularly with the NPC area advisor.
- h. Maintain current copies of the following: Tarleton State University Panhellenic Association bylaws and standing rules; the Panhellenic Association budget; contracts executed on behalf of the Panhellenic Association; correspondence and materials received from the NPC area advisor; all College Panhellenic reports to NPC; and other pertinent materials.
- i. Perform all other duties as assigned.

2. The vice president shall:

- a. Perform the duties of the president in her absence.
- b. Shall be familiar with the NPC Manual of Information and all governing documents of this association.
- c. Presides over Judicial Board.

- d. Presides over Membership Committee (Rho Gammas).
 - e. Serves as coordinator of Recruitment.
 - f. Perform all other duties as assigned.
- 3. The secretary shall:**
- a. Keep an up-to-date roll of the members of Panhellenic Council.
 - b. Record minutes of all meetings of the Tarleton State University Panhellenic Council and the Executive Board.
 - c. Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
 - d. Send meeting minutes to the NPC area advisor, University Advisor, members of Panhellenic Association.
 - e. Shall be familiar with the NPC Manual of Information and all governing documents of this association.
 - f. Be responsible for official correspondence of Panellenic Council.
 - g. Shall serve as the Public Relations Committee Chair.
 - h. Perform all other duties as assigned.
- 4. The treasurer shall:**
- a. Supervise the finances of the Tarleton State University Panhellenic Association.
 - b. Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each Tarleton State University Panhellenic Association member fraternity.
 - c. Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
 - d. Pay promptly the annual NPC dues and all bills of the Tarleton State University Panhellenic Association.
 - e. Maintain up-to-date financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
 - f. Shall be familiar with the NPC Manual of Information and all governing documents of this association.
 - g. Preside over the Philanthropy Committee.
 - h. Perform all other duties as assigned.

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the Tarleton 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 Tarleton State University Panhellenic Association including, but not limited to: annually review and adjust total as needed; determine dues; assess fines; 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 Tarleton State University Panhellenic Council shall be composed of one officer, three delegates, and one alternate delegate from each regular, provisional and associate member group at Tarleton State University as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the fraternity, providing her credentials have been presented to the association president.

Section 3. Selection of Delegates and Alternates

1. Delegates and alternates to the Panhellenic Council shall be selected by their respective women's fraternity chapters to serve for a term of one year commencing upon selection by the chapter.
 - a. Each delegate is required to attend all meetings of Panhellenic Council
 - i. Delegates are granted 2 excused meetings per semester. An excused meeting is defined as a meeting in which the delegate informs the Panhellenic Secretary of her absence at least 24 hours prior to the meeting and sends the chapter alternate. If the 24 hours deadline is not met and a replacement is not sent a fine will be billed to the chapter.
 - ii. Excuses will be reviewed by the Executive Board on an individual basis.

Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within 3 weeks and to notify the Panhellenic Association secretary of her name, address, and telephone number.

Section 5. Regular Meetings

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

Section 6. Bi-Annual Meetings

The bi-annual meetings of the Panhellenic Council shall be held during the months of April and September. The purpose of the bi-annual meetings shall be for the explanation of recruitment rules and any other business that may properly come before the delegates.

Section 7. Special Meetings

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

Three-fourths of the delegates from the member fraternities of the Tarleton State University Panhellenic Association shall constitute a quorum for the transaction of business.

Section 9. Vote Requirements

1. 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.
2. A three-fourths vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption. (See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws).

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the president, vice-president, secretary, and treasurer.

Section 2. Duties

The Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council through the secretary, 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 and shall be called by her upon the written request of three members of the Executive Board.

Section 5. Quorum

Three-fourths of Executive Board members shall constitute a quorum for the transaction of business.

Article VII. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of the Tarleton State University Panhellenic Association shall be appointed by the Tarleton State University administration.

Section 2. Authority

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

Article VIII. Committees

Section 1. Standing Committees

1. The standing committees of the Tarleton State University Panhellenic Association shall be the Judicial Board, Public Relations, Membership Recruitment Committee, and Philanthropy Committee.
2. 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 shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and, in making these appointments, recognize fair representation from all member women fraternities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board.

Section 3. Judicial Board

The Judicial Board shall consist of the vice president as chairman and 4 members (one from each Member Fraternity). The Panhellenic advisor shall serve as a nonvoting ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member fraternities about the Panhellenic judicial procedure. It shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the Tarleton State University Panhellenic Association that are not settled informally or through mediation. The hearing shall be

conducted by the entire Judicial Board unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of a chairman (the vice president) the three remaining officers, and 3 representatives from each regular, provisional, and associate member. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the membership recruitment period. After each membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member group and chapter advisor.

Section 5. Philanthropy Committee

The Community Service/Philanthropy Committee shall consist of a chairman and 1 member from each member fraternity. The Philanthropy Committee shall be responsible for all matters pertaining to the promotion of philanthropy and holding one philanthropy event a semester.

Section 6. Public Relations Committee

The Public Relations Committee shall consist of a chairman and 1 member from each member fraternity. The Public Relations Committee shall be responsible for all forms of publicity dealing with the Tarleton State University Panhellenic Association and its events. 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 Panhellenic Association and its member women fraternities.

Section 7. Other Committees

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

Article IX. Finances

Section 1. Fiscal Year

The fiscal year of the Tarleton State University Panhellenic Association shall be from December, 1 to November, 30 inclusive.

Section 2. Contracts

Dual signatures of the president, the treasurer, and Panhellenic advisor shall be required to bind the Tarleton State University Panhellenic Association on any contract.

Section 3. Checks

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

Section 4. Payments

All payments due to the Tarleton State University Panhellenic Association shall be received by the treasurer who shall record them. Checks for payments shall be made payable to the Tarleton State University Panhellenic Association.

Section 5. Dues

1. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
 - a. Panhellenic Association membership dues shall be an assessment per member and new member per semester.
 - i. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
 1. \$8.00 per member
 - ii. The dues of each Panhellenic Association member fraternity shall be payable on or before October, 15 and February, 15.
 1. 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

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

Article X. Extension

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

The Tarleton State University Panhellenic Association 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 Panhellenic Council shall vote on extension matters.

Article XI. Violation Resolution

Section 1. Violation

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the Tarleton State University Panhellenic Association 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 Association shall follow all mediation guidelines found in the Manual of Information.

1. **Mediation.** Mediation is the first step of the judicial process. The Tarleton State University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.
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 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 Panhellenics Judicial Appeal Committee. The Tarleton State University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

Article XII. Hazing

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

Article XIII. Parliamentary Authority

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

Article XIV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Tarleton State University Panhellenic Council by a two-thirds vote, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting allowing an opportunity for chapter input.

Article XV. Dissolution

This Association shall be dissolved when only one regular member exists at Tarleton 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.

Standing Rules

Article I. Judicial Procedures

1. Fraternities are encouraged to resolve alleged infractions as soon as possible through informal discussion with the involved parties before an infraction is filed.
2. Should the informal discussions be unsuccessful, the judicial process will be set in motion by the filing of a violation report form for an alleged infraction. An infraction can only be filed against a chapter and not against any individual(s).
3. Violations must be reported in the following manner on the College Panhellenic Violation Report available on the NPC website or from the campus Panhellenic:
 - a. Timing
 - i. The College Panhellenic Violation Report shall be completed and presented to the president of the College Panhellenic Association in a timely manner, but not more than 30 calendar days from the date of the alleged infraction (including university/college breaks).
 - ii. If the College Panhellenic president is unavailable or the violation is against her fraternity, the report shall be presented to the Fraternity/Sorority Advisor (FSA).
 - iii. The College Panhellenic president and FSA shall review the College Panhellenic Violation Report to ensure it has been filled out completely, including proper signatures and indication of rule(s)/guideline(s) violated. An incomplete report shall be returned to the reporting party for completion before proceeding.
 - b. Proper Reporting Authority
 - i. Infractions, excluding recruitment infractions, may only be reported and signed by one of the following:
 1. The president of a chapter on behalf of her chapter
 2. Executive officer/board member of a chapter
 3. College Panhellenic officer
 4. FSA
 - ii. Recruitment infractions may only be reported and signed by one of the following:
 1. The president of a chapter on behalf of her chapter
 2. College Panhellenic officer in charge of recruitment or a recruitment counselor
 3. Potential new member
 4. FSA
 - c. Receipt of Infraction
 - i. The following steps should be taken to make certain an infraction is properly received by the College Panhellenic:
 1. The College Panhellenic Violation Report is retained by the College Panhellenic president or FSA and is available upon request by the accused fraternity.

2. The College Panhellenic president or FSA shall send a copy of the College Panhellenic Violation Report to the NPC area advisor within seven days.
- d. Notification of Chapter
 - i. The College Panhellenic President shall notify the accused fraternity in writing by delivering the College Panhellenic Notice of Infraction to that chapter president within seven days of receiving the College Panhellenic Violation Report.
 - ii. If the president of the accused fraternity is unavailable, delivery may be made to another appropriate chapter fraternity officer or advisor. The record of delivery shall be documented on the report.
 - iii. A copy of the College Panhellenic Notice of Infraction shall be given to the FSA and sent to the NPC area advisor within the same time period.
 - e. Response to Receipt of Infraction
 - i. Upon receipt of the College Panhellenic Notice of Infraction, the accused fraternity shall contact the College Panhellenic president within seven days to schedule mediation. Mediation shall be held unless the accused fraternity chooses to proceed directly to a judicial hearing.
 - ii. If the College Panhellenic Notice of Infraction is delivered during a college/university break, the mediation/judicial hearing may be scheduled after classes resume or held during the break if all parties are available.

Section 1. Mediation

1. The purpose of mediation is to find a solution satisfactory to both the party who filed the infraction and the accused fraternity, in accordance with the following documents:
 - a. NPC Unanimous Agreements
 - b. College Panhellenic bylaws
 - c. College Panhellenic membership recruitment rules/guidelines
 - d. College Panhellenic standing rules
2. The following elements of mediation shall be followed:
 - a. Mediation shall be closed to the public.
 - b. All participants in the mediation shall keep strict confidentiality.
 - c. No more than three participants (including a chapter advisor) shall represent either party and/or each fraternity involved at mediation.
 - d. In cases of infractions for which a College Panhellenic officer or another individual has information regarding the infraction and did not file the infraction, then the person shall attend only for the purpose of presenting the information, after which he or she shall be excused from the mediation.

Section 2. Mediator Guidelines:

1. The College Panhellenic president in agreement with the FSA shall appoint a neutral party to serve as the mediator.
2. Though it is preferable that the FSA for Panhellenic not serve as the mediator, the advisor can serve if he or she did not file the infraction or has not been involved with the reported incident.
3. The mediator shall not be an undergraduate student.
4. All parties must sign a summary of the mediation proceedings on the Mediation Summary Report indicating the outcome of the mediation and their acceptance of the sanctions. The forms are available on the NPC website. A copy of the report shall be retained by the FSA for a period of three years.
5. Within 24 hours of the completion of the mediation, the College Panhellenic president shall send a copy of the Mediation Summary Report to the parties designated on the form.

Section 3. Judicial Board Hearing

1. If an agreement is not reached during the mediation process, a judicial board hearing shall be held.
2. The accused party may choose to go directly to a judicial hearing instead of mediation.
3. The College Panhellenic shall follow procedures for judicial board hearings as already established by its College Panhellenic Association bylaws.
4. Hearings shall be closed to the public.
5. No more than three participants (including a chapter advisor) shall represent either party and/or each fraternity involved at a hearing.
6. In cases of infractions for which a College Panhellenic officer or another individual has information regarding the infraction and did not file the infraction, then the person shall attend only for the purpose of presenting the information, after which he or she shall be excused from the judicial hearing.
7. All parties must sign a summary of the hearing proceedings on the Judicial Board Hearing Summary Report indicating the outcome of the hearing. Forms are available on the NPC website. A copy of the report should be retained by the FSA for three years.
8. Within 24 hours of the completion of the judicial hearing, the College Panhellenic officer responsible for the judicial process shall send a copy of the College Panhellenic Judicial Board Hearing Summary Report to the parties designated on the form.
9. On those campuses where the small size of the College Panhellenic makes a judicial hearing ineffective because of conflicts of interest and mediation has proven to be ineffective, the case may be referred directly to the NPC College Panhellenics Judicial Appeals Committee.

Section 4. Sanctions

1. Appropriate Sanctions. Each College Panhellenic shall strive to achieve a fair and reasonable resolution for infractions. Sanctions should fit the nature and degree of the offense.
 - a. Monetary fines shall be acceptable only for a measurable offense of the Panhellenic's governing documents or stated membership recruitment rules.
 - b. The amounts of monetary fines shall be determined by a vote of the College Panhellenic Council at Mediation or Hearing.
 - c. Examples of reasons for monetary fines may be limited to the following:
 - i. Late recruitment event invitation lists
 - ii. Recruitment events that exceed designated event times
 - iii. Prohibited postings on social media outlets
 - iv. Required chapter attendance at Panhellenic-sponsored events
2. Sanctions shall not:
 - a. Forbid formal or informal recruitment activities or the observance of an inter/national fraternity event such as an educational program, ritual ceremony or historical celebration.
 - b. Affect a fraternity chapter's quota or total.
 - c. Affect the time of new member acceptance and/or initiation.
 - d. Forbid the right of an NPC fraternity to vote in College Panhellenic meetings.
 - e. Include removal from the College Panhellenic.
3. Duration of Sanctions
 - a. The duration of any penalty imposed shall not exceed one calendar year from the time the decision is final.
4. NPC Notification of Sanctions
 - a. Within 24 hours of the completion of mediation or the judicial board hearing, the College Panhellenic president or the College Panhellenic officer responsible for the judicial process shall send a copy of the Mediation Summary Report or Judicial Board Hearing Summary Report (not including the minutes) to parties indicated on the report form.

Section 5. Appeals

1. The decision of the College Panhellenic Association judicial board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeals Committee.
 - a. An appeal shall be filed with the College Panhellenic president, using the process referenced in the judicial resource section in the Manual of Information and on the appeal form, within seven days of the decision.
 - b. The Judicial Appeals Committee shall reverse or uphold the decision of the College Panhellenic Association judicial board. The Judicial Appeals Committee may also dismiss or modify sanctions as the committee deems appropriate.

- c. Any penalty shall begin only after all properly filed appeal(s) decisions have been rendered. If a sanctioned fraternity wants to fulfill all or part of the sanctions pending the outcome of a filed appeal(s), the fraternity shall have that option.
2. If the NPC College Panhellenic Judicial Appeals Committee is unable to resolve the appeal, the Judicial Appeals Committee chairman shall be responsible for the further conduct of the case. All data regarding the appeal shall be submitted in the following order, as needed, until resolution can be determined:
 - a. Inter/national presidents of the fraternity(s) involved.
 - b. NPC Executive Committee.
 - c. NPC Board of Directors. The decision of the NPC Board of Directors shall be final.

Article II. Code of Conduct

1. As members of the IFC, CPC, and IGC, we, the Member Organizations, hereby agree to and adopt the following code of conduct:
 - A. We will know and understand the ideals expressed in our chapter Rituals and the university core values and will strive to incorporate them in our daily lives.
 - B. We will strive for academic achievement and practice academic integrity.
 - C. We will respect the dignity of all persons; therefore, we will not physically, mentally, psychologically or sexually abuse or harm any human being.
 - D. We will protect the health and safety of all human beings.
 - E. We will respect our property and the property of others; therefore, we will neither abuse nor tolerate the abuse of property.
 - F. We will meet our financial obligations in a timely manner.
 - G. We will neither use nor support the use of illegal drugs; we will neither misuse nor support the misuse of alcohol.
 - H. We acknowledge that a clean and attractive environment is essential to both physical and mental health; therefore, we will do all in our power to see that our properties or those properties that are in our care are properly cleaned and maintained.
 - I. We acknowledge that social media has become a vital and integral part of community involvement for personal relationships and for promotion of organizations; however, we will not tolerate misuse or conduct unbecoming of ladies and gentlemen in any facet of social media relations and/or mass communication.
 - J. We will challenge all fraternity and sorority members to abide by these fraternal expectations and will confront those who violate them.

Article III. Recruitment Rules

Section 1. Definitions

1. **Formal Recruitment** shall take place the weekend of Labor Day in the fall semester. This is a time when Recruitment will follow a designated schedule of events established by Panhellenic Council. Formal Recruitment will begin with the all sorority meeting on September 2, 2015, at 6:00 pm and Recruitment will continue through the end of Bid Day on September 7, 2015, at 11:59 pm. An organized event is one to which written and/or printed invitations are extended to a Potential New Member for a specific date and time. **Continuous Open Bidding** can begin immediately after total is set. No contact shall be made with Potential New Members via phone, letter, e-mail, social media, or personal contact until COB begins.
2. **Quota Range** refers to the number each fraternity or sorority may pledge during Formal Recruitment. Quota will be set by the RFM specialist after the third round event – Preference.
3. **Silence** is the period in which there will be no extended conversation with Potential New Members by the sorority members, new members, and alumnae. This includes all references to sorority – verbal, written, printed, or typed. Silence is designated as the period of time from when the PNM officially registers until bid cards are handed out.
4. **Strict Silence** is designated as the period of time from the end of their last preference event until the Potential New Member receives her Bid. During this period there will be no conversation or contact between Potential New Members and Fraternity members, new members, or alumni.
5. **Social Networking Silence**- designated as the period of time from when a PNM formally registers for recruitment through bid day. During this period all sorority women must refrain from social media contact with any PNM unless for work or school purposes.
6. **Total** at Tarleton State University is average chapter size minus 10%. This will be automatically reset every year 72 hours after formal recruitment bid day. The number will be sent to the chapters by the Panhellenic Advisor at this time.

Section 2. Recruitment Procedures

1. Panhellenic strongly urges each sorority to re-invite (after the first round of invitational events) only those Potential New Members they are seriously considering for membership. This will enable both the Potential New Member and the sorority to know “how they stand” early in the Formal Recruitment period.
2. Panhellenic strongly urges each sorority to invite only those Potential New Members to the preference event to whom they will definitely issue a bid.
3. Quota will be set by the RFM Specialist after the third round event – Preference. Quota is an orderly procedure that maximizes the opportunity for potential new members and chapters to successfully complete a structured recruitment. The goals of quota are to:
 - a. Give each woman the maximum opportunity to pledge.
 - b. Provide the fraternity experience to as many women as possible.
 - c. Maintain adequate strength in all fraternity chapters.

4. All bid lists shall be turned into ICS by 1am on the last night of rotations. Invitation lists will be given immediately following the bid matching procedure.
5. Invitations are due by 8am and must be addressed in black ink. A \$25 fine will be assessed if the invitations are late up to 15 minutes. Each chapter will be responsible for individual bid invitations.
6. Recruitment shall conclude on Bid Day. Bid Day shall begin when the first invitation of membership is given to a Potential New Member and shall end 24 hours after the appointed time.

Section 3. Potential New Members (Hereinafter referred to as PNM)

1. Eligibility
 - a. PNM's must have a 2.5 GPA or high-school equivalent.
 - b. A woman is eligible to participate in Formal Recruitment if she is regularly matriculated student at Tarleton State University, taking at least twelve (12) semester credit hours, including correspondence and remedial courses. A woman must also have a 2.5 GPA or the high school equivalent of a 2.5 GPA to go through Formal Recruitment.
 - c. Invitations of membership may be extended based on chapters' individual GPA requirements.
 - d. A woman shall register for Formal Recruitment and pay a registration fee. The fee shall be \$50 for PNMs.
 - e. A Potential New Member shall not be, nor have been, an initiated member of an NPC group.
 - f. A student who had her pledge broken by her sorority, or who broke her pledge to her sorority, may not be asked to join another sorority on the same campus for one calendar year from the date she was originally pledged. However, she may be re-pledged by the same sorority at any time during that calendar year.
2. Behavior
 - a. The PNM must notify Panhellenic if she cannot attend, preferably in writing. This must be done the Monday before Recruitment begins.
 - b. PNMs will not be permitted to attend the bar or participate in parties during the week of formal recruitment. Failure to comply will result in expulsion from recruitment.
 - c. PNMs must attend all parties that they are invited back to. Failure to comply will result in expulsion from formal recruitment.
 - d. PNMs will refrain from talking or cell phone/computer use inbetween parties.
3. Attendance/Withdrawal
 - a. A Potential New Member MUST attend Orientation and all events to which she has received an invitation, unless excused, to avoid being dropped from recruitment.
 - b. In the event of illness or other emergencies, a PNM shall notify her Rho Gamma and/or the Greek Advisor.

- c. At the discretion of the chapter, the Potential New Member may or may not be invited back by the chapter.
 - d. A Potential New Member shall consult her Recruitment Counselor before withdrawing from Recruitment
 - e. Roll for each party will be called once, prior to the party starting. If PNM is not in line she forfeits her right to a bid.
4. PNM Nametags
- a. TSU Panhellenic will provide nametags for each PNM during the week of formal recruitment.
 - b. These nametags must be worn throughout the duration of recruitment.
5. Bid Cards/Invitations to Membership
- a. A Potential New Member shall fill out the Preferential Bid/MRABA immediately following their last event of Preference Night. Potential New Members are encouraged to list the names of all the fraternities/sororities she is willing to accept a bid to membership. These names will be listed in order of preference, without any outside interference.
 - b. The signing of the Preferential Bid/MRABA is final and binding and no changes may be made after it is submitted.
 - c. Any Potential New Member signing a Preferential Bid Card, and then receiving a bid at the end of Recruitment, shall be bound by the agreement for one calendar year if she is at the same university.
 - d. Refusal to accept a bid extended to a Potential New Member by a group she has referenced makes her ineligible to pledge any other NPC fraternity/sorority in the same university for a calendar year.

Section 4. Rules Regarding Social Networking Sites

1. Social Networking sites include, but not limited to: Facebook, Twitter, Instagram, and Vine.
2. No sorority member shall accept a Potential New Member as a “friend” or similar designation once they have formally signed up for recruitment. This includes all active members, new members, and ~~Rho Gammas~~.
3. A sorority member’s personal websites should be set to private during the time of disaffiliation.
4. No Rho Gamma may be pictured in a profile picture or cover photo by any non-disaffiliated sorority member.

Section 5. Recruitment Registration

1. Recruitment registration will begin June 1 and extend through the week prior to formal recruitment. Recruitment registration will end at Midnight on the Sunday before formal recruitment. Recruitment registration forms will be accessible online through the Tarleton Greek Life website.
2. The registration fee is \$50.
3. Recruitment registration form deadlines will be set by Panhellenic and published on the recruitment registration form each year. Panhellenic reserves the rights to assess late fees and extend deadlines for registration forms.

4. All recruitment registration tables will be under the supervision of the recruitment counselors and Panhellenic advisor(s). Rho Gammas are required to work the booth.
5. All registered PNMs must have their picture taken at a Rho Gamma table in the TSC prior to orientation.

Section 6. Silence, Strict Silence and Illegal Recruiting

1. From the beginning of orientation through the end of Formal Recruitment, no Potential New Member may visit a fraternity/sorority women's residence, suite, lodge, or chapter function except for the designated Formal Recruitment events.
 - a. Chapters may host Howdy Week events provided they are held before the beginning of orientation.
2. A sorority member shall not give a promise, verbal or written, to join a certain fraternity/sorority before formal bids are issued through Panhellenic.
3. Silence and Strict Silence
 - a. Strict silence, as established in the NPC Manual of Information 17th Edition, will be observed by all sorority members, new members, and alumnae once Preference Night begins until the issuance of bids.
 - b. All Potential New Members shall observe silence. The purpose of silence is to provide an atmosphere whereby the PNM can make her own decisions, free from Active Members, Alumna, and/or other PNMs pressure of influence.
 - c. Strict Silence begins after a Potential New Member has left the final round of events (Preference) and ends after the Potential New Member has signed her Preferential Bid Card.
 - d. During the silence period, there shall be no extended conversation between a Potential New Member and any Active Member, Alumna, or Potential New Member, except at designated Recruitment events. All conversations are to adhere to the Panhellenic Recruitment Rules.
 - e. During the designated period of silence, Active Members, Alumnae, and PNMs are bound by the rules of silence, and are not to make phone calls, give or send flowers, letters, notes, cards, or telegrams (Social media is included).
 - f. Potential New Members must also observe rules of silence with those who are not Active Members or New Members of a sorority. It is understood that Potential New Members will be in contact with adults, independents, male acquaintances, and other Potential New Members during the period of Formal Recruitment; however, there should be no conversation concerning sororities.
 - g. Potential New Members may associate with each other during the Recruitment period, but should not discuss sororities with the intent of influencing other Potential New Members. The decision to accept a sorority party invitation and/or a sorority bid is an important one and each Potential New Member should be given the privilege of determining her choice privately without the influence of other Potential New Members.

- h. Potential New Members will provide her own transportation to and from Recruitment events. Potential New Members who do not receive or accept any party invitations are not required to observe silence except to other Potential New Members.
 - i. Interaction with a Potential New Member
 - j. No sorority member may buy anything for a Potential New Member (meal, coke, gifts, or favors, etc...). Also, no Potential New Member may buy anything for a sorority member or alumnae.
 - k. Active Members must inform the Potential New Member that she must register with TSU Panhellenic Council to participate in Formal Recruitment week.
 - l. There will be no visitation allowed at a PNM's residence by an active member or alumnae, unless the member/alumnae is a part of Residence Life staff or a Rho Gamma and is visiting as a part of their job requirements.
 - m. An active member and/or alumnae may not interact with a Potential New Member once she has paid her recruitment fees (family situations will be handled case by case).
4. Illegal Recruiting
- a. Sorority women should not engage in activity that can be considered "dirty" recruitment. Dirty recruitment of potential new members includes, but is not limited to, intentional recruitment through social networking or other electronic communication, promising bids, providing gifts, socialization outside of unavoidable contact, and slanderous behavior toward other organizations and/or their members.
 - b. No sorority member including new members and alumnae may recruit for their individual sorority, or have parties for PNMs after June 1st or during formal recruitment, unless for a University or Panhellenic sponsored event.

Section 7. Recruitment Counselor Guidelines

1. Starting thirty days prior to the start of recruitment until Bid Day, all recruitment counselor will be excused from all chapter events and will not be permitted to wear or display Greek items associating them with their individual sorority.
2. Starting thirty days prior to the start of recruitment until Bid Day, recruitment counselors will not be permitted to associate socially with chapter members unless it is to fulfill their recruitment counselor responsibilities.
3. Chapters may not penalize recruitment counselors when they are absent from chapter activities due to recruitment counselor assignments and/or responsibilities.
4. Recruitment counselors waive their right to participate in membership selection during formal recruitment.
5. If a recruitment counselor sights a recruitment infraction she must get it signed by the Panhellenic President, instead of her chapter President.

Section 8. Chapter Guidelines

1. Event Rules

- a. All Recruitment events shall be held in the Thompson Student Center or any designated place on campus and all sorority members are expected to follow the University rules.
- b. All chapters may decorate their respective room in accordance with the Thompson Student Center hours.
- c. All Recruitment event rooms will be inspected an hour before the first event. Inspection of Recruitment events will be conducted by the recruitment chairs from each chapter, the Panhellenic Vice President of Recruitment, and the Panhellenic President. If there is an unsolved issue or problem between the Panhellenic Council and a chapter, then Vice President of Panhellenic will call in the Greek Advisor. Any problems or concerns will be addressed to the recruitment chairs.
- d. All events must begin and end on time. Failure to do so is an infraction subject to penalty by the TSU Panhellenic Council.
- e. If a Potential New Member does not show up for a designated event, the Chapter's VP of Recruitment/Membership will be notified of the absence before the start of that event round. Under no condition shall a Chapter's VP of Recruitment/Membership or any other member of that sorority telephone or look for the Potential New Member.
- f. Panhellenic will provide name tags for Potential New Members. Each sorority may distribute name tags at their events if they so desire. However, nothing shall be taken from a Recruitment party other than the Panhellenic name tag.
- g. Each sorority will furnish invitations to membership.
- h. Props such as flowers, jewels or any other symbol may be used during Recruitment events, but not taken from the events by the Potential New Members. Notes, letters, gifts, or anything which could be constructed as promising a bid are inappropriate and should not be used during the Formal Recruitment process.
- i. Event decorations will be limited to inside the event room. No sorority's event decorations should be seen from outside the room when the door is closed.
- j. The event format will be as follows:
 - i. Orientation Night- 1 hour total with 5 minutes for each chapter presentation
 - ii. Round 1(Sisterhood) - 30 minutes
 - iii. Round 2 (Philanthropy) - 30 minutes
 - iv. Round 3 (Preference) – 45 minutes
 - v. There will be 15 minutes between each round.
- k. Potential New Members will be assigned to groups according to the size of the chapters. The groups will be no larger than two PNMs per recruiting member.

- I. Actives, new members, and alumnae may not ask a PNM which sorority she is going to pledge.
 - m. Alumnae may not have any contact with PNMs during the Recruitment events or at any time during the Formal Recruitment process.
 - i. Alumnae may not participate in other recruitment activities including but not limited to: singing, chanting, wearing of chapter recruitment attire.
2. Chapter Lists
 - a. A tentative list of all collegiate members participating in recruitment will be due by July 1. This list will be used to establish the number of girls eligible to participate in the sorority's skit. The list shall exclude any alumnae members.
 - b. Only sorority members who have completed the recruitment rules training may be eligible to participate with their chapter in recruitment.
 - c. The sorority must submit a complete list of all collegiate members participating in recruitment. This list must be e-mailed, in Excel format, to the TSU Panhellenic president and vice-president by 5:00 PM the Friday prior to formal recruitment.
3. Recruitment Schedule and Events
 - a. The TSU Panhellenic Association will set the dates, times, and places for all recruitment events.
 - i. All event times shall be designated by TSU Panhellenic with consideration given to each sorority's needs. Rotation times will be published by Panhellenic.
 - ii. The room assignment will operate off of a rotation pattern designated by Panhellenic.
 - iii. All recruitment events will be held on the TSU campus unless otherwise arranged by TSU Panhellenic.
 - iv. Each party will begin promptly at the time designated by TSU Panhellenic
 - b. Each sorority must submit any videos or slideshows to Panhellenic on August 31st, 2015 for viewing. The video must be complete at that time.
 - c. All skits must be presented to Panhellenic on August 31st, 2015.
 - d. Recruitment counselors should be covered or removed from any composites, scrapbooks, slides, documents or any other relative forms of publicity that would associate them to a specific sorority. This must be accomplished on thirty days prior to the start of recruitment and adhered to until Bid day.
4. Alumnae
 - a. Active Collegiate members are the only members permitted to participate in membership recruitment during formal recruitment.
 - i. Collegiate chapters may be penalized for alumnae members who may be found in violation of recruitment rules guidelines.
5. PNM Notebooks

- a. The individual sorority is responsible for printing the materials for PNM notebooks from ICS.
 - b. Panhellenic will provide a disk of PNM pictures.
6. PNM and Invite Lists
- a. A list of PNMs attending each event will be given to each sorority's recruitment chair at least one hour prior to the beginning of each event. The Panhellenic President or Vice President will make any alterations to the list. Panhellenic will strive to keep all parties similar in number.
 - b. Invite lists must be submitted to ICS between 9:00 P.M. and 6:00 A.M on the respective nights.
 - i. Bid cards are due by 8am on Bid Day in alphabetical order.
 - 1. All bid cards must be 5.25x4 and must be in a A2 envelope

Section 9. Marketing

1. Individual sororities will be permitted to set up their own booths displaying sorority paraphernalia and promoting Greek life in general at TSU events such as Texan Tour, Orientations and Traditions Rally. No more than 5 collegiate members total may be present at the booth at any time.
2. All sororities must abide by the University's sign ordinance.
3. No posters, flyers, or any other form of publicity will be permitted from the individual sorority; including but not limited to publicity on campus, in the residence halls, or materials issued to students.
4. There shall be no car tagging of any kind allowed. This includes alumni, initiated members, provisional members, and men's cars.

Section 10. Recruitment Room Guidelines

1. All National Panhellenic Conference (NPC) Unanimous Agreements shall be upheld.
2. Each College Panhellenic Association shall prohibit the use of alcoholic beverages in membership recruitment- formal and COB.
3. Each College Panhellenic Association shall prohibit the participation of men and Fraternity members on campus, excluding parents, male escorts, and the Thompson Student Center staff upon Panhellenic approval, in membership recruitment and Bid Day activities.
4. All members (including alumnae and new members) are responsible for understanding and observing the recruitment rules, as well as, the Panhellenic Code of Ethics.
5. Fall membership recruitment shall be held beginning the Wednesday prior to labor day, and concluding with bid day on labor day.
6. Mandatory sorority meeting will be held the week before recruitment begins to address Recruitment rules and any concerns. All chapter members who will be participating in the upcoming recruitment must be present at these meetings to participate in recruitment. A member will be counted as absent if she is more than 10 minutes late. If a member is absent to this meeting, without advance

- approval from the Panhellenic President, VP of Recruitment, and Greek Advisor, she may not participate in the upcoming recruitment.
7. Recruitment Rules will be sent to chapter Recruitment/Membership chairs no later than the last college panhellenic meeting of the spring.
 8. Fall Recruitment shall be held as early as the week before the first week of class of the academic semester, but no later than the fourth week of class.
 9. Panhellenic strongly recommends and urges each sorority to use sound judgment, discretion, common sense, and maturity in planning and maintaining a realistic and sound financial budget for Formal Recruitment. The budget guidelines for each chapter's recruitment expenses are as follows:
 - a. The budget for Formal Recruitment shall be \$1,000.
 - b. The budget includes any monetary donations by alumni or other sources.
 - c. The budget excludes tangible items (i.e. meals or flowers) for members that are given by alumni.
 - d. The budget excludes any items that were already in possession of the chapter or members prior to recruitment preparations.
 - e. The budget excludes the price of crafts that will be used on Philanthropy Night.
 - i. Chapters must submit what the craft will be and a photo copy of receipts showing how much they spent on the craft to Panhellenic Council on August 31st, 2015.
 - f. If the chapter purchases shirts, etc. for members (without payment from members), the amount counts towards the budget for Formal Recruitment. However, if the individual members pay the chapter for shirts, the total is not included in the budget.
 - g. Bid Day is not included in the Formal Recruitment budget.
 - h. A chapter can apply for a special purchase to Panhellenic before recruitment begins. Special purchases are not to exceed \$500.00 (i.e. new letters).
 - i. Submission of budget
 - i. Budget reports are due on August 31st, 2015, to the Vice President of Recruitment.
 1. On this day, each chapter (Recruitment Advisor, Recruitment Chairman, and Chapter Advisor) must select a time to meet with the Panhellenic Executive Council to discuss and present detailed room layouts for each night of recruitment and other concerns or information the chapters need to address.
 2. A photo copy of recruitment receipts will be due along with an itemized list of purchases/donations.
 10. No music of any kind will be permitted on any night, with the exception of your slideshow or skit.
 11. Once the recruitment party has begun no one will be permitted to enter or leave the party. Those needing to leave may do so during the break between parties.

12. Absolutely no talking or cheering of any kind will be permitted less than 15 minutes after all parties have been released.
13. Each sorority will have a \$1,000 budget for formal recruitment. No sorority will spend over this amount. Decorations and any other items distributed should be included in this budget.
14. Each sorority will be allowed up to 12 round tables which will be provided by Tarleton State University.
15. Decorations will not be allowed on the walls
16. Decorations will not be allowed to be spread out on the floor (i.e. glitter, sand, etc.)
17. All chapters may decorate their respective room in accordance with the Thompson Student Center hours.

Section 11. Formal Recruitment Dress Code

1. Thursday thru Sunday night, sororities are encouraged to wear nametags but, TSU Panhellenic will not provide these nametags.
 - a. Thursday
 - i. Sorority members are to wear Panhellenic shirts and whatever bottoms they chose. TSU Panhellenic reserves the right to determine if clothing standards are adhered to or if there are intentional clothing patterns created.
 - ii. Sorority members are not allowed to display anything affiliating them with their sorority, such as jewelry, key rings, hair accessories, shoes, etc.
 - iii. PNMs should dress casual.
 - b. Friday
 - i. Sorority members are free to dress casual or business casual.
 - ii. PNMs should wear the t-shirt provided by Panhellenic and bottoms that are in good taste.
 - c. Saturday
 - i. Sorority members are encouraged to dress business casual. If skirts are worn, they should be of a respectable length.
 - ii. All PNMs should dress business casual.
 - d. Sunday
 - i. Sorority members are to wear an after 5 cocktail style dress of any color with little to no accents. TSU Panhellenic reserves the right to determine if a dress is appropriate for the occasion.
 - ii. PNMs should wear an after 5 cocktail dress that is in good taste.

Section 12. Quota/Bid Matching/COB/Snap Bidding

1. TSU Panhellenic, advised by Director of Student Leadership Programs will follow the recommendations proposed by the National Panhellenic Council. These could include bid matching, quota setting, release figures, snap bidding, continuous open bidding, etc. Penalties will be assessed for noncompliance.

- a. Release figures will be utilized; we will follow what the NPC Release Figure Specialist recommends.

Section 13. Penalties

1. Failure to abide by Tarleton State University Recruitment Guidelines may result in a penalty for the offending chapter.
2. Penalties for recruitment infractions will be assessed by a Judicial Committee that is regulated by NPC guidelines. This Judicial committee may assess penalties according to the severity of the infraction. These penalties include but are not limited to fines, educational programs, community service, etc.

Section 14. Reporting and resolving a potential infraction:

1. If a sorority member observes something that may be an infraction, she shall immediately contact her chapter's Vice President of Recruitment/Membership, who will then consult with the chapter President and a designated alumnae advisor.
2. Should the apparent infraction be deemed minor and easily correctable (i.e. not removing a photo of a Rho Gamma, etc.) the chapter VP of Recruitment/Membership will contact her counterpart regarding the matter. The potential infraction is to be corrected within 24 hours. If it is not, the chapter President will report the apparent infraction to the Panhellenic Vice President of Recruitment.
3. Apparent major infractions and apparent minor infractions which cannot be easily corrected will be reported by the chapter President to the Panhellenic Vice President of Recruitment.
4. Upon receipt of any notice of a potential infraction, the Panhellenic Vice President of Recruitment will immediately send the information to the Chapter President, and designated advisor of both chapters, as well as, the Greek Life Coordinator and Panhellenic President.
5. A meeting will be scheduled between the appropriate representatives of each chapter no more than 10 days following the receipt of the allegation to the Panhellenic Vice President of Recruitment.
6. Should a resolution not be reached, the NPC Area Advisor will be contacted regarding mediation.
7. Disposition of all apparent infractions reported to the Panhellenic Vice President of Recruitment will be recorded in the minutes of the first Panhellenic meeting following Formal Recruitment.
8. A Panhellenic Mediator will be determined by August 1st by representatives of TSU's sororities.
9. All infractions, hearings and penalties will remain confidential.
10. Minor infractions emanate primarily from recruitment procedure violations and include, but are not limited to such things as violations of budget, violations of guidelines for decorations, apparel, food/drink, entertainment, and gift giving, not adhering to scheduled hours of recruitment events, not meeting the deadlines for

submitting invitational lists, and social networking violations, etc. 5 minor infractions will equal 1 major infraction.

11. Penalties for minor infractions will be assessed to fit the nature and degree of the offense:
12. An official reprimand will be recorded in the TSU Panhellenic Council minutes with a report sent to the national president and NPC delegate of the offending group.
13. Constructive penalties of a positive nature or some extra activity designed for campus betterment or other services to the TSU Panhellenic Council, such as community service, clerical assistance in the Panhellenic office, sponsor an academic enrichment seminar, faculty appreciation program, recruitment procedures workshop and Panhellenic for new members. (Deprivation of social privileges no longer recommended for minor infractions.)

Section 15. Major Infractions and Penalties

1. Major infractions emanate primarily from recruitment ethics violations and include, but are not limited to, violations of the Unanimous Agreements, such as failing to observe silence or contact rules, making disparaging remarks about fraternity women, extending bids early, encouraging Potential New Members to intentionally single preference, and suggesting that a women refuse a bid from one group to wait for a bid from another group.
2. Penalties for major infractions shall be assessed to fit the nature and degree of the offense.
 - a. Constructive penalties of a positive nature include, but are not limited to planning and financing a Panhellenic workshop conducted by the NPC area advisor or other NPC representative; executing a major fundraiser to provide Panhellenic scholarships, speakers, regional Panhellenic conference fees; sponsoring a retreat for recruitment chairs or other chapter officers.
 - b. The deprivation of social privileges involves the suspension of social, Greek Week, and/or intramural participation in varying degrees for specific periods of time.
 - c. Penalties including loss of social privileges will not forbid formal or informal entertainment that is part of membership recruitment or the observance of an inter/national fraternity celebration.

Section 16. Duration and Notification of Penalties

1. All recruitment infractions will be settled within a 2 week period of the time of the incident or within the first 4 weeks of the academic year.
2. The duration of any penalty imposed by TSU Panhellenic Council shall not extend beyond the calendar year in which it is imposed.
3. The TSU Panhellenic Council shall report in writing, with in one week of the date it was imposed, any penalty to the NPC Area Advisor and to the NPC delegate and the National President of the sorority against which sanction is imposed.

4. If a Potential New Member is guilty of any infraction listed in the Constitution, By-laws, or Recruitment Rules, she may not pledge any sorority for one calendar year.

Section 17. Men's Recruitment

1. Tarleton State University Panhellenic Council has adopted the NPC Unanimous Agreement restricting women from participating in any men's fraternity recruitment events.
2. Men are allowed in the recruitment rooms from 10:30am until 3pm to help chapters set up their rooms. After Preference Night is over formal recruitment is over so men will be allowed to be in your room to help tear down that night only.

Article III. Recruitment Counselor requirements/expectations

Section 1. Recruitment Counselor Rules

1. Recruitment Counselors will adhere to all NPC and Tarleton State University Panhellenic guidelines established for the purpose of Formal Recruitment.
2. Disaffiliation will begin thirty days prior to the beginning of recruitment, and end on bid day, during Bid Day activities.
3. Rho Gammas will not wear any sorority insignia or letters or promote their individual sorority throughout their disaffiliation and may not have any sorority insignia on their vehicles.
4. Strict disaffiliation will occur during all Orientations, Duck Camp, Transition Week, and any Greek sponsored recruitment events. A Rho Gamma cannot be with a specific sorority by themselves.
5. No Rho Gamma will work their individual sorority tables during Transition week event, nor will any Rho Gamma speak to any sorority member, excluding recruiting a Potential New Member, whether their own chapter or another. If this occurs, a \$25 fine will be imposed on the Rho Gamma for each instance.
6. Rho Gammas should keep the identity of their sorority a secret. If she willingly tells the Potential New Members this information or acts partial to her sorority in any way, the Rho Gamma will be dismissed.
7. Sororities should keep the identity of the Recruitment Counselors a secret.
8. Rho Gammas should not schedule any classes that conflict with recruitment unless cleared with the Vice President of Recruitment.
9. If for any reason a Rho Gamma is not fulfilling the duties required of her she may be dismissed as agreed upon by the Panhellenic Vice President of Recruitment, President of Panhellenic, and Greek Advisor.

*Approved 3/26/2015