

California Polytechnic State
University
San Luis Obispo



Constitution and Bylaws
Panhellenic Association

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Preamble

We, the undergraduate women of the Panhellenic Association of California Polytechnic State University (CPSU), San Luis Obispo, establish this Constitution and Bylaws to govern such matters as delegated by the University to this organization. It is the intent of this organization to abide by the pertinent State, University, and Associated Student, Inc. (ASI) regulations. The following code of conduct will serve to guide each member towards greater achievement and responsibility.

Article I. Name

The name of this organization shall be the California Polytechnic State University, San Luis Obispo (CPSU) Panhellenic Association (PHA).

Article II. Object

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

1. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
2. Promote superior scholarship and intellectual achievement.
3. Cooperate with member fraternities and the University administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements and policies.
5. Act in accordance with such rules established by the Panhellenic Association as to not violate the sovereignty, rights and privileges of member fraternities.

Article III. Membership

Section 1. Membership types:

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

1. **Regular membership.** The regular membership of the CPSU Panhellenic Association shall be composed of all chapter members in good standing of NPC fraternities at CPSU. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and vote on all matters.
2. **Provisional membership.** The provisional membership of the CPSU Panhellenic Association shall be composed of all colonies of NPC sororities at CPSU. 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.
3. **Associate membership.** Local sororities or inter/national or regional non-NPC member organizations may apply for associate membership of the CPSU Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If they are not participating in the primary recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority

vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

Section 2. Privileges and Responsibilities of Membership

1. **Duty of compliance.** All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these CPSU Panhellenic Association bylaws, Panhellenic Standing Rules, Recruitment Handbook, and any additional rules this College Panhellenic Association may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this College Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.

Article IV. Officers and Duties

Section 1. Officers

1. The officers of the CPSU PHA Executive Board shall be: President, Executive Vice President, Vice President of Community Education, Vice President of Risk Management, Vice President of Recruitment, Vice President of Recruitment Counselors, Vice President of Administration and Finance, Vice President of Programming, Vice President of Communications, Vice President of Philanthropy and Service.

Section 2. Eligibility

1. Eligibility to serve as an officer shall depend on the class of membership:
 - a. Regular membership. Members from women's sororities holding regular membership in the CPSU Panhellenic Association shall be eligible to serve as any officer.
 - b. Provisional membership. Members from women's sororities holding provisional membership in the CPSU Panhellenic Association shall not be eligible to serve as an officer.
 - c. Associate membership. Members from women's sororities holding associate membership in the CPSU Panhellenic Association shall not be eligible to serve as an officer.

Section 3. Selection of Officers

1. The offices of President, Executive Vice President, Vice President of Risk Management, Vice President of Recruitment, Vice President of Recruitment Counselors, Vice President of Administration and Finance, Vice President of Programming, Vice President of Communications, Vice President of Philanthropy and Service of the CPSU Panhellenic Association shall be elected by ballot, except if there is only one nominee for an office that nominee shall be declared elected.

Section 4. Office-holding limitations

1. No more than 2 members from the same women's sorority shall hold office during the same term.

Section 5. Nomination procedure

1. A Nominating Committee comprised of the Panhellenic Executive Board shall be elected by ballot by the Panhellenic Council. A majority vote shall elect. The members of the Nominating Committee shall elect their own chairman. The Nominating Committee shall consider the qualifications of all candidates for elected officers and shall nominate at least one name for each elected officer position. The Panhellenic advisor shall serve as a non-voting ex-officio member of the Nominating Committee.

Section 6. Term

1. The officers shall serve for a term of one year or until their successors are selected. The term of office will begin starting January 1st and ending December 31st, following a successful election.

Section 7. Removal

1. Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.

Section 8. Vacancies

1. Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.

Section 9. Duties of officers

1. All Executive Officers shall:

- a. Serve a term of one calendar year, which shall begin before the end of fall quarter.
- b. Place Panhellenic obligations before their member fraternity.
- c. Disaffiliate from their member fraternity during any recruitment event.
- d. Uphold the values and ideals of their member fraternity always, as well as those of the Panhellenic Association.
- e. Attend PHA General Meetings, Executive Board Meetings, and Mandatory Panhellenic events and programming.
- f. Represent the Panhellenic Association when any infraction of the Panhellenic Bylaws, Standing Rules, or Recruitment Handbook is in question.
- g. Complete Associated Fraternal Leadership & Values (AFLV) packet for individual position, if applicable.
- h. Have at least a 2.5 Cal Poly cumulative GPA at the time of nomination/application and maintain a 2.5 quarterly GPA during their term; failure to receive the required GPA shall be handled in accordance with Article V, Section F.

2. The President shall:

- a. At least a junior/3rd year standing.
- b. Have overall responsibility for the operation of the Panhellenic Association (PHA).
- c. Preside over all executive council & regular meetings of the Panhellenic Association and call and preside over its special meetings.
- d. Serve as an ex-officio member of all Panhellenic Association committees.
- e. Call and preside over at least two President's meeting per quarter.
- f. Meet weekly with the Panhellenic Advisor and Executive Vice President (executive team).

- g. Work with Presidents of the Interfraternity Council (IFC) and United Sorority and Fraternity Council (USFC) as necessary to represent and advance Panhellenic interests and improve Greek relations and visibility.
 - h. Serve as a liaison for the sorority community to University administration and community representatives.
 - i. Serve on the Student Community Liaison Committee (SCLC) and attend monthly meeting representing Panhellenic.
 - j. Serve as co-chair of the Diversity and Inclusion Standing Committee of the Panhellenic Association.
 - k. Serve as liaison for member chapter Presidents.
 - l. Serve as a member of the recruitment team.
 - m. Serve as a member of the Extension committee.
 - n. Be responsible for the elections, training and oversight of the Junior Panhellenic Board members.
 - o. Collect and supervise all E-plans for events.
- 3. The Executive Vice President shall:**
- a. In the absence of the President, assume all of her duties and preside over official Panhellenic meetings.
 - b. Not be from the same chapter as the President (recommended).
 - c. Work with the President to serve as a liaison for the sorority community to University administration and community representatives.
 - d. Meet weekly with the Panhellenic Advisor and President (executive team).
 - e. Serve as liaison for member chapter Delegates.
 - f. Oversee the Panhellenic Constitution and Bylaws and update if necessary.
 - g. Plan the officers' installation ceremony.
 - h. Serve as chairperson of the Judiciary Standing Committee of the Panhellenic Association.
 - i. Work in accordance with the President and Advisor to handle all violations of NPC and CPSU Panhellenic bylaws and Panhellenic Standing Rules.
 - j. Work with Recruitment team to coordinate recruitment bylaws, guidelines and fine structure.
 - k. Work with Vice President of Recruitment to coordinate Open House guidelines for chapters.
 - l. Work with USFC and IFC counterparts to plan and execute New Member Institute each quarter.
- 4. The Vice President of Community Education**
- a. Be responsible for planning activities, forums and discussions to keep members of the Panhellenic Association current on topics relevant to sorority, Greek, student and community life.
 - b. Reach out to other Dean of Students offices (i.e. Safer, Center for Community Engagement, Gender Equity Center, etc.)
 - c. Serve as co-chair of the Diversity and Inclusion Standing Committee of the Panhellenic Association.

- d. Conduct meetings with all member chapters' Scholarship chairs at least quarterly to brainstorm and share best practices.
 - e. Offer resources to member chapters to improve scholastic performance and to support members in need.
 - f. Recognize members on the Dean's List.
 - g. Recognize member chapters for their academic accomplishments (ie: improvement, achieving GPA above All Women's Average, top chapter GPA, etc).
 - h. Hold quarterly roundtables with Diversity and Inclusion chairs.
- 5. The Vice President of Recruitment shall:**
- a. Must be at least a junior/3rd year standing.
 - b. Not be from the same chapter as the President (recommended).
 - c. Be responsible for planning and executing Panhellenic formal recruitment.
 - d. Be responsible for overseeing Continuous Open Bidding (COB)
 - e. Coordinate recruitment planning meetings with chapter recruitment officers.
 - f. Prepare all recruitment materials for potential new members and recruitment officers.
 - g. Represent the Panhellenic Association when a recruitment infraction is in question.
 - h. Be responsible for selecting and training the Recruitment Counselors, in conjunction with the VP Recruitment Counselors
 - i. Coordinate a Panhellenic Association booth at Open House in collaboration with the Vice President of Communications.
 - j. Coordinate a Panhellenic Association booth at WOW Showcase.
 - k. Oversee Bid Night
 - l. Work in conjunction with the Executive Vice President to coordinate the chapters' efforts at Open House (ie: implement and distribute guidelines, etc.)
 - m. Work with the Public Relations Chair to coordinate the marketing of formal recruitment
- 6. The Vice President of Recruitment Counselors shall:**
- a. Be responsible for recruiting, selecting and training the Recruitment Counselors, in conjunction with the Recruitment Team.
 - b. Coordinate Recruitment Counselor trainings for Spring quarter and Fall trainings prior to formal recruitment, including group bondings.
 - c. Assist the Recruitment Chair with coordination and implementation of formal recruitment.
- 7. The Vice President of Risk Management shall:**
- a. In the absence of the Executive Vice President, serve as chairperson of the Judiciary Standing Committee of the Panhellenic Association
 - b. Assist Executive Vice President with Bylaws, Standing Rules, and Recruitment handbook, if necessary
 - c. Give updates of all SAFER events and programming
 - d. Plan Hazing Prevention Week and Greeks Against Sexual Assault with her IFC/USFC counterparts, in collaboration with the Vice President of Programming
 - e. Serve as a Student Health Advisory Committee member.
 - f. Hold multiple quarterly New Member Educator roundtables
 - g. Hold multiple quarterly Risk Management Roundtables.

- h. Oversee Big / Little week.
 - i. Work with Vice President of Programming to coordinate at least one guest speaker or workshop per year involving risk management.
 - j. Not be from the same chapter as the Executive Vice President (recommended).
- 8. The Vice President of Administration and Finance shall:**
- a. Responsible for the preparation of the annual budget and following up its approval by the Panhellenic Association.
 - b. Receive all payments, receipts and reimbursements.
 - c. Issue all checks on behalf of the Panhellenic Association.
 - d. Maintain accurate records of all Panhellenic expenditures, projected expenses and current balances in all Panhellenic accounts through a budget.
 - e. Distribute recurring bills to Delegates each quarter.
 - f. Distribute one-time bills to appropriate chapter representatives when necessary.
 - g. Reconcile account balances from ASI with official organization records
 - h. Keep on file the minutes of all regular Panhellenic meetings; distribute minutes to each chapter President, Delegate, Panhellenic board, Advisor and NPC Area Advisor.
 - i. Call role at all Panhellenic Association meetings.
 - j. Coordinate and distribute agendas for Panhellenic meetings.
 - k. Keep up Panhellenic files in the Greek Life Office.
 - l. Coordinate annual election process for Panhellenic Executive officers.
 - m. Coordinate and distribute AFLV packets for the Panhellenic board, and assist with their completion.
 - n. Serve as a member on the Executive Recruitment Team.
- 9. The Vice President of Programming shall:**
- a. Oversee all Panhellenic events, including boothing and events
 - b. Recruit, select and preside over the Greek Week committee with her IFC/USFC counterparts.
 - c. Be responsible for planning and implementing Greek Week.
 - d. Responsible for planning and implementing Panhellenic Values Week and Womxn's Empowerment Week.
 - e. Work with Recruitment team to provide assistance as necessary during formal recruitment, including assistance with a potential new member event.
 - f. Implement a Panhellenic intramurals league as based on need/desire of the community.
 - g. Organize and distribute quarterly calendars.
- 10. The Vice President of Communications shall:**
- a. Coordinate and oversee all active promotion efforts for Panhellenic/Greek Life and accomplishments including but not limited to: press releases, verbal announcements, marquee submissions, and press coverage.
 - b. Work with Recruitment Team to publicize both formal recruitment and individual chapters' COB events.
 - c. Coordinate PR workshops for member chapters and work with them to build their PR strength.

- d. Coordinate a Panhellenic Association booth at Open House in collaboration with the Vice President of Recruitment.
- e. Attend IFC and USFC meetings weekly and report information back to Panhellenic
- f. Coordinate and distribute a quarterly Panhellenic newsletter to be distributed to the appropriate Cal Poly and the San Luis Obispo community.
- g. Coordinate all publicity efforts for Panhellenic, including but not limited to: shirts, banners, newsletters, fliers, and stationery.
- h. Coordinate Panhellenic Facebook, Twitter, and Instagram publicity efforts.
- i. Coordinate with Dean of Students web team regarding Panhellenic website matters.
- j. Update the Panhellenic website annually and as needed.

11. The Vice-President of Philanthropy and Service shall:

- a. Coordinate, plan and supervise all Panhellenic philanthropic and community service events
- b. Coordinate, plan and supervise all Circle of Sisterhood Events, in collaboration with the Junior Panhellenic.
- c. Serve as chairperson of the Philanthropy and Service Standing Committee of the Panhellenic Association.
- d. Coordinate and distribute the monthly Philanthropy calendar in collaboration with the Fraternity and Sorority Live office and VP Programming.
- e. Create and implement one philanthropy/community service event per year with IFC/USFC.
- f. Work with Public Relations chair to promote all Philanthropy and Service events.
- g. Be a liaison for each individual sorority philanthropy chairs and Panhellenic.
- h. Be a liaison with the Americorp VIP member.

Article V. The Panhellenic Council

Section 1. Authority

- 1. The governing body of the CPSU 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 CPSU Panhellenic Association including, but not limited to:
 - a. Annual review of the Recruitment Handbook for the automatic adjustment of total every regular academic term
 - b. Annual determination of dues
 - c. Approval of the annual budget
 - d. Consideration of extension
 - e. Setting a calendar of events
 - f. Determining programming and establishing recruitment rules and recruitment style.
- 2. 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 member women's sororities.

Section 2. Composition and privileges

1. The CPSU Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member organization at CPSU as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the sorority, providing her credentials have been presented to the Association president.

Section 3. Selection of delegates and alternates

1. Delegates and alternates to the Panhellenic Council shall be selected by their respective women's sorority chapters to serve for a term of one year commencing when the term begins, such as upon selection by the chapter.

Section 4. Delegate vacancies

1. When a delegate vacancy occurs, it shall be the responsibility of the member organization affected to select a replacement within 2 weeks and to notify the Panhellenic President of the CPSU Panhellenic Association of her name, address, email and telephone number.

Section 5. Regular meetings

1. Regular meetings of the CPSU PHA shall be held every week, whenever possible, during the regular academic year. Notification of time and place of each meeting must be given to Delegates, the Executive and Junior Boards and the Panhellenic Advisor prior to every regular meeting.

Section 6. Annual meeting

1. 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 7. Special meetings

1. Special meetings of the CPSU PHA may be called by the President when necessary and shall be called by her upon receipt of a written request from any regular, provisional or associate member fraternity of the PHA, or by the Panhellenic Advisor or a member of the Executive Board. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 8. Quorum

1. Quorum for the transaction of business shall be two-thirds (2/3) of the delegates of the Cal Poly Panhellenic Association.

Section 9. Vote Requirements

1. Proposed motions on issues that impact a chapter as a whole must be announced 14 days prior to vote to allow opportunity for chapter input before a vote may be taken on the issue .
2. A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes.
3. All other business related matters will require a majority vote for approval.

Article VI. The Executive Board

Section 1. Composition

1. The officers of the CPSU PHA Executive Board shall be: President, Executive Vice President, Vice President of Community Education, Vice President of Risk Management, Vice President of Recruitment, Vice President of Recruitment Counselors, Vice President of Administration and Finance, Vice President of Programming, Vice President of Communications, Vice President of Philanthropy and Service.

Section 2. Duties

1. 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 VP Administration and Finance, 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

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

Section 4. Special meetings

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

Section 5. Quorum

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

Article VI. The Panhellenic Advisor

Section 1. Appointment

1. The Panhellenic advisor of the CPSU Panhellenic Association shall be appointed by CPSU administration, otherwise known as the Dean of Students.
2. The advisor shall be a member of the teaching or administrative faculty or staff who shall be approved in advance by his or her respective department head and college dean or the Vice President for Student Affairs.
3. The Advisor shall oversee the organization and ensure that University policy is followed.

Section 2. Authority

1. The Panhellenic advisor shall serve in an advisory capacity to the CPSU Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council.

Article VII. Committees

Section 1. Standing committees

1. The standing committees of the CPSU Panhellenic Association shall be the Judicial Council, Recruitment Committee, Greek Week Committee, Greeks Against Sexual Assault Committee, Community Service/ Philanthropy Committee, and Diversity and Inclusion Committee.
2. Term: The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

Section 2. Appointment of committee membership

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

Section 3. Judicial Committee

1. The judicial board shall consist of the Executive Vice president as chairman and membership from the College Panhellenic member organizations as selected by the Executive Vice President. It recommended that each regular member fraternity to be on the board and serve as a voting member. When their chapter is in question, the delegate must excuse herself from the hearing. The Executive Vice President shall oversee and mediate the proceedings, and only vote when a tie occurs. The Panhellenic advisor shall serve as a non-voting, ex-officio member. The judicial board members shall participate in training to be educated about the purpose of the board, the rules and regulations the judicial board will monitor, the procedures to be followed, proper

questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The judicial board shall educate member sororities about the Panhellenic judicial procedure.

2. 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 CPSU Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Executive and Membership Recruitment Committee

1. The Membership Recruitment Committee will consist of chairman and one representative from each regular, provisional and associate member (if they are participating in the primary recruitment process). The chairman shall be the Vice President of Recruitment, or the Vice President of Recruitment Counselors in her absence. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review 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. Greek Week Committee

1. The Greek Week Committee shall consist of the Vice President of Programming as chairman for the Panhellenic Association and membership from the College Panhellenic member organizations as selected by the Vice President of Programming, along with her IFC/USFC counterparts. The Greek Week Committee shall be responsible for all matters pertaining to the planning and implementation of Greek Week.

Section 6. Greeks Against Sexual Assault Committee

1. The Greeks Against Sexual Assault Committee shall consist of the Vice President of Risk Management as chairman for the Panhellenic Association and membership from the College Panhellenic member organizations as selected by the Vice President of Risk Management, along with her IFC/USFC counterparts. The Greeks Against Sexual Assault Committee shall be responsible for all matters pertaining to the planning and implementation of Greeks Against Sexual Assault week.

Section 7. Community Service/Philanthropy Committee

1. The Community Service/Philanthropy Committee shall consist of a chairman and membership from the College Panhellenic member organizations as selected by the Vice President of

Philanthropy and Service. The Community Service/Philanthropy Committee shall be responsible for all matters pertaining to the promotion of community service/philanthropy.

Section 8. Diversity and Inclusion Committee

1. The Diversity and Inclusion Committee shall consist of two co-chairman, the President and Vice President of Community Education, and membership from the College Panhellenic member organizations as selected by the co-chairmen. The Diversity and Inclusion Committee shall be responsible for all matters pertaining to the promotion of Diversity and Inclusion and ensure that all Panhellenic women are educated and aware of all forms of diversity. The Diversity and Inclusion committee will work closely with the Membership Recruitment Committee and Community Service/Philanthropy Committee.

Article IX. Finances

Section 1. Fiscal Year

1. The fiscal year of the CPSU PHA shall be from January 1 to December 31 inclusive.

Section 2. Contracts

1. The signatures of the President, Vice President of Administration and Finance and Advisor shall be required to bind the CPSU PHA.

Section 3. Checks

1. All checks issued on behalf of the CPSU PHA shall be signed by the President, Vice President of Administration and Finance, and the Panhellenic Advisor.

Section 4. Payments

1. All payments due to the CPSU PHA shall be made to the Vice President of Administration and Finance, who shall record them. Checks for payment shall be made payable to ASI and handled in accordance with current ASI policies and procedures.

Section 5. Dues

1. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
2. The guidelines for membership dues are as follows:
 - a. The dues of each CPSU PHA Member and Provisional fraternity shall be established by the VP Administration and Finance and her respective finance committee, and assessed per initiated and new member per quarter.
 - b. The dues of each CPSU PHA Associate fraternity shall likewise be determined per initiated and new member per quarter and adjusted accordingly.

- c. The Vice President of Administration and Finance will provide each Fraternity with a dues invoice once the rosters have been submitted to the Panhellenic Adviser. The dues will be based off of this roster.
- d. The dues for each quarter for each PHA member fraternity shall be payable 2 weeks after the bills have been sent from the Vice President of Administration and Finance, or the specific due date set by the Vice President of Administration and Finance.
- e. Members that are Pell Grant eligible through the FAFSA application will receive a discount on their membership dues.

Section 6. Fees and assessments

- 1. Chapters that do not make payments on time will be assessed a late fee of \$25 per day until the payment is received, via the Panhellenic Standing Rules.

Article X. Extension

Section 1. Extension

- 1. Extension is the process of adding an NPC women's sorority.
- 2. The CPSU Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

Section 2. Voting rights

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

Article XI. Violation Resolution

Section 1. Violation

- 1. 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 CPSU Panhellenic Association shall be considered a violation.

Section 2. Informal resolution

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

Section 3. Judicial process

- 1. If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The CPSU Panhellenic Association shall follow all judicial procedures found in NPC Unanimous Agreement VII.
 - a. Mediation. Mediation is the first step of the judicial process. The CPSU Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process.
 - b. Judicial Board hearing. When a violation is not settled informally or through mediation, the judicial board shall resolve the issue in a Judicial Board hearing. The Panhellenic

Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.

- c. Appeal of Judicial Board decision. A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeals Committee. The CPSU Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process.

Article XII. Hazing

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

Article XIII. Parliamentary Authority

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

Article XIV. Amendment of Bylaws

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

Article XV. Dissolution

1. This College Panhellenic Association shall be dissolved when only one regular member exists CPSU. 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.

Standing Rules

The CPSU Panhellenic Association has adopted additional rules that pertain to the administration of this Association. Standing rules are written as a separate document from the bylaws, but are attached to and distributed with the bylaws. This consists of:

- Human Dignity Policy
- Academic Policy
- Mandatory Events and Programming
- Fines and Accountability Measures
- Panhellenic Judicial Process
- Alcohol