Bylaws of College Panhellenic Association of Florida Atlantic University

Article I. Name
The name of this organization shall be the College Panhellenic Association of Florida Atlantic University, hereafter referred to as College Panhellenic Association.

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

1. Foster close, positive inter-relationships between member fraternities, other members of the Greek community, the campus, and the encompassing community.
2. Promote superior scholarship and basic intellectual development.
3. Cooperate with member women’s fraternities and the university/college administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies and best practices.
5. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member women’s fraternities.
6. Consider the goals and ideals of member chapters as continually applicable to campus and personal life.

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 College Panhellenic Association shall be composed of all chapters of NPC fraternities at Florida Atlantic 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 College Panhellenic Association shall be composed of all colonies of NPC fraternities at Florida Atlantic 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 College Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the College Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters and, if they are not participating in the formal recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

Section 2. Privileges and Responsibilities of Membership
A. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these College Panhellenic Association bylaws, code of ethics and any additional rules this Panhellenic Association may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.

B. The College Panhellenic Association shall be in full compliance with all Federal and State nondiscrimination and equal opportunity laws, orders and regulations. The College Panhellenic Association shall not discriminate against a Student Officer, member or prospective member on any basis identified in FAU Regulation 5.010, except if specifically exempted by law. The College Panhellenic Association shall be open to all currently enrolled FAU Students, except if specifically exempted by law.
   a. The U.S. Congress has recognized the right to enforce membership restrictions to include only women, by providing in Title IX of the Education Amendments of 1972 that social fraternities are exempt from the prohibition against discrimination on the basis of sex in participation in educational programs or related activities (20 USC 1681) and in exempting “bona fide private membership clubs” from the general prohibition against sex discrimination in employment practice (26 USC 501(c).

C. The College Panhellenic Association will abide by all Federal, State and Local Laws and FAU Regulations and policies, including but not limited to the Student Code of Conduct, Code of Academic Integrity, Regulation 4.006, Alcohol and Drug Policy, and all requirements as outlined in the Student Organization Manual.

D. The U.S. Congress has recognized the right to enforce membership restrictions to include only women, by providing in Title IX of the Education Amendments of 1972 that social fraternities are exempt from the prohibition against discrimination on the basis of sex in participation in educational programs or related activities (20 USC 1681) and in exempting “bona fide private membership clubs” from the general prohibition against sex discrimination in employment practice (26 USC 501(c).

E. The College Panhellenic Association agrees to abide by the Florida Anti-Hazing Law in the Student Code of Conduct and the Student Organization Manual.

Article IV. Officers and Duties

Section 1. Officers

The officers of the College Panhellenic Association shall be President, Executive Vice President, Vice President of Recruitment, Vice President of Programming, Vice President of Communication, and Vice President of Administration.

In order to be eligible for an officer position, candidate must meet requirements as specified by Regulation 4.006. All officers must be registered degree-seeking FAU students who meet the University’s minimum qualifications for student officers, which is a 2.75 cumulative GPA and be registered for 12 credits hours for undergraduate students, and a 3.25 cumulative GPA and 6 credit hours for graduate students. Officers have to be in good academic standing and not on probation. Students serving as President must have earned at least 15 college credits. Student Involvement reserves the right to make exceptions to this requirement. A student may serve in the same position or office for a maximum of two terms during her academic career at FAU. A student’s academic career includes her undergraduate, graduate, and professional course work.

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 College Panhellenic Association shall be eligible to serve as any officer.

B. **Provisional membership**: Members from women’s fraternities holding provisional membership in the College Panhellenic Association shall not be eligible to serve as an officer.

C. **Associate membership**: Members from women’s fraternities holding associate membership in the College Panhellenic Association shall be eligible to serve as an officer except President or the Vice President of Recruitment.

Section 3. Selection of Officers

The offices of President, Executive Vice President, Vice President of Recruitment, Vice President of Programming, Vice President of Communication, and Vice President of Administration of the Florida Atlantic University Panhellenic Association shall be selected by election, except if there is only one nominee for an office that nominee shall be declared elected. The officers shall be elected by majority vote of the College Panhellenic Association member chapters.

Section 4. Nomination Procedure

A nominating committee of six members 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 nonvoting ex-officio member of the nominating committee.

Section 5. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin no later than two weeks before the end of the Fall Semester.

Section 6. Removal

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

A. **Failure to Meet Requirements.** An elected Executive Board member that has not met the required GPA at the end of a semester during her term in office may ask for an appeal. The appeal must be voted upon by a two-thirds vote of the member chapters via the delegate in order to be heard.

   • If two-thirds of the member chapters vote no, no appeal is granted and the Executive Board member is removed from office.

   • If two-thirds of the member chapters vote yes, the appeal is granted and a hearing shall be conducted within two weeks of the affirmative vote.

      o At the appeal hearing, the member chapters may decide to remove the Executive Board member from office, or place the member on probation for one semester. Probation terms and details shall be decided on a case-by-case basis at the discretion of two-thirds of the member chapters.
Probation may include but is not limited to one-on-one meetings with the College Panhellenic Association President, library study hours, individual academic plan, and midterm progress report.

Section 7. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article. In the event of a vacancy during the summer term, a new officer may be elected through vote by e-mail from the delegates of the College Panhellenic Association member chapters. This voting procedure shall be in accordance with Robert’s Rules of Order and the process set forth by the College Panhellenic Association President. A vacancy filled over the summer will be followed by the prescribed installation process at the next regularly scheduled council meeting.

Section 8. Duties of Elected 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 Panhellenic Association committees.
   • Communicate regularly with the Panhellenic advisor.
   • Be familiar with the NPC Manual of Information and all governing documents of this association.
   • Ensure that the NPC annual report is completed.
   • Communicate regularly with the NPC area advisor.
   • Maintain current copies of the following: College Panhellenic Association bylaws and standing rules; the Panhellenic Association budget; contracts executed on behalf of the Panhellenic Association; correspondence and materials received from the NPC area advisor; all College Panhellenic reports to NPC; and other pertinent materials.
   • Preside at meetings of the Presidents Roundtable
   • Not hold any other major campus office other than those she holds by virtue of the Panhellenic Presidency
   • Reside in the area during the summer
   • Facilitate and conduct a transitional process for the incoming College Panhellenic Association Executive Board that includes all officers of the previous and current Executive Board. This process may be on an individual or group basis, and should include but is not limited to:
     o Training in all aspects of the position’s duties and expectations
     o Transfer of important documents, contacts, passwords, etc.
     o Meeting with the Panhellenic Advisor to ensure all expectations are clear, and to smoothly begin the transition into the new term
   • Perform all other duties as assigned.

B. The Executive Vice President shall:
   • Perform the duties of the president in her absence.
   • Shall be familiar with the NPC Manual of Information and all governing documents of this association.
• Serve as chairperson of the Judicial Board
• Choose and train Judicial Board representatives as to all Panhellenic policies, judicial procedures, and due process
• Coordinate the revision of the College Panhellenic Association bylaws
• Plan and implement all Academic Excellence programs within the College Panhellenic Association
• Coordinate one monthly meeting with all chapter scholarship chairs in consultation with the Panhellenic Advisor
• Organize and carry out a formal delegate training workshop at the start of each semester, and communicate with delegates weekly to oversee their responsibilities and hold them accountable where necessary (See Article V Section 10)
• Serve as Parliamentarian for the Panhellenic Council
• Perform all other duties as assigned.

C. The Vice President of Recruitment shall:

• Be responsible for the overall coordination of the Florida Atlantic University College Panhellenic Association recruitment procedures
• Select, along with the College Panhellenic Association elected Executive Officers and Panhellenic Advisor, the Co-Directors of Recruitment
• Supervise and assign duties to the Co-Directors of Recruitment
• Supervise coordination of Recruitment Counselor selection and training
• Preside at meetings of chapter recruitment chairs to discuss regulation, policies, and procedural techniques
• Direct all the Panhellenic Recruitment programs in cooperation with the member sororities
• Coordinate all council extension efforts, in conjunction with the Panhellenic Advisor and the NPC Area Advisor
• Reside in the area during summer, and is discouraged from taking vacation within the last three weeks of summer
• Coordinate and host with College Panhellenic Officers a recruitment education seminar that focuses on positive Panhellenic contact, ethical behaviors, and rule understanding, during the spring semester
• Be responsible for maintaining the recruitment bank account, as well as creating a budget for all recruitment expenses. The budget must be submitted to the President and Vice President of Administration for review and approval at the start of each semester.
• Perform all other duties as assigned

D. The Vice President of Programming shall:

• Coordinate the planning of community wide signature programming
• Coordinate a philanthropic program or event to support Circle of Sisterhood, the NPC National philanthropy, at least once a semester (i.e. Women’s Leadership Week)
• Serve as a liaison between the College Panhellenic Association and areas of Florida Atlantic University campus programming (student development and activities, intramural sports, program board, etc.)
• Serve as a member on the Fraternity and Sorority Council (FSC) during her term
• Perform all other duties as assigned

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E. The Vice President of Communication shall:

- Be responsible for all public relations and marketing efforts for the College Panhellenic Association, including keeping and maintaining all social media accounts
- Coordinate all recruitment marketing and communication efforts, in conjunction with the Vice President of Recruitment
- Be responsible for communication and correspondence with other Greek councils (Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, and Fraternity and Sorority Council)
- Create and publicize a master calendar for the Panhellenic Community at the start of each semester
- Create and carry out a Panhellenic woman recognition program during each semester
- Perform all other duties as assigned

F. The Vice President of Administration shall:

- Keep an up-to-date roll of the members of Panhellenic Council.
- Record minutes of all meetings of the College Panhellenic Council and the Executive Board
- Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
- Send meeting minutes to the NPC area advisor, Panhellenic Advisor, chapter delegates, chapter presidents, and the Executive Board
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Supervise the finances of the College Panhellenic Association.
- Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each College Panhellenic Association member fraternity.
- Receive all payments due to the Panhellenic Association, collect all dues, and give receipts.
- Pay promptly the annual NPC dues and all bills of the College Panhellenic Association.
- Maintain up-to-date financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
- Perform all other duties as assigned.

Section 9. Appointed Officers

A. Requirements. There shall be two Directors of Recruitment, who shall supervise the recruitment counselors, control formal recruitment operations, and assist the Vice President of Recruitment throughout the entire term of office. These directors shall be appointed in accordance with the process set forth by the Vice President of Recruitment. In order to be eligible for an appointed officer position, the candidate must meet the requirements outlined in Section 1 of this article.

- Each appointed officer must be an active member in good standing of her respective chapter for a minimum of two semesters.
- No appointed officer shall hold an executive or recruitment related position in her respective chapter during her term in office.
- Selection of the appointed officers shall take place after the Executive Board officer elections, but no later than the fourth week of the spring semester.
• All candidates are required to complete and submit the application by the chosen due date, and attend an interview with the Vice President of Recruitment and Panhellenic Advisor. Selection of the appointed officers shall be conducted in accordance with the process set forth by the Vice President of Recruitment.
• At least one director must have served as a previous Recruitment Counselor.
• No director shall be from the same organization as the Vice President of Recruitment, or be from the same organization for consecutive years, unless approved by the Panhellenic Advisor.

B. Duties of the Directors of Recruitment
• Attend all recruitment related meetings and any events that are important to gain understanding of the Vice President of Recruitment’s duties.
• Assist and organize the selection of Recruitment Counselors along with the Vice President of Recruitment and Panhellenic Advisor.
• Be present the entire summer term and is discouraged from taking vacation within the last three weeks of summer.
• Coordinate and assist the Vice President of Recruitment with any pre-recruitment events and trainings.
• Coordinate Recruitment Counselor training sessions and retreat during the spring and summer semesters and organize recruitment week schedules and agendas for the Recruitment Counselors.
• Assist the Vice President of Recruitment and the Executive Board with all recruitment operations prior to, during, and following recruitment week.
• Assist in training the next Directors of Recruitment and evaluate current year procedures to improve recruitment operations for the following week.
• Perform all other duties as assigned.

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the 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 College Panhellenic Association including, but not limited to: annually review the parameters as adopted in the recruitment rules for the automatic adjustment of total; 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 College Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at Florida Atlantic University as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the
vote may be cast by a member of the fraternity, providing her credentials have been presented to the association president.

Section 3. Selection of Delegates and Alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women’s fraternity chapters to serve for a term of one year commencing upon selection by the chapter.

Section 4. Delegate Vacancies

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

Section 5. Regular Meetings

Regular meetings of the Panhellenic Council shall be held at 4:30 pm each Wednesday or on a day/time that is established at the beginning of each academic term. Regular meetings will be held each week of the semester, except during formal recruitment, days on which the University is closed, and as the executive council deems necessary. There shall be no fewer than two meetings of the Panhellenic Council in any given month.

Section 6. 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 7. Special Meetings

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

Section 8. Quorum

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

Section 9. Vote Requirements

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

Section 10. Delegate Accountability

A. Delegates are expected to relay accurate messages and announcements back to their chapters and will be held accountable for doing so. Delegates shall also be held responsible for:
   a. Knowledge of voting procedures and regular business
   b. Consistent attendance and proper attire
   c. Their chapter’s alternate delegate’s attendance when the regular delegate is absent, and notifying the Vice President of Administration beforehand.

B. If a delegate does not fulfill her duties, she will first receive a warning from the Executive Vice President. If delinquency continues, the delegate’s chapter president will be notified and a recommendation for replacement will be made.

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the President, Executive Vice President, Vice President of Recruitment, Vice President of Programming, Vice President of Communication, and Vice President of Administration.

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

Section 3. Regular Meetings

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

Section 4. Special Meetings

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

Section 5. Quorum

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

Article VII. The Panhellenic Advisor

Section 1. Appointment
The Panhellenic advisor of the College Panhellenic Association shall be one of the Office of Fraternity & Sorority Life staff members. At least one advisor must be a full-time faculty, AMP or SP staff member at Florida Atlantic University.

Section 2. Authority

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

Article VIII. Committees

Section 1. Standing Committees

A. The standing committees of the College Panhellenic Association shall be the Judicial Board, the Nominating Committee, and Membership Recruitment 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 Executive Board shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and, in making these appointments, recognize fair representation from all member women fraternities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board.

Section 3. Judicial Board

The Judicial Board shall consist of the Executive Vice President as chairman and two members from each chapter of the College Panhellenic member groups. The Panhellenic advisor shall serve as a nonvoting ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member fraternities about the Panhellenic judicial procedure. It shall be the Judicial Board’s duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the Florida Atlantic University College Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of a chairman, and one representative from each regular, provisional, and associate member chapter. A member of each chapters’ recruitment team is recommended to be the representative for that chapter. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council.
before the end of the academic term preceding the membership recruitment period. After each membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member group and chapter advisor.

Article IX. Finances

Section 1. Fiscal Year

The fiscal year of the College Panhellenic Association shall be from July 1st to June 30th inclusive.

Section 2. Contracts

Dual signatures of the Panhellenic president and Panhellenic advisor shall be required to bind the College Panhellenic Association on any contract.

Section 3. Checks

All checks issued on behalf of the College Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: President, Vice President of Administration, and Panhellenic advisor.

Section 4. Payments

All payments due to the College Panhellenic Association shall be received by the Vice President of Administration, who shall record them. Checks for payments shall be made payable to the College Panhellenic Association.

Section 5. Dues

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

B. Panhellenic Association membership dues shall be an assessment per member and new member. The dues shall be $10 per member and $12 per new member levied upon each Panhellenic member chapter 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 Panhellenic Association member fraternity shall be payable on or before the deadline set forth by the Vice President of Administration.
  • After the deadline, a ten percent compounded fine shall be assessed to the chapter’s daily until the dues have been paid or a payment schedule has been arranged.
  • For all chapters maintaining a grade point average above the All Women’s Cumulative Grade Point Average, a ten percent reduction shall be taken of the semester dues.

Section 6. Fees and Assessments

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

Section 1. Extension

Extension is the process of adding an NPC women’s fraternity. The College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

• When an extension committee is needed, the Panhellenic Executive Board will work in coordination with the Office of Fraternity & Sorority Life and Area Advisor, and will consult Florida Atlantic University’s Office of Fraternity & Sorority Life’s Organizational Growth Policy.

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 College Panhellenic Association shall be considered a violation.

A. Proper Reporting Authority. Infractions, excluding recruitment infractions, must be reported and signed by the President of a member group on behalf of her chapter.

B. Recruitment Infractions may be reported and signed by any of the following:

• President of the member group on behalf of her chapter
• Vice President of Recruitment
• Recruitment Counselor
• Potential New Member
• Panhellenic Advisor

Section 2. Informal resolution

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

Section 3. Judicial process

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The College Panhellenic Association shall follow all mediation guidelines found in the Manual of Information.

A. Mediation. Mediation is the first step of the judicial process. The Executive Vice President shall appoint a neutral party to serve as the mediator, who is not an undergraduate student. The College Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.

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.

- The hearing shall proceed as follows:
  - Called to order by the Executive Vice President
  - Introduction of the hearing panel
  - Presentation of the charge from the College Panhellenic Association Advisor
  - Charged organization presentation, followed by questions from the Judicial Board
  - Presentations of witnesses, followed by questions from the Judicial Board, and then the charged organization
  - Charged organization final statement
  - Judicial Board deliberation
  - The Executive Vice President will deliver a decision in writing to the charged organization, which may include sanctions levied

C. Appeal of Judicial Board decision. A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeal Committee. An appeal shall be filed with the College Panhellenic Association President using the College Panhellenic Notice of Appeal, within one week of the decision. The College Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

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

Article XIII. Parliamentary Authority
The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the College 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 College Panhellenic Association may adopt.

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

Article XV. Dissolution
This Association shall be dissolved when only one regular member exists at Florida Atlantic University. In the event of the dissolution of this Association none of the assets of the Association shall be distribute to any members of the Association, but after payment of the debts of the Association its assets shall be given to the National Panhellenic Conference.
STANDING RULES

The Florida Atlantic University College Panhellenic Association has adopted the following Standing Rules, which are to be abided by in addition to these bylaws. The Standing Rules include:

- Code of Ethics (Appendix A)
- Recruitment Rules (Appendix B)

Standing Rules may be amended and approved by a two-thirds vote of the member chapters of the College Panhellenic Association.

Revised Fall 2014 | Approved by College Panhellenic Association on October 22, 2014
Appendix A.

FLORIDA ATLANTIC UNIVERSITY
COLLEGE PANHELLENIC ASSOCIATION
CODE OF ETHICS

We, the members of the Florida Atlantic University Panhellenic Association, agree to promote honesty, respect, and sisterhood through reverent adherence to the National Panhellenic Council Unanimous Agreements and all its amendments. This code of ethics is designed to create a spirit of cooperation among our members, provide guidance by which chapters may conduct themselves, and promote values-based leadership to enrich the sorority and Panhellenic experience.

We, as Panhellenic women of FAU agree to uphold and demonstrate the Panhellenic Spirit in thought, word, and action collectively through our chapters as well as individual members. Regardless of affiliation, we seek to achieve a greater sense of community through the acknowledgement of each individual’s ability to contribute to Greek life unity. We agree that no rankings or statistics shall be upheld that may promote rivalry or animosity among organizations, in order to consider ourselves as equals that have come together for a common good.

We also strive to maintain and encourage positive relations between Greek and non-Greek students to demonstrate the importance of friendship and community. As members of the College Panhellenic Association, we stand for academic excellence, social accountability, leadership, civility, and service to our college campus and community. These values form the foundation on which we intend to build a continually better image of sorority women on FAU campus. We earnestly support the betterment of individual women, so that they may benefit the greater community and their alma mater.

We agree to hold one another accountable to these standards, remembering at all times that we represent not only our individual organizations, but also the College Panhellenic community and university as a whole. As Panhellenic women and representatives of the Greek community, these are the tenets by which we strive to live.
Appendix B.

Florida Atlantic University
College Panhellenic Association
2014 Recruitment Rules

NPC UNANIMOUS AGREEMENTS
NPC sororities must be in compliance with the Membership Recruitment UNANIMOUS AGREEMENT signed by all 26-member organizations. All initiated members, new members, and alumnae members are bound by these rules.

FAU CPA AGREEMENTS
Definitions
I. Formal Recruitment is defined as the membership recruitment period in the fall semester at that is coordinated by the FAU College Panhellenic Association and includes Orientation, Meet your Rho Gamma Social, Recruitment Rounds, and Bid Day.
II. A Potential New Member (PNM) is defined as any FAU regularly matriculated student registered for Formal Recruitment.
III. A sorority or chapter defines an entire organization and includes the six CPA organizations at FAU.
   i. It is understood that some CPA organizations are considered ‘fraternities’ but for the sake of the Recruitment Rules they will be referred to as sororities.
IV. A sorority or chapter member defines a member of a CPA organization at FAU and includes for Recruitment Rules purposes new members, active or inactive members, and alumnae.

Formal Recruitment
I. Formal Recruitment shall be held beginning Monday, August 25th, 2014 and concluding with Bid day on Monday, September 1st, 2014.
   i. Orientation: Monday, August 25th, 2014
   ii. Meet your Rho Gamma Social: Tuesday, August 26th, 2014
   iii. Recruitment Rounds (in order):
       a. Sisterhood – Wednesday, August 27th, and Thursday, August 28th, 2014
          a. Rounds will begin at 7:00pm
          b. 30 minutes, 15 minute breaks
          c. Chapter outfits must remain the same for both nights.
       b. Leadership/Scholarship – Friday, August 29th 2014
          a. Round will begin at 6:00pm
          b. 40 minutes, 15 minute breaks
          c. FAU Spirit themed dress attire for the chapters.
       c. Service/Philanthropy – Saturday, August 30th 2014
          a. Round will begin at 1:00pm
          b. 40 minutes, 15 minute breaks
       d. Preference – Sunday, August 31st 2014
a. Round will begin at 1:00pm  
b. 60 minutes, 15 minute breaks  
iv. Bid Day: Monday, September 1st, 2014. Bid Day will begin at 12:00pm.  
v. Each event begins when the first Potential New Member walks through the door.

II. Formal Recruitment events may only be held in the FAU Student Union, as coordinated by the College Panhellenic Association’s Vice President of Recruitment and Panhellenic Advisor.  
i. All FAU Student Union policies & procedures must be adhered to. Each chapter must sign the Student Union agreement at least two weeks before the start of Formal Recruitment.

III. The College Panhellenic Association will use the NPC Release Figure Method.

IV. The College Panhellenic Association will use ICS Recruiter to facilitate Formal Recruitment.  
i. Chapter selection lists are due 8 hours after the conclusion of the last event of each round.

V. Quota will be set during Formal Recruitment by the Office of Fraternity & Sorority Life, in conjunction with the NPC Release Figure Specialist.  
i. Quota additions will be utilized by the Office of Fraternity & Sorority Life, in conjunction with the NPC Release Figure Specialist.

VI. Sororities may not host events or programs prior to the start of Panhellenic Recruitment; only College Panhellenic Association should host all and any Pre-Recruitment Events.  
i. Each chapter is expected to have a table at the Get Wow’d Activities Fair on Sunday, August 17th, 2014.  
ii. Only College Panhellenic Association will do any Recruitment Tabling prior to Formal Recruitment. All chapters are required to provide to College Panhellenic Association of any marketing supplies they wish to share with any Potential New Member per the Chapter Guidelines section in these Recruitment Rules.

VII. ICS registration will open May 1st, 2014 and close at midnight of Orientation night on August 25th, 2014.  
i. The College Panhellenic Association will not release any Potential New Member information or contact information prior to Potential New Members receiving contact from her Recruitment Counselor.  
ii. PNM information will be released to chapters on Wednesday, August 13th, 2014.

Recruitment Room Specifications  
I. A modified concept of “no-frills” recruitment will be observed throughout the entire Formal Recruitment process. Recruitment events and decorations should be value-based and reflective of the women’s fraternal experience. All items and decorations a chapter plans to use must be pre-approved by the College Panhellenic Recruitment Team prior to the start of Formal Recruitment and in accordance with the timeline referenced in sub-section iv. The College Panhellenic Association Recruitment Team will walk through each chapter room prior to the start of each Round to ensure the items and decorations match what was previously approved.  
i. Videos will only be allowed during the Philanthropy round.
a. One video per chapter
b. Each video cannot exceed 5 minutes
c. Videos must be submitted for approval to the College Panhellenic Association by July 25, 2014.

ii. Slideshows will not be permitted at any events.
iii. Skits will not be permitted at any events.
iv. Chapters will submit a structured ‘first draft’ document outlining the chapter’s room decoration, list of items that make up the decorations and an outline of the budget including proof of prices (such as quotes or estimates). This document is due to the VP Recruitment no later than July 13, 2014 at 5:00pm to the Office of Fraternity & Sorority Life.

a. Upon turning this in, the chapter’s recruitment chair must coordinate a meeting with the Vice President of Recruitment and the Fraternity & Sorority life advisor within 7 days.
b. Following the meeting, the sororities will have until July 25, 2014 at 5:00pm to the Office of Fraternity & Sorority Life, to turn in the ‘final draft.’
v. Chapters may not spend more than $1,000 (this includes chapter funds, donations, etc.) on their entire Formal Recruitment program.

iii. Chapters that exceed the $1,000 limit will be fined double the amount above the limit. This money will be used to support any College Panhellenic Association educational programs. Sororities participating in Formal Recruitment for the first time may exceed the budget limit by $100.

iv. Clothing does not count towards budget. No limitation on clothing.
   a. Clothing options should mirror what Potential New Members are asked to wear.
   b. Potential New Members are to dress in ‘semi-formal’ attire on Preference night.
v. Make note of items purchased from previous years that are being reused or are used for other non-recruitment related programs or events.
vi. Food will not be permitted in chapter’s recruitment rooms.
   a. Chapters may serve water only, however, it is the chapters responsibility to make sure no Potential New Member leaves the room with any water bottles, cups, etc.
ii. A PNM shall not leave the chapter’s recruitment room with items such as letters, poems, notes, or gifts of any kind.

Chapter Guidelines
I. Every sorority member is responsible for attending ALL Panhellenic Recruitment Workshops unless exceptions or arrangements are made with the VP Recruitment and the Fraternity & Sorority Life Advisor in advance.
   i. Every chapter member is responsible for signing the contract created by the CPA Recruitment Team.

II. Membership Recruitment Chairs are expected to attend all meetings concerning Recruitment and are required to submit all required documents by the stated deadlines.

III. All sorority members are responsible for understanding and observing the CPA Recruitment Rules.

IV. All CPA marketing and promotional materials must reflect the stated values of sorority membership.
   i. A booklet that includes a general overview and schedule of Formal Recruitment, Recruitment Counselor bios, and quick facts/information about each chapter on a national level will be given to each Potential New Member at the start of Formal Recruitment.
ii. A factual sheet including a list of fees to be incurred by new members during collegiate membership and grade requirements will be provided to each Potential New Member before or during Formal Recruitment by each chapter. CPA may provide a range of fees as general information.
   i. CPA will provide a list of all required information for the factual sheets and the booklet to chapters no later than April 1st, 2014.
   ii. Each chapter must submit their report of requested information to the VP of Recruitment by May 1st, 2014.

iii. The only sorority-specific marketing and promotional materials a sorority may have are factual brochures about the national organization. These may be given to potential new members by the College Panhellenic Association only prior to and during Formal Recruitment or at the Get Wow’d Activities Fair. Photographs on these brochures may include chapter members however all facts and information must be about the national organization.
   i. This brochure will be due to College Panhellenic Association for approval by May 1st, 2014.

iv. All other marketing and promotional materials will not be allowed.
v. Chapters may not display disaffiliated members in any marketing and promotions materials.

V. Each sorority is individually responsible to purchase a Community Wide Recruitment Promotional Shirt from CPA for each sorority member.

VI. Only initiated collegiate members and new members may make presentations and/or engage in conversations with potential new members during formal recruitment events. A maximum of 5 alumnae can be present in the chapter room at one time, but are not allowed to make presentations and/or engage in conversations with potential new members.
   i. Leadership Consultants do not count in the 5 alumnae number.

VII. Sorority members may only engage in normal social contact during the Formal Recruitment period.
   i. Normal social contact is defined as limited verbal exchange such as common greetings and salutations (“hello” and “goodbye”) and civil gestures (“Hope you’re doing well”).
   ii. There is to be no contact whatsoever between a sorority member and a PNM via electronic communications such as but not limited to email, phone, text message, instant message, Facebook, Twitter, Instagram, LinkedIn, etc. Each sorority is charged with the responsibility of seeing that unfair advantage not be taken of such contacts.

VIII. No sorority members may visit a Potential New Member in her place of residence during Formal Recruitment.
   i. In an effort to maintain consistency and fairness, all sorority members and PNM’s are asked to abide by this rule even if relationships existed prior to Formal Recruitment.

IX. During Formal Recruitment events, a sorority member should never discuss any chapter other than her own. Sorority chapters/members should never inquire about the chapters a PNM visited before their own, or those she will visit afterward. These would remain confidential to the PNM and her Recruitment Counselor.
   i. If a Potential New Member asks about another sorority, a sorority member should speak positively about that sorority and change the subject.

X. There will be no promising of bids directly or indirectly by any sorority member. A sorority member shall not give a promise, either verbal or written, to join a certain chapter before bids are issued through CPA.
i. A sorority member, or anyone acting on a sorority’s behalf may not buy anything for a Potential New Member (e.g., meal, soft drink, etc).

XI. Strict silence is the period of time from the end of the Potential New Member’s last event until the issuance of bids. Strict silence is defined as verbal, written, printed or text message communication between the Potential New Members and sorority members, new members or alumnae.

**Potential New Member Guidelines**

I. A PNM shall register for Formal Recruitment using the ICS online system and pay a registration fee of $50.00.

II. A PNM shall be required to attend Orientation and all Formal Recruitment events to which she has accepted invitations. In the event of illness or emergency, she should notify a CPA Recruitment Team member and/or her recruitment counselor if she cannot attend. CPA will then notify the chapters involved.

   i. Class is the only excuse/conflict for PNMs. Work and other activities will not be excused. CPA will determine the validity of any other PNM conflict and if determined valid, she will remain in the process and chapters will be notified.

   ii. An unexcused absence will result in a PNM being released from the process by CPA.

   iii. Potential New Members are not allowed to leave the room unless there is an emergency and a Recruitment Counselor can enter the room to escort her out.

III. During Formal Recruitment, no PNM may visit with any sorority member except to attend invitational or open recruitment events.

IV. A PNM should contact her recruitment counselor and/or a CPA Recruitment Team member if she desires to withdraw from the Formal Recruitment process.

V. Strict silence is the time during which there is no conversation or contact between sorority members and Potential New Members. This includes all references to sororities; verbal, written, typed or printed. Strict silence is the period from the end of the PNM’s last event until she reports to the sorority from which she accepts a bid.

Membership Recruitment Acceptance Binding Agreements will be signed immediately after the last event the woman attends.

**Disaffiliation**

The role of the Recruitment Counselor during the recruitment process is crucial to the success of the recruitment process, and the recruiting of potential new members. Thus, their disaffiliation is of the utmost importance throughout the entire recruitment process.

I. The College Panhellenic Association Executive Board and Recruitment Counselors must completely disaffiliate from their respective chapters on May 1st, 2014. Complete disaffiliation will be defined as:

   i. Disabling the ability for a general observer to identify what organization you are a member of.
II. Any disaffiliated member must treat to all Panhellenic members and chapters in consistent manner.

III. Disaffiliated members may not discuss Potential New Members with any Panhellenic chapters.

**COB**

I. Continuous Open Recruitment may start immediately after Bids are distributed.

II. Continuous Open Recruitment Acceptance Agreements must be signed as soon as a woman accepts a bid and must be submitted within 48 hours to the Office of Fraternity & Sorority Life.

**Infractions**

I. Sororities are encouraged to resolve alleged infractions as soon as possible through informal discussion with the involved parties and a CPA representative before an infraction is filed.

II. Should the informal discussions be unsuccessful, the judicial process will be set in motion by the filing of a violation report form for an alleged infraction. An infraction can only be filed against a chapter and not against any individual(s).

   a. All chapters will be provided a copy of the CPA Violation Report Form.

III. Beginning with the mandatory Mediation, the CPA Judicial Board will follow the Judicial Procedure as outlined in the National Panhellenic Conference Manual of Information, 19th edition, Section VII. of the Unanimous Agreements and the other Judicial Procedure Section

IV. A chapter found to have committed a violation based on a filed infraction will be held accountable by the CPA Judicial Board on a case-by-case basis.