



## COLLEGE PANHELLENIC MODEL BYLAWS

### BYLAWS OF Texas Christian University COLLEGE PANHELLENIC ASSOCIATION

#### Article I. Name

The name of this organization shall be the Texas Christian University College Panhellenic Association.

#### Article II. Object

The object of the College Panhellenic Association shall be to:

- Conduct the business of the College Panhellenic during the academic year.
- Promote the growth of individual chapters and the sorority community.
- Organize and sponsor a women's-only membership recruitment program.
- Encourage the highest possible academic, social and moral standards.
- Coordinate activities, establish orderly procedures and provide programming in addition to recruitment.
- Adjudicate all matters related to the NPC Unanimous Agreements, College Panhellenic bylaws and/or other governing documents, College Panhellenic membership recruitment rules, College Panhellenic code of ethics and College Panhellenic standing rules.
- Actively support the mission of its host institution.
- Promote good public relations.
- Give service to the community and campus.
- Sponsor Junior Panhellenic, if appropriate, for specialized programming efforts.
- Promote friendship, harmony and unity among members, chapters, faculty, administrators and campus groups.
- Develop and maintain women's sorority life and interfraternity relations at a high level of accomplishment.
- Act in accordance with such rules established by the Panhellenic Council
- Shall not infringe upon the sovereignty, rights and privileges and our respective women's fraternities

#### Article III. Membership

##### Section 1. Membership classes

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

- A. **Regular membership.** The regular membership of the Texas Christian University College Panhellenic Association shall be composed of all installed chapters of NPC sororities at Texas Christian University. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council.
- B. **Provisional membership.** The provisional membership of the Texas Christian University College Panhellenic Association shall be composed of all newly established chapters of NPC sororities at

Texas Christian University. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.

- C. **Associate membership.** The associate membership of the Texas Christian University College Panhellenic Association shall be composed of women's-only local sororities or inter/national or regional non-NPC member organizations. 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 Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If the associate chapter does not participate in the primary recruitment process, the associate chapter shall not have a vote on recruitment rules and the establishment or the modification of 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.
- Criteria for associate membership
    - i. Associate member chapter must maintain a membership size of five members
    - ii. Chapters must have internal risk management policies addressing alcohol, social functions, and hazing
    - iii. Chapters must have an internal scholarship program
    - iv. Chapters must have a mission statement
    - v. Chapters must have an advisor
    - vi.
  - Process for application
    - i. Submit information packet to the Panhellenic President. Packet must include all information outlined in the criteria section
    - ii. Upon approval of the Panhellenic Executive Board, the chapter will make a presentation to the Panhellenic Delegates
    - iii. A two-thirds vote of the Panhellenic Delegates is necessary to approve associate member status

## Section 2. Privileges and responsibilities of membership

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

## Section 3. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. College Panhellenic Association membership dues shall be an assessment of \$15.00 per member and new member each semester
  - The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
  - The dues of each College Panhellenic Association member sorority shall be payable on or before [month, day]. *NOTE: Date set may be on an annual or academic term basis.*
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- The dues of each Panhellenic Association member sorority shall be payable within two weeks of the invoice date
- In the event of outstanding payment, a late fee equal to 10% of the original payment will be enacted the day after the payment is due. The late fee will continue to increase weekly by 10% of the original payment until the payment plus late fees have been paid in full to the Texas Christian Panhellenic Association

#### Section 4. Fees and assessments

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

- A. The fine for a delegate oThe amount per chapter that will be charged each semester shall be based on the official Panhellenic fall and spring membership roster submitted to the Office of Fraternity and Sorority Life.r alternate delegate for non-University excused absence after three (3) will be levied a \$50.00 fine per occurrence.
- B. Failure to not have a substitute present for a delegate or alternate delegate at a Panhellenic Council meeting will result a fine of \$50.00.
- C. In the event of outstanding payment, a late fee equal to 10% of the original payment will be enacted the day after the payment is due. The late fee will continue to increase weekly by 10% of the original payment until the payment plus late fees have been paid in full to the Texas Christian Panhellenic Association
- D. There will be a seven minute grace period for lateness, however after seven minutes the chapter will be fined \$25 and after 12 minutes the chapter will be considered absent

### Article IV. Officers and Duties

#### Section 1. Officers

The officers of the Texas Christian University College Panhellenic Association shall be president, Vice President of Management, Vice President of Recruitment Operations, Vice President of Recruitment Programming, Vice President of Finance and Administration, Vice President of Member Development, Vice President of Public Relations, Vice President of Service & Philanthropy.

#### Section 2. Duties of officers

##### A. The President shall:

- Preside at all meetings of the Panhellenic Council.
- Preside at all meetings of the Executive Board.
- Serve as an ex-officio member of all College Panhellenic Association committees, except the Judicial Board.
- Communicate regularly with the Panhellenic advisor.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Ensure all NPC College Panhellenic reports are completed on time.
- Communicate regularly with the NPC area advisor.
- Maintain current copies of the following: Texas Christian University College Panhellenic Association bylaws and standing rules, the College Panhellenic Association budget, contracts executed on behalf of the College Panhellenic

Association, correspondence and materials received from the NPC area advisor, all NPC College Panhellenic reports and other pertinent materials.

- Understand the responsibilities of each executive board officers role
- Ensure Panhellenic Executive Board officers are fulfilling the duties of their office
- Conduct regular 1-on-1s with executive board members and Panhellenic Advisor
- Works in conjunction with the IFC, NPHC, IGC and MGC Presidents. This group shall aim to plan one joint event each semester
- Plans and presides over officer transitions and training including officer reports, retreat, and team events (two per semester and one in summer)
- Precedes over any special committees or task forces that may arise
- is responsible for communication with University administration, the National Panhellenic Conference and the Panhellenic Area Advisor
- Meets monthly with Panhellenic chapter presidents and conducts 1-on-1s with them each semester
- Is the official spokesperson for Panhellenic in all matters
- Is responsible for any awards applications on behalf of the Panhellenic Executive Board with the assistance of the board and Panhellenic advisor
- Attend Panhellenic hosted events, as able
- Is a member of the Panhellenic Recruitment Team

B. The Vice President of Management shall:

- Perform the duties of the president in the elected/appointed president's absence.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Coordinates all issues relating to the bylaws of the Panhellenic Association
- Acts as parliamentarian during meetings of the Panhellenic Council
- Attend recruitment meetings, as necessary, for the purpose of going over the judicial process, recruitment rules
- Oversees the Panhellenic Judicial Process as outlined in the NPC Manual of Information
- Promotes risk management and wellness within the Panhellenic Association and organizes and annual new member symposium
- Serves as a chair of the Panhellenic Judicial Board
- Facilitates and organizes all aspects of the elections process
- Communicates regularly with the Panhellenic Delegates
- Attends Panhellenic hosted events
- Is a member of the Panhellenic Recruitment Team
- Acts as a chair of the Judicial Board. Shall appoint and appropriately train qualified members of the community to serve on the board. The Judicial Board's duty to hold a hearing for all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules, and membership recruitment regulations of the Texas Christian University Panhellenic Association that are not settled informally or through mediation. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

C. The Vice president of Recruitment Operations

- Coordinates all aspects of Primary Panhellenic Recruitment including material rentals from Taylors rentals, building reservations, recruitment team meetings, round scheduling, and recruitment 201 programming

- Plans all recruitment schedules including PNM Summer Information Sessions, PNM Orientation, Mock Recruitment, Recruitment Rounds 1-4, and PNM schedules. This will be done in conjunction with the chapter Recruitment Chairs, Recruitment advisors, various University departments [counseling, TCUPD, student affairs, athletics], and shall represent the Panhellenic Association during the summer orientation sessions.
- Be familiar with the NPC Unanimous Agreements and Policies pertaining to recruitment
- Oversees the Panhellenic Recruitment Team to coordinate successfully all formal recruitment activities including chapter recruitment chairs, advisors, directors and the Panhellenic executive board.
- Holds monthly meetings to educate chapters on recruitment rules and due dates, and facilitate discussion surrounding the Recruitment process.
- Coordinates all aspects of Continuous Open Bidding (COB)
- Attends Panhellenic hosted events
- Must have serves as a Panhellenic Recruitment Counselor, a member of the Panhellenic Recruitment Team, or a member of her chapter's Recruitment Team
- Must reside in Fort Worth during the summer
- Holds meeting with eligible COB chapters
- Sends weekly emails to COB chairs with eligible and interested students.

#### D. Vice President of Recruitment Programming

- Coordinates application process including coordinating mandatory application requirements such as information sessions.
- Coordinates the selection of recruitment counselors
- Plans and executes all spring semester training for recruitment counselors and updates chapters on selected recruitment counselors
- Administers recruitment counselor program during work week and primary recruitment including making plans for meals, living accommodations, creation of standard communication method.
- Designs recruitment counselor merchandise with the Vice President of Public Relations
- Educate new member educators on best practices and policies by hosting roundtables
- Coordinates bid day with bid day chairs including but not limited to: bid day theme selection, approving bid day shirts with the assistance of the Panhellenic Advisor, updating bid day chairs on all bid day protocol, hosting a meeting with bid day chairs and TCU PD during work week.
- Must reside in Fort Worth during the summer
- Is a member of the Panhellenic Recruitment Team
- Attends Panhellenic hosted events

#### E. Vice President of Finance and Administration

- Collects chapter dues, fines, and other money owed to Panhellenic
- Deposits all moneys into the Panhellenic bank accounts and abides by the rules and regulations governing the accounts
- Presidents and maintains individual Panhellenic Executive Board budgets
- Is responsible for preparing Panhellenic Association budgets each fiscal year to be approved by that Panhellenic Council
- Is responsible for preparing Panhellenic Recruitment budgets to be approved by the Panhellenic Council by March 1

- Fulfill reimbursement requests made the Panhellenic Association
- Facilitate donation requests made by organizations outside of the Panhellenic Association
- Takes and keeps records of the minutes and agendas for all Panhellenic Executive Board meetings and Panhellenic Council meetings and send meeting minutes to NPC area advisor
- Keeps records of chapter expenditures and budgets throughout Formal Recruitment
- Coordinates Panhellenic attendance at a designated fraternal leadership conference
- Maintain current financial records and give a financial report at each regular meeting of the Panhellenic Council
- Pay promptly the annual NPC dues and bills of the TCU College Panhellenic Association
- Utilizing NPC guidance, oversee creation of individual financial transparency documents. Each document should be crafted to provide clear insight into the financial responsibilities of being a member of individual chapters and the greater Panhellenic community.
- Facilitate roundtables and general communication between chapter financial chairs to better individual chapter function
- Attends Panhellenic hosted events
- Is a member of the Panhellenic Recruitment Team

#### F. Vice President of Member Development:

- Works with the associate delegates on sister sorority events and a Panhellenic wide event
- Meets regularly with Associate Delegates
- Plans and executes values - based programming based on NPC Programming guidance
- Promotes leadership opportunities for Panhellenic women (such as the Undergraduate Interfraternity Institute, TCU sponsored leadership programs, etc)
- Promotes all scholarship and programming opportunities made available to the Panhellenic chapters
- Meet with chapter scholarship chairs to help them provide creative, innovative ways to enhance their continued scholarship efforts through roundtables
- Coordinates Panhellenic Scholar of the Month and Faculty Member of the Month
- Plans the Scholarship Reception, Month of the Scholar, locally referred to as Values Month, and Faculty Appreciation Week
- Oversees and awards Panhellenic scholarships in partnership with the TCU Financial Aid Office
- Attends Panhellenic hosted events
- Is a member of the Panhellenic Recruitment Team

#### G. Vice President of Public Relations

- In charge of general promotions for Panhellenic Association and coordinates efforts for publicity materials
- Is responsible for all publicity releases involving the Panhellenic Association and shall maintain a current up-to-date file containing all publicity released
- Compiles a calendar each semester of chapter activities including but not limited to: initiation, Founders Day and, internal philanthropy
- Is a liaison between the Panhellenic Board and any TCU media representatives
- Assist with all recruitment promotions year-round

- Assist with all TCU Panhellenic merchandise including general PR, PNM and recruitment counselor merchandise
- Maintains Panhellenic website and Engage information
- Coordinates the monthly Panhellenic newsletter
- Responsible for social media representing Panhellenic
- Will hold PR roundtables twice a semester to help with community PR efforts
- Attends Panhellenic hosted events
- Must reside in Fort Worth during the summer
- Is a member of the Panhellenic Recruitment Team

#### H. Vice President of Philanthropy and Service

- Is responsible for all service activities sponsored by the Panhellenic Association
- Approves all philanthropy events that the Panhellenic Association chapters participate in
- Regularly communicates opportunities for organizations to participate in outside service projects
- Meets with the chapter philanthropy chairs to provide them guidance and assistance with philanthropy and service opportunities.
- Coordinates opportunities for outside service projects
- Acts as the Director for the Circle of Sisterhood committee and is responsible for selecting the other members of the director board. The standing committee will be responsible for hosting Circle of Sisterhood Week, monthly meetings, and school build and/or trek planning.
- Attends Panhellenic hosted events
- Is a member of the Panhellenic Recruitment Team

### Section 3. Eligibility

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

- Regular membership. Members from women's-only sororities holding regular membership in the Texas Christian University College Panhellenic Association shall be eligible to serve as any officer.
- Provisional membership. Members from women's-only sororities holding provisional membership in the Texas Christian University College Panhellenic Association shall not be eligible to serve as an officer.
- Associate membership. Members from women's-only sororities holding associate membership in the Texas Christian University College Panhellenic Association shall not be eligible to serve as an officer.

### Section 4. Selection of Officers

President, Vice President of Management, Vice President of Recruitment Operations, Vice President of Recruitment Programming, Vice President of Finance and Administration, Vice President of Member Development, Vice President of Public Relations, Vice President of Service & Philanthropy. of the Texas Christian University College Panhellenic Association shall be elected by ballot, cast by the nominating committee and affirmed by the voting delegation at their next regularly scheduled meeting.

### Section 5. Office-holding limitations

- No more than two (2) member(s) from the same women's-only sorority shall hold office during the same term.

- B. The officers shall be in good standing, as defined by the office holding expectations of their respective chapter
- C. A full-time undergraduate student, based on the definition of full-time set by Texas Christian University
- D. Have a cumulative GPA of a 3.0 or higher
- E. All candidates of the position of Panhellenic president must have served at least one year as a Panhellenic Delegate, Panhellenic Executive Board Officer, or served on their chapters executive board.
- F. All candidates for the position of Vice President of Recruitment Operations must have served as a member of their chapters recruitment team, as a recruitment counselor, or as a Panhellenic executive board member
- G. All candidates for the position of Vice President of Recruitment Programming must have served as a recruitment counselor, or as a Panhellenic executive board member
- H. Officers may not serve simultaneously as a Panhellenic Executive Board member as well as an executive officer in their own chapter.

#### Section 6. Slating Committee

- A. The Slating committee shall be selected to preside over the elections process in the following manner:
  - a. The Slating committee shall be composed of members of the current Executive Board who are not eligible for re-election or who decline to run for office, plus the outgoing chapter president from each chapter not represented on the outgoing Panhellenic Executive Board. If the chapter president cannot attend all election processes, she must select the next highest-ranking officer from her chapter's Executive Board.
  - b. All members of the Slating Committee must be a third- or fourth-year student
  - c. The chair of the Slating committee shall be the outgoing Vice President of Management. In the event that the Vice President of Management cannot serve in this role, the highest-ranking outgoing Panhellenic officer on the nominating committee will serve in her place.
  - d. The Panhellenic advisor shall serve as a non-voting ex-officio member of the nominating committee.
- B. All members of the Slating Committee must be present for all components of the elections process.
- C. The slating committee shall remain unbiased and carefully consider the qualifications of all candidates for elected positions.

Section 6. Voting Delegation A. The voting delegation of each chapter will consist of its Panhellenic Delegate and Associate Panhellenic Delegate. B. The associate delegates shall have a voice but no vote. C. In the event the delegate is running for the Panhellenic Executive Board, the associate delegate shall act and vote in the place of the delegate. In the absence of the associate delegate or both the delegate and associate delegate, the chapter shall designate replacement(s) from the chapter's executive board.

#### Section 7. Term

- A. The officers shall serve for a term of one year or until their successors are selected.
- B. The term of office will begin at the beginning of the spring academic term and end at the end of the fall academic term.

#### Section 8. Removal



If an officer fails to fulfill their duties and responsibilities, the Panhellenic President has the authority to recommend the Panhellenic Association vote to remove the officer from her position. In the event that the Panhellenic President is in question, the Vice President of Management can recommend removing the President. Any voting member of the Panhellenic Council may recommend removal of any officer at a regularly schedule business meeting. Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.

#### Section 9. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 4 of this article.

### Article V. The Panhellenic Council

#### Section 1. Authority

The governing body of the Texas Christian University College 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 Texas Christian University College Panhellenic Association including, but not limited to: annual review of the parameters as adopted in the recruitment rules for the evaluation and/or adjustment of total every regular academic term, annual determination of dues, approval of the annual budget, consideration of extension, setting a calendar of events, determining programming and establishing recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the College Panhellenic Association that do not violate the sovereignty, rights and privileges of the member sororities.

#### Section 2. Composition and privileges

The Texas Christian University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate women's-only member organization at Texas Christian 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 delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, a designated member of the specific sorority may cast the vote, provided the credentials of this individual have been previously presented to the Association president.

#### Section 3. Selection of delegates and alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's-only sorority chapters to serve for a term of one year. The term of office will begin at the beginning of the spring academic term and end at the end of the fall academic term.

#### Section 4. Delegate vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within three weeks and to notify the College Panhellenic Association Vice President of Finance and Administration the name, email address and telephone number of the new delegate.

#### Section 5. Duties and responsibilities

Panhellenic delegate duties and responsibilities

- Must attend all Panhellenic Council meetings.
  - o Must have no more than three (3) non-University excused absences

- o Mediation will occur after the second (2) non-University excused absence
  - o The third non-University excused absence will be levied a fine as outlined in Article III, Section 4.
  - o Failure to have a substitute present will be levied a fine as outlined in Article III, Section 4
  - o Consistent University excused absences should have a consistent substitute for the duration of the absence.
- Must support NPC Unanimous Agreements, policies and procedures.
  - Must understand local College Panhellenic Association policies and procedures.
  - Should know when to consult member sorority's chief panhellenic officer for assistance and advice regarding College Panhellenic concerns.
  - Should be prepared and knowledgeable about College Panhellenic concerns, the views of the member organization and chapter and how to voice concerns to the Panhellenic Council.
  - Should present regular College Panhellenic Association reports at chapter meetings.

#### Section 6. Regular meetings

Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term. The Vice President of Management shall be responsible for notifying chapter presidents, Panhellenic Delegates, Panhellenic Executive Board Officers and the Panhellenic Advisor of all regular meetings.

#### Section 7. Annual meeting

The annual meeting of the Panhellenic Council shall be held during the month of November. The purpose of the annual meeting shall be for the election of officers and any other business that may properly come before the delegates.

#### Section 8. Special meetings

Special meetings of the Panhellenic Council may be called by the College Panhellenic president when necessary and shall be called upon the electronic or written request of no fewer than one-fourth of the member women's-only sororities of the Texas Christian University College Panhellenic Association. Electronic or written 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 9: Means of Communication

The Panhellenic Council may conduct business at any meeting (regular or special) through the use of any means of communication by which all delegates participating may simultaneously hear one another and participate in the proceedings during the meeting.

#### Section 10. Quorum

Two-thirds of the delegates from the member sororities of the Texas Christian University College Panhellenic Association shall constitute a quorum for the transaction of business.

#### Section 11. Vote Requirements

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

- C. Proposed motions on issues that impact a chapter as a whole must be announced at least two meetings before voting to allow opportunity for chapter input before a vote may be taken on the issue.
- D. In the event of a tie, chapters shall revote with a runoff between options, if possible until the appropriate majority is reached. If a majority cannot be reached, then the motion fails.

## Article VI. The Executive Board

### Section 1. Composition

The composition of the Executive Board shall be the president, Vice President of Management, Vice President of Recruitment Operations, Vice President of Recruitment Programming, Vice President of Finance and Administration, Vice President of Member Development, Vice President of Public Relations, Vice President of Service & Philanthropy.

### 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 Vice President of Finance and Administration, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.

### Section 3. Regular meetings

Regular meetings of the Executive Board shall be held at a time and place established at the beginning of each academic term and will be communicated to the all officers and the advisor by the Panhellenic President.

### Section 4. Special meetings

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

### Section 5. Quorum

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

### Section 6: Attendance

Officers are allowed two excused absence per semester at the discretion of the Panhellenic President. Notification must be 24 hours prior to the start of the Executive Board meeting or Panhellenic Council Meeting. Additional absences will require the officer to meet with the Panhellenic President and Advisor and their position may be up for removal.

## Article VII. The Panhellenic Advisor

### Section 1. Appointment

The Panhellenic advisor of the Texas Christian University College Panhellenic Association shall be appointed by the Texas Christian University administration.

#### Section 2. Authority

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

### Article VIII. Committees

#### Section 1. Standing committees

- A. The standing committees of the Texas Christian University College Panhellenic Association shall be the Judicial Board and Membership Recruitment Committee as well as Presidents Committee, Philanthropy Committee, Scholarship Committee, Circle of Sisterhood Committee.
- B. 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 Texas Christian University College Panhellenic shall appoint members and chair of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member women's-only sororities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board.

#### Section 3. Judicial Board

The Judicial Board shall consist of the vice president as chairman and 13 members from the College Panhellenic Association member organizations. The Panhellenic advisor shall serve as a nonvoting, ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, deliberations and sanctioning.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Judicial Procedure, it shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the [name of institution] College Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless the Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

#### Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of a chairman and one representative from each regular, provisional and associate women's-only member (if they are participating in the primary recruitment process). Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. The Membership Recruitment Committee shall meet at least twice a semester. 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 primary membership recruitment period. After each primary 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 organization and chapter advisor.

#### Section 5. Circle of Sisterhood Committee

The Circle of Sisterhood Committee should be composed of a Director Board who holds open meetings for the Panhellenic community. The Board will be composed of the Vice President of Service and Philanthropy, acting as Director of Ambassador Recruitment, Director of Programming and Director of Public Relations. The committee will be responsible for holding bi-monthly meetings, raising awareness about the Circle of Sisterhood and hold a Circle of Sisterhood Week once a semester at a time of the committee's choosing. Should the community be planning for a trek and/or a school build, the committee will aid in fundraising efforts, and select the representatives for the trek.

#### Section 9. 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 Texas Christian University College Panhellenic Association shall be from January 1 to December 31 inclusive.

#### Section 2. Contracts

Approval by the President and Vice President of Finance and Administration shall be required for any contract. Unless deemed unnecessary by the Panhellenic Advisor, contracts shall be submitted through TCU Fraternity and Sorority Life using the university's official contracting system to enter into agreements on behalf of the Texas Christian University Panhellenic Association. When deemed unnecessary for contracts to be vetted through fraternity and sorority life, dual signatures of the President and Vice President of Finance and Administration shall be required to bind the Texas Christian University Panhellenic Association.

#### Section 3. Checks

All checks and electronic payments issued on behalf of the Texas Christian University College Panhellenic Association shall bear dual signatures, one authorized officer and one authorized Fraternity and Sorority Life staff member. The following shall be authorized to be one of the two required signatures: President, Vice President of Finance Administration and Panhellenic Advisor, Assistant Director of Fraternity and Sorority Life or Director of Fraternity and Sorority Life. The Vice President of Recruitment Operation and Vice President of Recruitment Programming are authorized to be one of the two required signatures on checks from the recruitment account.

#### Section 4. Payments

All payments due to the Texas Christian University College Panhellenic Association shall be received by the Vice President of Finance and Administration within two weeks of the invoice date, who shall record them. Checks for payments shall be made payable to the Texas Christian University College Panhellenic Association.

#### Article X. Extension

##### Section 1. Extension

Extension is the process of adding an NPC women's-only sorority.

The Texas Christian University College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the NPC 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 Texas Christian University College 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

The Texas Christian University College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC guidelines for the judicial process found in the NPC Manual of Information.

#### Article XII. Hazing

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

#### Article XIII. Inclusion Statement

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

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

#### Article XIV. Parliamentary Authority

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

#### Article XV. Amendment of Bylaws

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

#### Article XVI. Dissolution

This College Panhellenic Association shall be dissolved when only one regular member exists at Texas Christian University. In the event of the dissolution, none of the assets of the Association shall be distributed to any members of the Association, but after payment of all debts, its assets shall be given to NPC unless otherwise required by state law.

## Standing Rules

### Article I. Mission Statement

The Panhellenic Association exists to encourage collegiate women in their pursuit of academic excellence, involvement in leadership activities, and becoming responsible citizens to our community. We further pursue the facilitation of an acceptance of human differences, and the development of noble character. We will continue without discouragement as we strive for the common goal of Panhellenic unity and everlasting sisterhood.

### Article II.

Code of Ethics TCU COLLEGE PANHELLENIC ASSOCIATION CODE OF ETHICS We, the members of women's sororities at TCU, agree to promote honesty, respect, Sisterhood and cooperation within the College Panhellenic and our respective chapters and in our daily lives. This code of ethics is designed to inspire our members, reinforce exemplary conduct and values-based leadership, and perpetuate lifelong membership to enrich the sorority and Panhellenic experience. We, as Panhellenic women of TCU, agree on and commit to:

- A. Uphold and demonstrate the Panhellenic spirit in thought, word, and action through our chapters as well as individual members.
- B. Demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the College Panhellenic, each inter/national organization and our institution.
- C. Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference.
- D. Avoid disparaging remarks about any sorority or collegiate woman and refrain from discussing Panhellenic matters with nonmembers, in accordance with the dignity and good manners of sorority women.
- E. Recognize friendly relations with all collegiate women, both sorority members and nonmembers, realizing the importance of creating and building friendships.
- F. Abide by all local and federal laws, TCU Student Code of Conduct and policies, and NPC inter/national member organization bylaws. Hold one another accountable to these standards, remembering at all times that we represent not only our individual chapters but also the Panhellenic community as a whole.

### Article III. Elections Procedure:

- A. Candidates for Panhellenic Executive Board shall be elected each fall semester by the following process:
  - a. A nominating committee shall be formed to preside over the election.
  - b. Candidates shall complete an application and indicate whether they are willing to serve or unwilling to serve for each position and indicate whether or not they are qualified for positions with explicit prerequisites. This application will be made available to each chapter.
  - c. The voting delegates and slating committee shall score each application using a point-based rubric developed by the Panhellenic Executive Board. One rubric per candidate is turned in by each chapter
  - d. All candidates shall participate in Meet the Candidates as the first round of the elections process. Members of the nominating committee will attend Meet the Candidates and interview candidates with the voting delegation of the chapter with which they are affiliated. The slating committee and voting delegation will use the rubric to score each applicant at the conclusion of Meet the Candidates. One rubric per candidate will be turned in from each chapter.
  - e. Using the total scores for each applicant, the nominating committee will choose the number of candidates who will proceed to the speeches round based upon the total number of applications received and distribution of scores in order of position as listed in the bylaws. Discussion of up to two minutes per candidate will be taken as needed followed by a vote from the slating committee to determine if a candidate moves forward.
  - f. The remaining candidates shall present a speech as the second round of the elections process. The speech shall be no fewer than three to no longer than seven minutes in length, determined by the slating committee each year based on number of candidates, followed by up to 10 minutes for questions by the voting delegation or slating committee representatives.



- g. After speeches, each chapter voting delegation and slating committee member shall create a final slate of one candidate per position.
  - i. Candidates may not be present for voting or discussion.
- h. The slating committee will take these chapter slates into consideration in creating a final slate, which will then be presented to the voting delegation.
  - i. The Panhellenic advisor will tabulate the number of first choice slating votes each candidate received and will present them to the slating committee in order of position as listed in the bylaws. Discussion of up to three minutes per candidate will be taken as needed followed by a vote from the slating committee to determine if a candidate will be slated for that role.
- i. After the slate is agreed upon by the slating committee, the candidates on the slate will be called in position order and each candidate must affirm that she is willing to accept the position she has been offered.
- j. The final slate must pass by a simple majority vote from the voting delegation, where each chapter can submit one vote
- k. In the event that the slate does not pass, an affirmative vote will be held for each individual position in position order. A run-off election will be held for any position(s) that does not receive a simple majority affirmative vote.
  - i. A run-off election will be held under the following guidelines:
    1. Each voting delegation will cast one vote between the candidate presented on the original slate and a second candidate who has been designated by the slating committee with consideration given to the previous chapter slates.
    2. A ballot vote will be held between the two candidates, won by a simple majority winning.

#### Article IV: Panhellenic Events

- A. A Panhellenic Participation event is an event rooted in promoting Panhellenic values or topics which can apply to and educate the community. For these events, Panhellenic Council will be tracking the attendance of each chapter's members.
  - a. The VP of Member Development will host at least 3, but no more than 4, Panhellenic Participation events per semester.
  - b. The VP of Member Development must notify chapters of any Panhellenic Participation event at least 30 days in advance. In the event less notification is given, the Panhellenic Council must vote with a simple majority for the event to be considered a Panhellenic Participation event.
  - c. Each chapter must have at least one representative, usually the Panhellenic delegate or associate delegate, present to take attendance at the event per instructions provided by the VP of Member Development at least one week prior to the event.
  - d. Chapters may require members to attend only 1 of the offered Panhellenic Participation events and the member must be allowed to choose which of the offerings they would prefer to attend.
    - i. Chapters can incentivize attendance at additional Panhellenic Participation events, but lack of attendance at more than one cannot result in the penalization of the member.
    - ii. Proper room for excuses should be offered in the event of conflicting university approved excuses.
- B. Sister sorority events are events planned by chapter associate delegates between 2 chapters assigned by the VP of Member Development at the first council meeting of the semester.
  - a. Sister sorority pairings will switch semesterly. Each sorority must be paired with every other sorority before the pairings repeat themselves.
  - b. Each sorority must host 1 event with their sister sorority each semester. The associate delegates should work with the VP of Member Development to plan events which promote inter-sorority sisterhood.

#### Article V: Bid Day Release Order Determination

Bid day order is determined by a weighted ranking based on each chapter's rank in GPA, conduct, and attendance at Panhellenic Participation Events.

Following the end of the academic semester, each sorority is ranked against other Panhellenic sororities based on their average chapter GPA. This ranking is averaged across the two semesters following the end of the prior formal recruitment and weighted at a 1/3 value in the determination of bid day release order.

Following the end of the academic semester, each sorority is ranked against other Panhellenic sororities based on the number of conduct cases found in violation. Chapters with lower number of conduct cases are ranked higher. This ranking is averaged across the two semesters following the end of the prior formal recruitment and weighted at a 1/3 value in the determination of bid day release order.

Panhellenic Participation is weighted at a 1/3 value in the determination of bid day release order. For each Panhellenic Participation event, the VP of Member Development will take the chapter's attendance as a percentage of the chapter's billable total for the semester the event took place. In June prior to recruitment, all Panhellenic Participation events attendance percentages for the academic year (following the previous formal recruitment) will be averaged by chapter and ranked.

In the event of a tie, a random selection process will be used to break the tie overseen by the Panhellenic Advisor.

#### Article VI. Philanthropic Events Section

A. Event Parameters A. Philanthropy events shall last only two days, with one major activity and two non-major activities taking place within those two days.

- a. Major activities include but are not limited to: athletic events, skits, cooking contests, pageants, auctions, or any activity that earns chapter points based on the number of members participating.
- b. Non-Major activities include but are not limited to competitive fundraising (e.g. penny wars), profit shares, t-shirt sales, or any event that does not earn a chapter points based on the number of members participating; all non-major events must be fundraising or awareness related.

B. All entry fees for philanthropy events shall not exceed \$75.

C. All major philanthropic activities occurring on weekdays shall not exceed four hours in duration and shall only occur between the hours of 4 pm-11 pm.

D. No sorority or fraternity shall give or receive any gifts or services during the week of the events. This especially includes the purchase of alcohol for a fraternity or sorority, or the hosting of any party where members of the hosting chapter are in attendance.

E. No shoe polish, glitter, confetti, paint, chalk or anything of the like shall be used in the hosting chapter's house or anywhere on Texas Christian University property. Yard signs, fliers, and/or posters may be hung at the BLUU, KFCB, and in residence halls pending approval from and according to University Unions, Housing and Residence Life, and Fraternity and Sorority Life policies.

F. "Spirit" points are not allowed. "Spirit" dress shall be limited to t-shirts during class; however, an organization will not receive points for this. Costumes may be worn during skits, serenades, games, and field events.

G. Participation points allocated for t-shirt sales, skits, athletic events, etc. shall be awarded on a percentage-based scale (the number of t-shirts sold divided by the total number of members in the participating chapter). Philanthropy events shall last only two days, with one major activity and two non-major activities taking place within those two days.

H. Money donated, if part of the point system process, shall be counted with a first, second, third, etc. placing system. Dollar amounts shall not be considered point totals.

I. Organizations must provide a sign at all donation drive locations listing the organization they are affiliated with and the cause or foundation.

J. Any activity within an organization's philanthropy shall not include aspects that encourage negative competition directly affecting other organizations. \

K. All philanthropy events co-sponsored by a Texas Christian University fraternity or sorority must comply with all federal, state, and local laws, Texas Christian University Student Code of Conduct, and participating and hosting chapter's Inter/National bylaws and policies.

L. Any chapter found in violation of the above parameters will be referred to their respective board's Judicial/Standards Board.

## Section 2. Submission Process

A. Hosting chapter must submit an Engage form on the Fraternity and Sorority Life Engage page by the 10th of the month prior to the event (i.e. April events are due by March 10th). a. This includes philanthropy events that are not open to the public such as events only hosted for individual chapter members or family members of chapter members.

B. The Engage form requires information on the following:

a. Dates, times, locations, and schedules for all events. If an event is scheduled outdoors, an alternative location must be established in case of bad weather.

b. If the event is a competition of any kind, the form must include information on judging criteria, point breakdown, and any other component that determines the winner.

c. If a t-shirt will be sold, the t-shirt design must be included in the form for the Panhellenic Vice President of Service and Philanthropy to approve.

C. An invitation to participate must be extended to all councils present at Texas Christian University, including the Multicultural Greek Council, National Pan-Hellenic Council, Independent Greek Council, and Interfraternity Council (i.e. chapters requesting the participation of sororities, must extend an invitation to all sororities on campus, rather than those of one council).

## Section 3. Approval

A. If the hosting chapter wants the participation of the Panhellenic chapters, the following shall occur:

a. The Panhellenic Vice President of Service and Philanthropy will distribute via email the philanthropy information forms to the Panhellenic Delegates to review.

b. The Panhellenic Delegates will have four days to review the form and provide changes and

suggestions to the Panhellenic Vice President of Service and Philanthropy.

c. If a Panhellenic chapter is interested in participating, it will be the responsibility of the Panhellenic chapter to contact the hosting chapter.

B. Should a philanthropy event be approved for one semester but does not happen in that same semester, the event information form must be re-submitted for approval in the semester in which it will take place.

#### Article V. Stipends

A. Requirements for receiving a stipend:

a. Each Panhellenic Executive Officer who resides in Fort Worth over the summer and completes a minimum of ten hours of work each week in the Fraternity and Sorority Life office shall be eligible for a stipend.

b. Vice President of Recruitment Operations, Vice President of Recruitment Programming, and

Vice President of Public Relations are required to remain in Fort Worth over the Summer. Any other officer may opt into receiving a stipend if they adhere to the requirements outlined. Panhellenic Executive Board officers who are not required to remain in Fort Worth over the summer must declare whether or not they will stay over the summer by March 1st .

B. Stipend Amount: Each Executive Board member that resides in Fort Worth over the summer and works 15-20 hours each week in the Fraternity and Sorority Life Office shall be eligible to receive a \$2,500 stipend for staying the three months.

Last date of revision: December 2022