Colorado State University
Panhellenic Association Bylaws

ARTICLE I. NAME

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

ARTICLE II. PURPOSE

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

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

ARTICLE III. MEMBERSHIP

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

Section 1. Membership Classes

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

A. Regular Membership. The regular membership of the Colorado State University Panhellenic Association shall be composed of all chapters of NPC fraternities at Colorado State University. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and one vote on all matters.

B. Provisional Membership. The provisional membership of the Colorado State University Panhellenic Association shall be composed of all colonies of NPC fraternities at Colorado State University. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC fraternity.

C. Associate Membership. Local sororities or national or regional non-NPC member groups may apply for associate membership of the Colorado State University Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the College Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters and, if they are not participating in the formal recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total.
Section 2. Responsibilities of Membership

A. **Duty of Compliance.** All members, including associate members, shall comply with all NPC Unanimous Agreements and be subject to these Colorado State University Panhellenic Association bylaws, code of ethics and any additional rules this Panhellenic Association may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Association in conflict with the NPC Unanimous Agreements shall by void.

B. **Duty of Participation.** All members, without regard to membership class, shall have at least two representatives in attendance at Panhellenic Council meetings. Representatives may include, but are not limited to, the chapter’s Panhellenic Delegate, Assistant Panhellenic Delegate, or President. All members, without regard to membership class, shall also reasonably participate in Panhellenic Association activities, programs, and events.

C. **Duty of Financial Payment.** Regular members and Associate members shall make timely payment of dues and fees required by the Panhellenic Council and the Office of Fraternity and Sorority Life including but not limited to, Panhellenic Council dues and, New Member dues.

D. **Duty of Membership Record Maintenance.** All members, without regard to membership class, shall maintain an updated chapter file in the Office of Fraternity and Sorority Life, including a list of active, inactive, and new members and student ID numbers, a list of officers and contact information, and other chapter and member information as required.

Section 3. Membership Standing

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

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

**ARTICLE IV. OFFICERS AND DUTIES**

Section 1. Panhellenic Association Officers

A. The executive officers of the Colorado State University Panhellenic Association shall be President, Executive Vice President, Director of Finance, Vice President of Recruitment, Director of PNM Experiences, Director of Recruitment Coaches, Director of Recruitment Operations, Vice President of Community Development, Director of Scholarship, Director of Community Service and Philanthropy, Vice President of Risk Management, Vice President of Public Relations.

B. The board of directors of the Colorado State University Panhellenic Association shall be report to the appropriate Vice President.
Section 2. Eligibility

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

A. Regular Membership. Members from women’s fraternities holding regular membership in the Colorado State University Panhellenic Association shall be eligible to serve as any officer.

B. Provisional Membership. Members from women’s fraternities holding provisional membership in the Colorado State University Panhellenic Association shall not be eligible to serve as an officer.

C. Associate Membership. Members from women’s fraternities holding associate membership in the Colorado State Panhellenic Association shall be eligible to serve as any officer, except President and Vice President of Recruitment and Recruitment Directors.

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

1. hold a cumulative GPA of 2.8 or higher while in office and to run for office;
   a. If a candidate does not have the required GPA to run for office, they may submit a grade exception to run for office. This exception must be extenuating in circumstance and will be reviewed by the slating committee to determine the individual’s eligibility.

2. obtain a semester GPA of 2.5 or higher;

3. have completed at least 30 credit hours at Colorado State University or any other institution of higher learning prior to election; and

4. be in good standing with respective chapters.

Section 3. Selection of Panhellenic Association Officers

All executive board positions of the Colorado State University and Panhellenic Association shall be elected by ballot. Director positions will be elected as the cabinet after the election of the President, Executive Vice President, Vice President of Recruitment, Vice President of Community Development, Vice President of Risk Management, and Vice President of Public Relations.

A. Election Procedure

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

i. Prior to Panhellenic Association Elections
   a. Executive Board Officer Positions shall be made available after revisions of the Panhellenic Association bylaws have been presented and passed by the Panhellenic Association.
   b. Applications must be turned in to the Office of Fraternity and Sorority Life by a date scheduled by the Slating Committee. The Panhellenic Advisor shall hold the completed application in confidence until being distributed to the Slating Committee for review prior to their meeting.
   c. Between the application due date and the Panhellenic Association elections, the Slating Committee reviews completed applications, conducts interviews with candidates, and matches each Executive Board office to the most qualified candidates. Immediately following, a representative of the Slating Committee contacts each slated candidate in person or by phone for permission to place her name on the slate, reminding each candidate of the confidentiality of the slated position. Once all slated candidates have granted permission for their name being placed on the slate, all remaining applicants will be notified that they were not slated for a position and the slate will be made public and available to the Panhellenic Council.
d. Slating Committee prepares a statement of qualifications for each person slated. This document is shared with the Panhellenic Delegates.
e. At the Panhellenic Association meeting the slate will be formally presented to the Panhellenic Council to be affirmed.
f. Should one or multiple Executive Board positions on the slate not be affirmed, the Panhellenic Council may nominate additional candidates at the time the slate is presented. Nominees must have previously submitted applications.

ii. Panhellenic Association Elections
a. The ballots are prepared with the names and offices of those slated by the Slating Committee and any additional nominees put forth by the Panhellenic Council.
b. Under general orders, the Panhellenic President distributes the ballots and the statement of qualifications previously developed by the Slating Committee to each chapter.
c. Election by majority vote begins and is conducted in the following order:
   i. President
   ii. Executive Vice President
   iii. Director of Finance
   iv. Vice President of Recruitment
   v. Director of PNM Experiences Chair
   vi. Director of Recruitment Coaches
   vii. Director of Operations
   viii. Vice President of Community Development
   ix. Director of Scholarship
   x. Director of Community Service and Philanthropy
   xi. Vice President of Risk Management
   xii. Vice President of Public Relations
d. Should women slated for a position not be elected, they are eligible to run for subsequent positions. In order to do so, they must express their interest to the Slating Committee prior to the election.
e. Director positions as the cabinet of the Executive Board shall then be elected.

Section 4. Slating Committee

The Slating Committee shall consider the qualifications of all candidates for elected Executive Board officer positions and shall nominate at least one name for each elected office. The Slating Committee shall consist of the following:

A. The outgoing Panhellenic President, who shall serve as chair. In the instance that the outgoing Panhellenic President is seeking an Executive Board officer position, the outgoing Panhellenic Executive Board shall select from themselves an individual who is not seeking an Executive Board officer position to serve as chairman of the Slating Committee.

B. One initiated member in good standing from each regular and associate member chapter, selected by each member chapter through an internal process determined by each member chapter. Member chapter representatives must not be seeking an Executive Board officer position.

C. The Panhellenic Advisor(s) shall serve as a nonvoting, ex-officio member.

Section 5. Office Holding Limitations

No more than four members from the same women’s fraternity shall hold office during the same term.
No Panhellenic Association officer may hold an equivalent position within her chapter, executive or otherwise, concurrent with her term as a Colorado State University Panhellenic Association officer.

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

Section 6. Term

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

Section 7. Removal

Any Panhellenic Association Officer may be removed for cause by a vote of two-thirds of the Panhellenic Council, including any of the following reasons:

A. Failure to maintain the required academic standing, as defined as maintaining a 2.80 cumulative grade point average or 2.5 semester grade point average.

B. Nonperformance of duties, including unexcused absences from more than two Panhellenic Council or two Executive Board meetings.

C. Noncompliance with any governing document of the Panhellenic Association.

D. Personal behavior that does not reflect the values and purpose of the Panhellenic Association.

Section 8. Accountability

It must be understood that being an officer on the Panhellenic Association should be a primary time commitment and requires excellent character throughout the officer’s term. Failure to maintain dedication to the officer position, improvement when requested, or character becoming of a Panhellenic officer will call into question the officers eligibility to maintain in office.

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

A. During a Panhellenic Council meeting, a written motion is provided to the Panhellenic Association President for removal of the officer, including the reasoning. In the event that the motion is for removal of the Panhellenic Association President, the written motion is provided to the Executive Vice President. The motion for removal of office is automatically held for one week.

B. At the following Panhellenic Council meeting, the motion initiator shall present their reasoning and the Panhellenic Association officer in question shall have a chance to respond. In addition, all Panhellenic Delegates and Panhellenic Association Officers will have a chance to provide insight.

C. Following debate, a vote on the removal will occur. The officer may only be removed from office by a two-thirds vote of the full membership of the Panhellenic Council.

Section 9. Vacancies

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

Section 10. Panhellenic Association Officer Duties

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

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

Panhellenic Association Executive Officers shall attend all meetings of the Panhellenic Council and all Executive Board meetings. The Executive Board meeting will alternate every other week with Cabinet meeting. The Executive Board meeting will consist of the President and the five Vice President positions. The Cabinet meeting will consist of the President, five Vice President positions, and the six Director positions. Unexcused absence from more than two Panhellenic Council meetings, or more than two Executive Board meetings, is grounds for removal from office. Excusal is granted by the Panhellenic Council President, or in the event of her absence, by the Panhellenic Advisor(s). To obtain excusal, notification must be given at least 48 hours prior to the meeting or event from which the absence will occur. Classes required to complete degree requirements which are only offered at the time of Panhellenic Council meetings will be excused, if proper notice is given to the Panhellenic President.

General duties of all Panhellenic Association Executive Officers include meeting with the Panhellenic advisor(s), coming into the Office of Fraternity and Sorority Life for a minimum of 2 office hours a week, and participating in the Officer Workshop Series as applicable.

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

A. **President.** The Panhellenic President shall:

• Maintain overall responsibility for the operation of the Colorado State University Panhellenic Association and serve as the Panhellenic Association representative to the campus and community.
• Preside at all meetings of the Panhellenic Council.
• Preside at all meetings of the Panhellenic Executive Board.
• Meet as necessary with Chapter Presidents to discuss community issues and keep chapters updated on relevant information.
• Serve as a member of the Recruitment Management Team during Formal Membership Recruitment and disassociate.
• Serve as an ex-officio, member of the Joint Judicial Board only if she participates in Joint Judicial Board training as determined by the Joint Judicial Board.
• Serve as an ex-officio, non-voting member of the Fort Collins Area Alumni Panhellenic.
• Consistently attend “Greek Lead.”
• Meet weekly and communicate regularly with the Panhellenic Advisor.
• Meet regularly with the Interfraternity Council President, Multicultural Greek Council President, and the National Pan-Hellenic Council President.
• Communicate regularly with the NPC Area Advisor.
• Be familiar with the NPC Manual of Information and all governing documents of the Panhellenic Association.
• Complete the NPC Annual Report is completed, as well as ensure all other NPC reports are completed.
• Serve as signatory on General and Recruitment bank accounts. Perform all other duties as assigned.

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

• Serve as the Panhellenic President in the case of her absence or removal.
• Serve as signatory on both the Panhellenic Recruitment and General bank accounts.
• Compile agenda, call roll, and take minutes at all Panhellenic Council and Executive Board meetings.
• Type and distribute weekly minutes to Panhellenic Association Officers, Chapter Presidents and Chapter Panhellenic Delegates, including posting on the Panhellenic Council website.
• Maintain an up-to-date file of all Panhellenic Council Meeting Minutes and Amendments.
• Oversee Director of Finance and ensure the finances are in order.
• Serve as the Panhellenic Chair for the Joint Judicial Board.
• Be familiar with the NPC Manual of Information and Unanimous Agreements, all governing documents of the Panhellenic Association, the CSU Student Code of Conduct, and other relevant university, local, and state laws.
• Update bylaws as needed and passed by the Panhellenic Council.
• Meet as necessary with Chapter Judicial Officers to provide training on the Joint Judicial Board and All-University Hearing Board process, as well as share relevant information on judicial processes and educational sanctioning.
• Meet weekly and communicate regularly with the President and Panhellenic Advisor(s).
• Complete at least 2 regularly scheduled office hours each week in the Office of Fraternity and Sorority Life.
• Perform all other duties as assigned.

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

• Maintain overall responsibility for the planning and implementation of the Colorado State University Panhellenic Association Formal Membership Recruitment process according to the Code of Ethics and Panhellenic Recruitment Rules.
• Serve as chair of the Recruitment Management Team and disassociate during Formal Membership Recruitment.
• Plan and implement fall pre-recruitment events with the Recruitment Management Team.
• Serve as signatory on the Recruitment account.
• Oversee all marketing initiatives for Panhellenic recruitment with the Vice President of Public Relations.
• Meet as necessary with Chapter Recruitment Chairs and Recruitment Advisors to finalize recruitment rules and schedules, as well as keep chapters updated on recruitment information.
• Conduct post-recruitment meetings and surveys to obtain suggestions and comments for the following year’s formal membership recruitment.
• Be available to work necessary amount of hours in Office of Fraternity and Sorority Life during the summer of elected term. Pay depending on Panhellenic Association and/or hourly rate of pay in Office of Fraternity and Sorority Life.
• Meet with PNM Experiences, Recruitment Coaches, and Recruitment Operations Chairs weekly for one on one meetings.
• Serve as a FSL Ambassador
• Coordinate education and programming initiatives on the best practices of continuous open bidding, when necessary.
• Assist all associate chapters with their year round recruitment efforts
• Coordinate all ICS system operations for Formal Membership Recruitment.
• Meet weekly and communicate regularly with the President and Panhellenic Advisor(s).
• Complete at least 2 regularly scheduled office hours each week in the Office of Fraternity and Sorority Life.
• Shall receive compensation in the form of either a $500 stipend or attendance at a leadership conference financially covered by Panhellenic not exceeding $500
• Perform all other duties as assigned.

D. **Vice President of Community Development.** The Panhellenic Vice President of Community Development shall:
• Serve as a liaison for the Programming Board.
• Plan and implement Panhellenic Council Delegate training.
• Plan and implement National Ritual Appreciation Week.
• Plan and implement senior sendoff.
• Plan and implement leadership and educational development opportunities for chapter membership.
• Meet as necessary with Chapter Programming Chairs to discuss leadership and educational programming initiatives
• Oversee and advise the Sisterhood Coalition.
• Plan and implement Panhellenic sisterhood events
• Review Robert’s Rules of Order with the Delegates and with the Panhellenic officers
• Meet weekly and communicate regularly with the President and Panhellenic Advisor(s).
• Complete at least 2 regularly scheduled office hours each week in the Office of Fraternity and Sorority Life.
• Perform all other duties as assigned.

E. **Vice President of Risk Management.** The Panhellenic Vice President of Risk Management shall:
• Be familiar with the NPC Manual of Information and Unanimous Agreements, all governing documents of the Panhellenic Association, the CSU Student Code of Conduct, the Joint Risk Management Policy, individual chapter risk management policies, and other relevant university, local, and state laws.
• Assist the Office of Fraternity and Sorority Life Staff in conducting Risk Management Training, including social event planning and sober monitor training, at the beginning of each semester.
• Plan and implement educational programs on risk management and prevention, including National Hazing Prevention Week, National Collegiate Alcohol Awareness Week, and Sexual Assault Awareness Month.
• Serve on the Risk Management Task Force.
• Meet as necessary with Chapter Risk Management Officers to discuss the effective risk prevention strategies and provide resources, as well as provide information on the Panhellenic community risk management policy and risk prevention efforts.
• Conduct a weekly review and approval of Event Registration Forms to ensure compliance with all Panhellenic governing documents.
• Meet weekly and communicate regularly with the Panhellenic President and Advisor(s).
• Complete at least 2 regularly scheduled office hours each week in the Office of Fraternity and Sorority Life.
• Perform all other duties as assigned.

F. Vice President of Public Relations. The Vice President of Panhellenic Public Relations shall:
• Develop, plan, and implement a comprehensive year-round public relations and marketing strategy for the Panhellenic Association.
• Prepare and send news releases to the college and local media for all major Panhellenic Association events and programming.
• Meet as necessary with Chapter Public Relations Officers to discuss the effective chapter marketing strategies and provide public relations resources, as well as provide information on the Panhellenic community public relations and marketing strategy.
• Serve as a member of the Recruitment Management Team and disassociate during Formal Membership Recruitment.
• Work with the Recruitment Chair to develop a recruitment marketing plan.
• Assist Panhellenic Association officers and Chapters in the promotion, advertising, and publicity of their events.
• Oversee and manage all Panhellenic Association social media efforts.
• Meet weekly and communicate regularly with the Panhellenic President and Advisor(s).
• Complete at least 2 regularly scheduled office hours each week in the Office of Fraternity and Sorority Life.
• Perform all other duties as assigned.

G. Director of Finances. The Panhellenic Director of Finances shall:
• Assist the Executive Vice President with all finances
• Provide a budget breakdown for the chapters and Panhellenic officers.
• Oversee the financial management of the Panhellenic General Account with the Panhellenic Advisor, including the preparation of the Annual Panhellenic Budget, collection of member dues according to the Panhellenic Financial Outline, prompt payment of all Panhellenic Association bills, and reconciling of the Panhellenic Accounts to the bank statements.
• After the approval of the budget by the Panhellenic Association, provide a copy of the Panhellenic Association Budget to each Colorado State Panhellenic Association member fraternity.
• Collect dues from each Panhellenic Association chapter.
• Serve as signatory on the Panhellenic General account.
• Provide a financial report during Panhellenic Council meetings once per semester.
• Meet as necessary with Chapter Treasurers to discuss the Panhellenic Financial Outline, and other relevant Panhellenic financial topics.
• Meet weekly and communicate regularly with the Panhellenic Advisor(s) and Executive Vice President.
• Complete at least 2 regularly scheduled office hours each week in the Office of Fraternity and Sorority Life.
• Perform all other duties that arise and apply.

H. Director of Scholarship. The Panhellenic Director of Scholarship shall:
• Meet individually with Chapter Scholarship Officers each semester regarding grade reports and Academic Action Plans to determine areas of achievement and areas of needed improvement.
• Meet as necessary with Chapter Scholarship Officers to discuss effective academic programming and campus resources, as well as the Panhellenic Community scholarship initiatives.
• Complete all national Panhellenic conference academic reports
• Plan and implement an honorary and appreciation event for faculty
• Meet with Vice President of Community Development regularly and Panhellenic Advisor(s).
• Complete at least 2 regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
• Perform all other duties that arise and apply

I. **Director of Community Service and Philanthropy.** The Panhellenic Director of Community Service and Philanthropy shall:
   • Meet as necessary with Chapter Community Service and Philanthropy Officers to discuss effective community service and philanthropy programming and campus resources.
   • Meet with the Panhellenic Advisor and the Vice President of Community Development Chair weekly.
   • Attend all chapters’ philanthropy events if able.
   • Provide information about opportunities and experiences for service.
   • Meet weekly and communicate regularly with the Vice President of Community Development and Panhellenic Advisor(s).
   • Complete at least 2 regularly scheduled office hours each week in the Office of Fraternity and Sorority Life.
   • Perform all other duties that arise and apply.

J. **Director of PNM Experiences.** The Panhellenic Director of PNM Experiences shall:
   • Perform the duties of the Vice President of Recruitment Chair in her absence.
   • Serve as a member of the Recruitment Management Team and disassociate during Formal Membership Recruitment.
   • Assist in coordinating all ICS system operations for Formal Membership Recruitment.
   • Meet weekly and communicate regularly with the Vice President of Recruitment and Panhellenic Advisor(s).
   • Coordinate and execute any Potential New Member abbreviated schedules for Formal Membership Recruitment.
   • Serve as an FSL Ambassador for the spring, summer, and fall orientation programs as a Panhellenic representative with the Recruitment Chair and complete all required training.
   • Respond to any and all emails related to interest in joining our Panhellenic community during the summer and early fall.
   • Complete at least 2 regularly scheduled office hours each week in the Office of Fraternity and Sorority Life
   • Perform all other duties that arise and apply.

K. **Director of Recruitment Coaches.** The Panhellenic Director of Recruitment Coaches shall:
   • Assist the Recruitment Chair with Formal Membership Recruitment planning and implementation
   • Coordinate the selection and training of the Recruitment Coaches according to the Code of Ethics and Panhellenic Recruitment Rules.
   • Conduct post-recruitment meetings and evaluations with the Recruitment Coaches to obtain suggestions and comments for the following year’s formal membership recruitment.
   • Serve as a member of the Recruitment Management Team and disassociate during Formal Membership Recruitment.
   • This position must have previously served as a Recruitment Coach.
• Meet weekly and communicate regularly with the Vice President of Recruitment and Panhellenic Advisor(s).
• Complete at least 2 regularly scheduled office hours each week in the Office of Fraternity and Sorority Life.
• Perform all other duties that arise and apply.

L. Director of Recruitment Operations. The Panhellenic Director of Recruitment Operations shall:
• Oversee all recruitment finances and be a signatory on the Panhellenic Recruitment Account
• Work with the Finance Chair to ensure all Panhellenic Accounts are in order and serve as signatory for Recruitment account
• Coordinate transportation, reservations, and catering for Formal Membership Recruitment.
• Serve as a member of the Recruitment Management Team and disassociate during Formal Membership Recruitment.
• Follow through with and plan all logistical aspects of Formal Membership Recruitment.
• Serve as the recruitment headquarters chair.
• Meet weekly and communicate regularly with the Vice President of Recruitment and Panhellenic Advisor(s).
• Complete at least 2 regularly scheduled office hours each week in the Office of Fraternity and Sorority Life.
• Perform all other duties that arise and apply.

ARTICLE V. THE PANHELLENIC COUNCIL

Section 1. Authority

The governing body of the Colorado State University Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the Colorado State University Panhellenic Association including, but not limited to: annually review and adjust total as needed; determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of member women’s fraternities.

Section 2. Composition and Privileges

The Colorado State University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at Colorado State University as identified in Article III of the Panhellenic Association Constitution. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of the Panhellenic Association Constitution. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternative are absent, the vote may be cast by a member of the fraternity, providing her credentials have been presented to the association president. Should the delegates miss more than two Council meetings, the chapter will be asked to discuss reasons and future options with the Panhellenic President and the Advisor.

Section 3. Selection of Delegates and Alternates
Delegates and alternates to the Colorado State University Panhellenic Council shall be selected by their respective women’s fraternity chapters to serve a term of one year corresponding to the term of the Panhellenic Association Officers.

**Section 4. Delegate Vacancies**

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

**Section 5. Regular Meetings**

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

**Section 6. Special Meetings**

Special meetings of the Panhellenic Council may be called by the President when necessary and shall be called by her upon the written request of no fewer than one-fourth of the member women’s fraternities of the Colorado State University Panhellenic Association. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

**Section 7. Quorum**

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

**Section 8. Vote Requirements**

Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.

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

**ARTICLE VI. THE EXECUTIVE BOARD AND CABINET**

**Section 1. Duties**

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

**Section 2. 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 3. Special Meetings

Special meetings of the Executive Board may be called by the President when necessary and shall be called by her upon the written request of three members of the Executive Board.

Section 4. Quorum

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

ARTICLE VII. COMMITTEES

Section 1. Standing Committees

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

Section 2. Appointment of Committee Membership

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

Section 3. Joint Judicial Board

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

Section 4. Recruitment Management Team

The Recruitment Management Team shall consist of the Vice President of Recruitment, Director of PNM Experiences, Director of Recruitment Coaches, Director of Recruitment Operations and the Chapter Recruitment Officer from each regular, provisional, and associate member chapter. The Vice President of Recruitment shall serve as chair of the committee. The Recruitment Management Team shall review and develop the Panhellenic Recruitment Rules annually and submit them for discussion an approval to the Panhellenic Council before the end of the academic term proceeding the membership recruitment period. Finally, the Recruitment Management Team shall conduct a post-recruitment evaluation, including recommendations for the following year.
Section 5. Sisterhood Coalition

The Panhellenic Vice President of Community Development shall serve as the chair of the Sisterhood Coalition. Members will be from each chapter, with each chapter having 2 representatives. The Sisterhood Coalition will assist members of the community in discussing difficult topics.

Section 6. Other Committees

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

ARTICLE VIII. MANDATORY EVENTS

Section 1: Notification of Mandatory Events and Elevation Events

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

ARTICLE IX. FINANCES

Section 1. Fiscal Year

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

Section 2. Contracts

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

Section 3. Checks

All checks issued on behalf of the Colorado State University Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: Panhellenic Vice President of Administration, Panhellenic Advisor, Director of Fraternity and Sorority Life, and the Fraternity and Sorority Life Administrative Assistant.

Section 4. Payments

Executive Officers will provide itemized receipts to the Director of Finance on all transactions in addition to filling out an expense/reimbursement form stating the purchase or financial transaction request, amount, and the item or reason for transaction. If itemized receipts are not made available, then the executive officer who made the purchase or transaction will be held responsible and liable for purchase made or financial transaction. All financial decisions and transactions will be communicated to the Director of Finance before purchase is made.
Section 5. Dues

A. **NPC College Panhellenic Dues.** NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.

B. **Panhellenic Association Member Dues.** Panhellenic Association membership dues shall be an assessment per member and new member. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of the year. The dues of each Panhellenic Association member fraternity shall be payable on or before a date determined annual by the Panhellenic Director of Finances.

Section 6. Fees and Assessments

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

Section 7. Programming Board Financial Policy

A. The Programming Board shall maintain a liaison through the Panhellenic Association Executive Board before funds can be released to the Programming Board. The liaison shall be the Vice President of Community Development.

B. The programming board shall receive four dollars ($4) per member of the PHA dues at the beginning of each semester. This would be done without raising funds and would be solidified in the Financial Outline document. Funds shall be released to the board as soon as possible.

C. Invoices from the Programming Board to chapters must be done through the Director of Finances. The Programming Board shall not invoice chapters directly. Online shirt orders shall be an exception.

D. Funds for the Programming Board could include, but is not limited to the following:
   - Greek Week
   - Homecoming Week
   - Speakers
   - New Member Program
   - Fraternity & Sorority Life Programming

E. It is up to the discretion of the Panhellenic Executive Board if they are to include a member of the Programming Board at conferences such as FSLI, AFLV, etc. If a member of the Programming Board is to attend one of these events through the Interfraternity Council Budget, that member must meet the eligibility requirements of the Executive Board and be a member from within the Panhellenic Association.

F. The Programming Board shall present their internal budget and expenses once a semester at the Panhellenic Council. Dates to be determined by the Panhellenic Executive Board.

**ARTICLE X. CHAPTER TOTAL**

The average chapter size (ACS), rounded down to the nearest whole number, will automatically reset no later than 72 hours following bid distribution, per NPC unanimous committee.

**ARTICLE XI. EXTENSION**

Section 1. Extension Process
Extension is the process of adding an NPC women’s fraternity. The Colorado State University Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the NPC Manual of Information. The Panhellenic Association shall seek approval from the Colorado State University administration for the establishment of a new chapter when the strength of present chapters and University enrollment warrant the addition of a new group. A new chapter shall be organized through colonization by an NPC women’s fraternity, or through a local sorority, which may petition an NPC group for a chapter. First consideration shall be given to NPC women’s fraternities that have previously had chapters on the Colorado State campus and to those women’s fraternities which have filed interest letters with the Vice President for Student Affairs Office or with the Director of Fraternity and Sorority Life.

Section 2. Voting Rights on NPC Extension

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

Section 3: Non-NPC and Associate Chapter Recognition

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

Section 4: Voting Rights on Associate Chapter Recognition

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

ARTICLE XII. VIOLATION RESOLUTION

Section 1. Violation

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, the Panhellenic Association Constitution and Bylaws, the Panhellenic Code of Ethics, Panhellenic Standing Rules and/or Panhellenic Membership Recruitment Rules shall be considered a violation.

Section 2. Informal Resolution

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

Section 3. Judicial Process

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation, as outlined in the Colorado State University Panhellenic Judicial Procedures. The Colorado State University Panhellenic Association shall follow all mediation guidelines found in the NPC Manual of Information. The Panhellenic Judicial Board, in this instance, shall be defined as the Panhellenic justices.
serving on the Joint Judicial Board along with appropriate university officials or accountability specialists and Panhellenic advisor(s).

A. Mediation. Mediation is the first step of the judicial process. The Colorado State University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the mediation process found in the NPC Manual of Information.

B. Judicial Board Hearing. When a violation is not settled informally or through mediation, the Panhellenic Judicial Board shall resolve the issue in a judicial board hearing, as outlined in the Colorado State University Panhellenic Judicial Procedures.

C. Appeal of Judicial Board Decision. A decision of the judicial board may be appealed by any involved party to the NPC and non-NPC College Panhellenics Judicial Appeal Committee, as outlined in the Colorado State University Panhellenic Judicial Procedures. The Colorado State University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Colorado State University Panhellenic Association in all cases to which they are applicable and in which they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the Colorado State University Panhellenic Association may adopt.

ARTICLE XIV. AMENDMENTS OF BYLAWS

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

ARTICLE XV. DISSOLUTION

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

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