FLORIDA ATLANTIC UNIVERSITY
COLLEGE PANHELLENIC ASSOCIATION
CONSTITUTION

ARTICLE I – NAME

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

ARTICLE II – MISSION

The mission of the College Panhellenic Association shall be to develop and maintain fraternity life and interfraternity relations at a high level of accomplishment in order to be a positive force in the lives of its members.

ARTICLE III – OBJECTIVES

A. Cooperate with member fraternities and the University administration in concern for and maintenance of high social and moral standards.

B. Promote superior scholarship as basic to intellectual achievement and development.

C. Foster close, positive inter-relationships between member fraternities, other members of the Greek community, the campus, and the encompassing community.

D. Act in accordance with National Panhellenic Conference UNANIMOUS AGREEMENTS and policies.

F. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights, and privileges of member fraternities.

G. Consider the goals and ideals of member chapters as continually applicable to campus and personal life.

ARTICLE IV – MEMBERSHIP

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

1. The REGULAR membership of the Florida Atlantic University College Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference fraternities at Florida Atlantic University.

2. The PROVISIONAL membership of the Florida Atlantic University College Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference colonies and pledged chapters at Florida Atlantic University.
3. The ASSOCIATE membership of the Florida Atlantic University College Panhellenic Association shall be composed of all members in good standing of local sororities or interest groups or national or regional non-National Panhellenic Conference member groups that have met the requirements for membership in the Florida Atlantic University College Panhellenic Association.

4. Florida Atlantic University College Panhellenic Association shall be in full compliance with all Federal and State nondiscrimination and equal opportunity laws, orders and regulations. Florida Atlantic University 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. Florida Atlantic University College Panhellenic Association shall be open to all currently enrolled FAU Students, except if specifically exempted by law.

5. Florida Atlantic University 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.

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

ARTICLE V – OFFICERS

Section 1- Elected Officers

A. The elected officers of the Panhellenic Community shall be President, Executive Vice President, Vice President of Recruitment, Vice President of Communication, Vice President of Programming, and Vice President of Administration.

B. The officers shall be members in good standing from fraternities holding full or associate membership in the Panhellenic Community. Members from fraternities holding probationary membership shall not be eligible to hold office.

C. The officers shall serve for a term of one year, the term of office to begin no later than two weeks before the end of the Fall Semester.

D. Any officer failing to perform her duties as outlined in Article V of the Bylaws shall undergo a review by the College Panhellenic Association. If she is asked to resign, a successor shall be designated by election.

E. In order to be eligible for an elected officer position, candidate must meet requirements as specified by the FAU College Panhellenic Association Bylaws (Article II- Section 1.1). Each member of the Executive Board shall have and maintain a cumulative grade point average of 2.75 prior to and throughout her term in office. The minimum cumulative grade point average for a candidate wishing to run for office may not be waived under any circumstance. In addition to the minimum requirements of 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 2.5 cumulative GPA and be registered for 6 credits hours for undergraduate students, and a 3.0 cumulative GPA and 3 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 12 college credits. A student may serve in the same position or office for a maximum of two terms during his/her academic career at FAU. A student’s academic career includes his/her undergraduate, graduate, and professional course work.

Section 2- Appointed Officers
A. The appointed officers of the Panhellenic Community shall be Director of Recruitment Operations and Director of Recruitment Counselors.

B. The appointed officers shall be members in good standing from fraternities holding full or associate membership in the Panhellenic Community. Members from fraternities holding probationary membership shall not be eligible to hold office.

C. The appointed officers shall serve for a term of one year, the term of office to begin no later than one week before the end of the Fall Semester

D. Any officer failing to perform her duties as outlined in Article V of the Bylaws shall undergo a review by the College Panhellenic Association. If she is asked to resign, a successor shall be designated by election.

E. In order to be eligible for an appointed officer position, candidate must meet requirements as specified by the FAU College Panhellenic Association Bylaws (Article II- Section 1.1) In addition to the minimum requirements of 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 2.5 cumulative GPA and be registered for 6 credits hours for undergraduate students, and a 3.0 cumulative GPA and 3 credit hours for graduate students. Officers have to be in good academic standing and not on probation. A student may serve in the same position or office for a maximum of two terms during his/her academic career at FAU. A student’s academic career includes his/her undergraduate, graduate, and professional course work.

F. If an Elected Executive Board Office fails to maintain 2.75 GPA at the end of a semester during her term in office an appeals/removal process is in place and please refer to Article VII, Part 3 of the Florida Atlantic University College Panhellenic Association By-Laws for further information.

ARTICLE VI – THE PANHELLENIC COUNCIL

The administrative body of the College Panhellenic Association shall be the Panhellenic Council of Florida Atlantic University, hereafter referred to as the Panhellenic Council. It shall be the duty of the Panhellenic Council to administer to all business related to the overall welfare of the College Panhellenic Association and to compile and enforce rules governing the College Panhellenic Association which do not violate nor impede the sovereignty, rights, or privileges of member fraternities.
A. Membership
The Panhellenic Council shall be composed of one primary delegate, who shall not be the chapter president, and one secondary delegate, who may be any member of the chapter, from each member chapter. If a chapter’s membership falls below 15 members, the sorority in question may choose to send only one delegate, who may be any member of the chapter. In addition, each chapter may elect to have one alumna advisor or National Consultant present.

B. Selection of Delegates
Delegates shall be selected by their respective chapters to serve for a term of one year, commencing no later than 2 weeks before the end of the Fall Semester.

C. Delegate Vacancies
When a delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to send an alternate to all meetings of the Panhellenic Council until a replacement delegate can be elected, preferably within 2 weeks of the vacancy occurring. It shall also be the responsibility of the member chapter to notify the Panhellenic Council Vice President of Administration of the new delegate’s name, email address, and telephone number. While there is a vacancy, the secondary delegate shall fulfill the responsibilities of the primary delegate in all cases.

In the instance were the first delegate is absent, it is the responsibility of the fraternity to notify the Panhellenic Council Vice President of Administration prior to council meeting in which the primary delegate will be absent. Failure to do this will result in inability for the alternate delegate to vote for their fraternity on any business being addressed during that council meeting.

D. Officers
The elected officers shall serve as the Executive Board of the Panhellenic Council and the appointed officers shall be included in the Panhellenic Council but not serve on the Executive Board. All officers shall have such powers and duties as are prescribed in the Constitution and Bylaws of the Florida Atlantic University College Panhellenic Association.

E. Meetings
Regular meetings of the Panhellenic Council shall be held at 4:30 P.M. on Wednesday except during formal recruitment, days on which the University is closed, religious holidays, and as the executive council deems necessary. There shall be no fewer than two meetings of the Panhellenic Council in any given month.

1. 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 any member delegate of the Panhellenic Council.

2. Three-quarters of the member fraternities shall constitute a quorum for the transaction of business at meetings of the Panhellenic Council.

F. Voting
The voting body of the College Panhellenic Association shall be its Panhellenic Council.
1. The voting members shall be the primary delegates from each fraternity holding full or associate membership. Alternate delegates shall serve as voting members when the primary delegate is unavailable and when appropriate and timely notice has been given to the Vice President of Administration.

2. A two-thirds vote shall be required from all the voting members of the Panhellenic Council to establish Recruitment Rules, to establish Total Chapter Size, and to amend the Constitution of the Panhellenic Community. A simple majority vote (50% +1) shall be required to amend the Bylaws of the Constitution of the Panhellenic Community and to carry all other questions, except where otherwise provided by this Constitution and its Bylaws.

**G. Voice**

Any other person from a member chapter, undergraduate or otherwise, shall have voice but no vote at meetings. Appropriate times to speak will be determined by the presiding officer.

**H. Panhellenic Advisor**

The Panhellenic Advisor shall be one of the Office of Fraternity & Sorority Life staff members and shall advise the Executive Board of the Panhellenic Council in all initiatives. At least one advisor MUST be a full-time faculty, AMP or SP staff member at FAU.

**I. Standing Committees**

The Panhellenic Council Executive Board shall appoint standing committees to carry out the work of the Panhellenic Council and Association when necessary.

**ARTICLE VII – UNANIMOUS AGREEMENTS**

**A.** All members of the College Panhellenic Association shall act in accordance with fundamental Panhellenic policies established by the National Panhellenic Conference in the UNANIMOUS AGREEMENTS.

**B.** All College Panhellenic Association rules and policies shall be in harmony with those currently established by the National Panhellenic Conference.

**ARTICLE VIII – VIOLATIONS**

Violations of the National Panhellenic Conference UNANIMOUS AGREEMENTS, any regulations of this Constitution or its related Bylaws, of membership recruitment rules, or rules concerning matters other than membership recruitment, shall be adjudicated through the NPC Judicial Procedure as presented in the NPC Manual of Information. (See the UNANIMOUS AGREEMENTS)

**ARTICLE IX – RECRUITMENT**

The College Panhellenic Association will use NPC Release Figure as defined by the National Panhellenic Conference to govern the recruitment process for chapters with membership in the National Panhellenic Conference. Recruitment procedures for chapters at Florida Atlantic University without
membership in the National Panhellenic Conference will be governed by individual chapter constitutions and by-laws.

A. Total, for National Panhellenic Conference-member chapters at Florida Atlantic University, is 115.

B. Formal Recruitment Rules and Recruitment Dates for each academic year must be reviewed and approved by the Panhellenic Council by April 15th.

C. Recruitment Rules are considered a part of the Panhellenic Constitution and must be approved by a two-thirds majority of the National Panhellenic Conference member chapters.

**ARTICLE X – AMENDMENTS**

This Constitution may be amended by two-thirds vote of the voting members of the Panhellenic Council, providing the suggested change has been proposed and tabled for two weeks prior to voting.
FLORIDA ATLANTIC UNIVERSITY
COLLEGE PANHELLENIC ASSOCIATION
BYLAWS

ARTICLE I-RULES OF ORDER

The Florida Atlantic University College Panhellenic Association and its Panhellenic Council shall be governed by Roberts Rule of Order, newly revised except in matter specifically provided for in the Constitution, Bylaws, and Standing Rules.

ARTICLE II-OFFICERS

Section 1- Elected Officer Qualifications

1. Each member of the Executive Board shall have and maintain a cumulative grade point average of 2.75 prior to and throughout her term in office. The minimum cumulative grade point average for a candidate wishing to run for office may not be waived under any circumstance (See Part 9, below for more information on the GPA requirement process).

2. No member of the Panhellenic Council Executive Board, hereafter referred to as the Executive Board, shall hold an executive position or major council position in her respective chapter during her term in office.

3. All elected officers for President, Executive Vice President, and Vice President of Recruitment must have been initiated for at least two full semesters before taking office.

4. The elected officer for President must have prior experience as a Panhellenic officer, Panhellenic delegate, chapter president, or have held a position on their respective fraternity’s executive board. Any interested applicant not meeting these requirements may apply for presidency if approved by the outgoing Panhellenic executive board.

5. The elected officer for Vice President of Recruitment should be a previous Recruitment Counselor, or been involved in the Recruitment Process for their individual chapter.

6. Each member of the Executive Board must be an active member in good standing of her respective chapter and Florida Atlantic University.

7. No officer shall have an expected graduation date before the expiration of her term.

8. In order to be eligible for an officer position, candidate must meet requirements as specified by the FAU College Panhellenic Association Bylaws (Article II- Section 1.1) Each member of the Executive Board shall have and maintain a cumulative grade point average of 2.75 prior to and throughout her term in office. The minimum cumulative grade point average for a candidate wishing to run for office may not be waived under any circumstance. In addition to the minimum requirements of 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 2.5 cumulative GPA and be registered for 6 credits hours for undergraduate students, and a 3.0 cumulative GPA and 3 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 12 college credits. A student may serve in the same position or office for a maximum of two terms during his/her academic career at FAU. A student’s academic career includes his/her undergraduate, graduate, and professional course work.

9. If an Elected Executive Board Office fails to maintain 2.75 GPA at the end of a semester during her term in office an appeals/removal process is in place and please refer to Article VII, Part 3 of the Florida Atlantic University College Panhellenic Association By-Laws for further information.

Section 2- Officer Elections
1. Elections shall take place no later than two weeks prior to the end of the Fall Semester.

2. All candidates must complete and turn in the application two weeks prior to the date of election.

3. All candidates are required give a two-minute speech that outlines their goals and qualifications pertaining to the office they are running for.

4. All applicants are required to interview with outgoing chapter presidents prior to their speeches.

5. Any potential candidate who submits an application may drop out of the election process at any time.

6. Any potential candidate may apply for up to three positions.

7. A list of candidates including their applications will be made available to the chapters one week prior to elections.

8. The officers of the Florida Atlantic University Panhellenic shall be elected in the following order: President, Executive Vice President, Vice President of Recruitment, Vice President of Programming, Vice President of Communication, and Vice President of Administration.

9. Voting shall proceed as follows:

   A. Candidates will be called in alphabetical order to give their speech, which will be followed by the question and answer session. Candidates will exit the room when questions are being asked and when other candidates applying for the same position are presenting their speech.

   B. The primary delegate for each chapter will cast that chapter’s vote, unless procedure is followed as stated in Article VI, section C: delegate vacancies.

   C. The winner of each selected office shall be decided by majority of the votes cast.

   D. The majority preference of the delegates will determine whether the vote will be a written or voiced ballot.

Section 3- Appointed Officer Qualifications
1. Each appointed officer shall have and maintain a cumulative grade point average of 2.5 prior to and throughout her term in office. The minimum cumulative grade point average for a candidate wishing to run for office may not be waived under any circumstance
2. No appointed officer shall hold an executive position or a recruitment related position in her respective chapter during her term in office.

3. Each appointed officer must be an active member in good standing of her respective chapter and Florida Atlantic University.

4. No officer shall have an expected graduation date before the expiration of her term.

5. In order to be eligible for an appointed 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 2.5 cumulative GPA and be registered for 6 credits hours for undergraduate students, and a 3.0 cumulative GPA and 3 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 12 college credits. A student may serve in the same position or office for a maximum of two terms during his/her academic career at FAU. A student’s academic career includes his/her undergraduate, graduate, and professional course work.

Section 4- Appointed Officer Selection

1. Selection shall take place after the Executive Board officer elections, but no later than one week prior to the end of the Fall Semester.

2. All candidates must complete and turn in the application two weeks prior to the date of selection.

3. All candidates are required to interview with the outgoing Panhellenic Executive Board.

4. Any potential candidates who submit an application may drop out at any time during the process.

Section 5 – Installation
All officers of the Executive Board shall be installed into their positions at a regular meeting of the Panhellenic Council, according to National Panhellenic Conference guidelines, by the President of the previous Executive Board within one week of being elected into office.

ARTICLE III. THE EXECUTIVE BOARD

1. The officers shall be members from member groups holding full or associate membership in the College Panhellenic Association. Members from fraternities holding probationary membership shall not be eligible to hold office.
2. The order of succession is as follows: President, Executive Vice President, Vice President of Recruitment, Vice President of Programming, Vice President of Communication, and Vice President of Administration.

3. Appoint all standing and special committees and their chairpersons and, in making these appointments, recognize representation from all member groups.

4. All officers must attend weekly Executive Board meetings, as well as weekly Panhellenic meetings in a timely manner and are expected to stay the full length of these meetings.

5. All officers shall maintain complete, current files, and aid in transitioning new officers.

6. All officers shall promote a positive image of the College Panhellenic Association.

7. Remain unbiased in regards to their own chapter and withhold prejudices from other chapters in order that they may act impartially.

8. All officers of the Executive Board are to complete two hours a week of scheduled office hours, with the exception of the President, who is to complete four hours a week.

9. All officers will respond to all council emails within twenty four (24) hours.

ARTICLE IV- ELECTED OFFICER DUTIES

The President shall:
1. Call roll and preside at all Panhellenic Council and Executive Board meetings.

2. Be an ex-officio member of all Panhellenic Council Committees with voice but no vote.

3. Have overall responsibility for the operation of the Panhellenic Council.

4. Manages all initiatives related to the development and/or improvement of resources for member chapters.

5. Maintain communication with the Panhellenic Advisor, executive board members, and all Panhellenic member organizations.

6. Maintain a complete and up-to-date President’s file that will include but is not limited to:

   A. Florida Atlantic University Panhellenic Community Constitution, Bylaws, and Standing Rules.


D. Correspondence and materials received from the National Panhellenic Conference Area Advisor.

E. Copies of College Panhellenic Reports to the Panhellenic Area Advisor.

F. Meeting notes from one on one appointments with Panhellenic Advisor.

G. Other pertinent materials and records.

7. Report as required to the National Panhellenic Conference Area Advisor.

8. Chair all mediations and hearings dealing with alleged violations of the Panhellenic Constitution and Bylaws, Standing Rules, NPC Policies and Procedures, and UNANIMOUS AGREEMENTS.

9. Sign Panhellenic Council contracts when authorized to do so.

10. Meet weekly with the Panhellenic Advisor.

11. Preside at meetings of the Panhellenic President Roundtable which consists of all the chapter presidents from the Florida Atlantic University College Panhellenic Association.

12. Shall not hold any other major campus office other than those she holds by virtue of the Panhellenic Presidency.

13. Schedule four (4) officer hours weekly.

14. Reside in the area during the summer and observe ten (10) office hours weekly.

15. Help and participate in planning community wide signature programs.

15. Perform all other duties as required by this office.

**The Executive Vice President shall:**

1. Perform the duties of the President in her absence.

2. Serve as chair person of the judicial board, when needed.

3. Choose, and train Judicial Board representatives as to all Panhellenic policies, judicial procedures, and due process, as needed.

4. Coordinate the revision of the Florida Atlantic University College Panhellenic Association By-Laws and Constitution.

5. Plan and implement all incentive programs promoting Academic Excellence within the College Panhellenic Association.
Florida Atlantic University College Panhellenic Association 2012-2013

6. Coordinating one (1) monthly meeting with all chapter scholarship chairs in consultation with the Panhellenic Advisor.

7. Communicate weekly with the Panhellenic Delegates

8. Organize and carry out a formal delegate training workshop at the start of each semester.


10. Schedule two (2) office hours weekly.

11. Perform all other duties as required by this office.

The Vice President of Recruitment shall:
1. Be responsible for the overall coordination of the Florida Atlantic University Panhellenic Association recruitment procedures

2. Select, along with the College Panhellenic Association Elected Executive Officers, and Panhellenic Advisor the officers for Assistant Vice President of Recruitment and Director of Recruitment Counselors.

3. Supervise and assign duties to the Director of Recruitment Operations and Director of Recruitment Counselors.

4. Supervising coordination of Recruitment Counselor selection and training

5. Presides at meetings of recruitment chairwomen to discuss regulation, policies, and procedural techniques.

6. Direct all the Panhellenic Recruitment programs in cooperation with the member sororities.

7. Consults and supports each member chapter in their informal and formal recruitment efforts

8. Coordinate all council extension efforts, in conjunction with the Panhellenic Advisor and the NPC Area Advisor.

9. Schedule two (2) officer hours weekly during the Academic Semesters and ten (10) office hours weekly during the summer term.

10. Required to be present the entire summer and should be discouraged from taking vacation within the last three weeks of summer

11. Coordinate and host with College Panhellenic Officers a recruitment education seminar (focused on positive Panhellenic contact, ethical behaviors, and rule understanding) in the mid-spring semester.
Florida Atlantic University College Panhellenic Association 2012-2013

12. Shall be responsible for maintaining the recruitment account, as well as creating a budget for all recruitment expenses. The budget must be sent out to the President and Vice President of Administration to be reviewed and approved at the start of each term.

13. Meet with Panhellenic Advisor, Director of Recruitment Operations and Director of Recruitment Counselors once a week, or as frequently as needed.

14. Shall not be in the same organization for consecutive years unless approved by the outgoing executive board.

15. Preform all other duties as required by this office

The Vice President of Programming shall:

1. Assist in planning community wide signature programming.

2. Coordinate Women’s Leadership Week to be executed in the spring semester in accordance with Women’s History Month.

3. Serve as a liaison between the Florida Atlantic University College Panhellenic Association and areas of campus programming (student development & activities, intramural sports, etc.).

4. Schedules two (2) office hours weekly.

5. Meet with Panhellenic Advisor as needed or required.

6. Perform all other duties as required by this office.

The Vice President of Communication shall:

1. Be responsible for all public relations and marketing efforts for the Panhellenic Council, including but not limited to keeping and maintaining the Facebook, Twitter, blog and other social media outlets.

2. Shall coordinate in conjunction with the Vice President of Recruitment on all official College Panhellenic Association recruitment marketing and communication efforts.

3. Be responsible for communication and correspondence with other Fraternity and Sorority Councils.

4. Provides information regarding all relevant campus leadership and involvement opportunities.

5. Serve as Liaison between the College Panhellenic Association and community organizations seeking to become involved with the College Panhellenic Association.

6. Schedule two (2) office hours weekly.

7. Perform all other duties as required by this office.
The Vice President of Administration shall:

1. Reserve Rooms for all meetings.

2. Keep full minutes of all meetings of the FAU College Panhellenic Association and a record of all action taken by the Executive Board.

3. Send minutes of meetings of the Panhellenic Council to every Chapter delegate and President, the Executive Board members, Panhellenic Advisor and NPC Area Advisor within 48 hours of Council meeting.

4. Maintain the necessary office supplies.

5. Maintain a list and the statistical information of Panhellenic Council officers, delegates, new members, advisors, as well as a current list of all members of the Panhellenic Community.

6. Conduct and file all correspondence of the Panhellenic Council.

7. Create a master calendar for the Panhellenic Community every semester.

8. Be responsible for the general supervision of the finances of the Florida Atlantic University College Panhellenic Association.

9. Be responsible for the preparation of the annual budget following its approval by the Panhellenic Council. Must send out the approved budget to the President and Panhellenic Advisor, as well as provide a copy to each Florida Atlantic University College Panhellenic Association member chapter by the start of each term.

10. Receive all payments due to the College Panhellenic Association; invoice chapters, collect all dues and give receipts.

11. Be responsible for the prompt payment of the annual NPC dues and all bills of the Florida Atlantic University College Panhellenic Association.

12. 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.

13. Sign College Panhellenic Association contracts when authorized to do so.

14. Schedule two (2) office hours weekly.

15. Meet with Panhellenic Advisor as needed or required.

16. Perform all other duties as required by this office.
ARTICLE V- APPOINTED OFFICER DUTIES

The Director of Recruitment Operations shall:
1. Assist the Vice President of Recruitment throughout the entire term of office
2. Attend all Recruitment Staff meetings, Panhellenic Recruitment Chair meetings, Recruitment Counselor meetings, training, and any other events that will be important to gain understanding of the Vice President of Recruitment’s duties.
3. Shall be responsible for taking minutes and notes for all Recruitment related meetings when deemed necessary. Minutes should be sent to Vice President of Recruitment, President, Panhellenic Advisor, and Recruitment Chairs for each chapter.
4. Assist and organize the selection of Recruitment Counselors along with the Vice President of Recruitment, Director of Recruitment Counselors, and Panhellenic Advisor.
5. Schedule five (5) office hours weekly during the summer term.
6. Required to be present the entire summer and should be discouraged from taking vacation within the last three weeks of summer.
7. Shall not be from the same organization as the Vice President of Recruitment and Director of Recruitment Counselors unless approved by the outgoing executive board.
8. Shall not be in the same organization for consecutive years unless approved by the outgoing executive board.
9. Coordinate and help the Vice President of Recruitment with any summer pre-recruitment events.
10. Preform all other duties as required by this office.

The Director of Recruitment Counselors shall:
1. Reside within close proximity to Boca Raton during the summer term.
2. Must have been active in their respective sorority for a minimum of two semesters.
3. Schedule five (5) office hours weekly during the summer term.
4. Must have served as a previous Recruitment Counselor.
5. Attend all Recruitment Staff meetings.
6. Assist and organize the selection of Recruitment Counselors along with the Vice President of Recruitment, Director of Recruitment Operations, and Panhellenic Advisor.
7. Hold regular Recruitment Counselor training sessions and retreat during the spring and summer semesters

8. Compile the Recruitment Counselor training manual and other documents.


10. Plan all Recruitment Counselor pre-recruitment and Recruitment Week activities.

11. Maintain accurate and organized records.

12. Assist in training the next Director of Recruitment Counselors and evaluate procedures to improve the Recruitment Counselor program for the following year.

ARTICLE VI- STANDING COMMITTEES

The Standing Committees of the Florida Atlantic University Panhellenic Council shall be created & coordinated as needed by the Panhellenic Executive Board.

ARTICLE VII- REMOVAL FROM OFFICE

1. The officers of the Executive Board shall maintain all minimum qualifications for office, and shall fulfill all duties as prescribed in Article III of the Bylaws.

2. Removal from office may be warranted from the following: if not acting with the highest regard to ethical or moral standards in the representation of the Florida Atlantic University Panhellenic Council, blatant disregard for the Panhellenic Constitution and Bylaws and/or policies and procedures of Florida Atlantic University, if more than two (2) Executive Board meetings and/or Council meetings are not attended without being excused by the President, if the duties and responsibilities of the office held are not being met, or grades fall below the required 2.75 GPA.

3. Elected Executive Officer fails to meet required GPA:

An Elected Executive Board member that has not met the required GPA at the end of a semester during her term in office of the College Panhellenic Association Executive Board can ask for an appeal.

The appeal must be voted on by two thirds vote of the chapter presidents in order to hear the appeal.

- If two thirds of the CPA Chapter Presidents vote NO, no appeal is granted and the Executive Board member is removed from office.
- If two thirds of the CPA Chapter Presidents vote YES, the appeal is granted within two weeks at discretion of CPA Chapter Presidents.
At the appeal hearing, (if decided) CPA Chapter Presidents may decide to remove the member from office, or place the member on probation for one semester. Probation terms and details will be decided on a case by case basis at the discretion of two thirds of the CPA Chapter Presidents.

Probation includes but not limited to: one on one meeting with College Panhellenic Association President, library study hours, individual scholarship/academic plan, and midterm progress report.

If the GPA is not improved to a 2.75 by the following semester the CPA Executive Board member is removed from office and a new person is elected according to Article VIII of the CPA Constitution & By-Laws.

4. Executive Board Members of the Panhellenic Council are responsible for upholding the duties and expectations of their position. If Executive Board Members are not fulfilling these requirements they will participate in a three step removal process.

   A. Verbal Warning from President.

   B. Written Warning from President. The member will be warned that this is their last chance to better the situation with their position. The Executive Member will present themselves in front of the Panhellenic Executive Board at the next executive board meeting. They will need to explain why they are not upholding the duties of their position. The Panhellenic Council will operate in a positive process to provide suggestions and helpful ideas to this member.

   C. If the Executive Member is not upholding their duties on a third occasion, the Executive Board will make a proposal to the Panhellenic Council for the removal of the member from office. If the proposal is approved, the Executive Board will then need to open up the position for applicants that are interested in this position.

**ARTICLE VIII – NEW OFFICER ELECTIONS**

1. Should the situation arise that an officer vacates her position or is removed; elections/appointment shall be held to find a replacement for the vacancy.

2. The President of the Panhellenic Council shall notify each sorority of the vacancy and election/selection date. All interested applicants will follow officer procedures and expectations as stated in Articles II, III, IV and V.

**ARTICLE IX- NEW MEMBER PROCESS AND INITIATION**

1. Refer to the National Panhellenic Conference Manual of Information for rules and regulations regarding new member and initiation eligibility.

**ARTICLE X- RECRUITMENT**
1. Formal membership recruitment will be held in September of each year. Specific dates will be affirmed in the “Panhellenic Council Bylaws.”

2. Except during designated dates to accommodate formal recruitment, Continuous Open Bidding shall be in effect during the academic year for all eligible sororities not at total.

3. Chapters who do not fill basic Quota during formal recruitment may continue to bid and pledge to Quota in Continuous Open Bidding even if reaching Quota puts them over Total.

4. All membership recruitment events must be held on the campus of Florida Atlantic University.

5. Every regularly enrolled new member and initiate of the chapter shall be counted in the Chapter Total.

An accurate list of pledged and initiated members shall be maintained through Interactive Collegiate Solutions, ICS, by the date requested from the Office of Fraternity & Sorority Life.

Any de-pledging, termination or other change in membership must be reflected on ICS within twenty-four hours, or by the end of the next business day, after it has occurred.

6. By the 15th of April each year, the Panhellenic Council shall adopt “Panhellenic Council Recruitment Agreements” to govern formal recruitment activities for the following Fall Formal Recruitment. The proposed agreements will be provided to the Panhellenic delegates at least two weeks prior to voting. The “Panhellenic Council Recruitment Agreements” shall include the following:

   A. A Code of Ethics.

   B. Specific dates for all aspects of Formal Recruitment.

   C. The amount to limit recruitment expenses for each chapter.

   D. Other agreements to ensure that the Formal Recruitment process is fair and equitable to both the chapters and prospective new members.

7. Quota additions will be used as recommended in the National Panhellenic Conference Manual of Information. Quota additions will never include a woman who lists a single intentional preference on her Membership Recruitment Acceptance Card.

8. Snap Bidding will occur as recommended in the National Panhellenic Conference Manual of Information.

9. Administration of the Formal Recruitment process will be done through "Collegiate Recruiter" from Integrated Collegiate Systems.
10. The FAU College Panhellenic Association, and its member chapters, will utilize the NPC Release Figure model during Formal Recruitment.

11. In the case of any uncertainty regarding recruitment procedures, the National Panhellenic Conference Manual of Information, as interpreted by the Panhellenic President shall prevail.

12. No Panhellenic woman or collective chapter shall participate (ex. hosting or assisting in membership selections) in events held by Interfraternity Council or individual IFC fraternities for the purposes of membership recruitment. Individuals and organizations that do not meet this expectation will be referred to their National Headquarters.

ARTICLE XI-EXTENSION

1. When all NPC chapters at Florida Atlantic University are close to or over Total, the Panhellenic Council shall consider raising Total or adding another chapter.

2. Refer to Florida Atlantic University’s Office of Fraternity & Sorority Life’s Organizational Growth Policy.

3. In the situation where an extension committee is need, the Panhellenic executive board will work in coordination with the Office of Fraternity & Sorority Life.

ARTICLE XII-FINANCE

1. It shall be the responsibility of the Vice President of Administration to administer to all areas of finance, as outlined in Article IV of the Bylaws under the officer duties of the Vice President of Administration.

2. Dues of $10.00 per member per semester shall be levied upon each Panhellenic member chapter.

3. All checks issued on behalf of the Florida Atlantic University College Panhellenic Association shall be signed by the President and the Vice President of Administration.

4. The dues of each College Panhellenic Association member fraternity shall be payable on or before the second Panhellenic Meeting of each semester.

5. After the two-week period, a ten percent COMPOUNDED fine shall be assessed to the chapter’s daily until the late bill has been paid or a payment schedule has been arranged.

6. For all chapters maintaining a grade point average above the All Women’s Cumulative Grade Point Average, a ten percent REDUCTION shall be taken off the semester dues.

7. A semester budget will be prepared by the Vice President of Administration for approval by member chapters.
ARTICLE XIII-VIOLATIONS

Any dispute arising out of the violation of the NPC UNANIMOUS AGREEMENTS, the Panhellenic Constitution and Bylaws, Standing Rules and membership recruitment rules and regulations shall be addressed through the NPC Judicial Procedure as included in the Florida Atlantic University Panhellenic Bylaws.

ARTICLE XIV- JUDICIAL PROCEDURE

Section 1 – Judicial Board
The College Panhellenic Association will establish a Judicial Board for the limited purpose of handling member group infractions of NPC UNANIMOUS AGREEMENTS, College Panhellenic Constitution and/or Bylaws, Membership Recruitment rules/guidelines, Panhellenic Code of Ethics, and College Panhellenic Standing Rules.

1. The duties and responsibilities of the Judicial Board will be consistent with all NPC UNANIMOUS AGREEMENTS.

2. The NPC Judicial forms shall be used to ensure proper documentation and adherence to the NPC UNANIMOUS AGREEMENTS. The forms are:

   A. College Panhellenic Violation Report
   B. College Panhellenic Notice of Infraction
   C. College Panhellenic Record of Judicial Board Hearing
   D. College Panhellenic Judicial Board Hearing Minutes
   E. College Panhellenic Notice of Appeal

3. Documentation of all judicial proceedings shall be retained by the College Panhellenic for a period of three years.

4. The College Panhellenic judicial board shall be composed of chapter presidents of the College Panhellenic Association member fraternities.

5. The College Panhellenic Judicial Board may make rulings and take punitive action in cases where the NPC Unanimous Agreements, College Panhellenic Constitution or Bylaws, Membership Recruitment Rules/Guidelines, Panhellenic Code of Ethics, and College Panhellenic Standing Rules have been violated.

Section 2 – Judicial Process Overview
Fraternities are encouraged to resolve alleged infractions through informal discussion with the involved parties. Should the informal discussions be unsuccessful, the Judicial Process will be set in motion by the filing of a report of an alleged violation. Violations must be reported in the following manner on the College Panhellenic Violation Report available from the College Panhellenic.
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1. Timing
   A. The College Panhellenic Violation Report shall be completed and presented to the
      President of the College Panhellenic Association in a timely manner, but not more
      than 30 calendar days from the date of the alleged infraction (including
      university/college breaks). If the College Panhellenic President is unavailable or the
      violation is against her fraternity, the report shall be presented to the College
      Panhellenic Vice President or Panhellenic Advisor.
   
   B. The College Panhellenic Executive Vice President and Panhellenic Advisor shall
      review the College Panhellenic Violation Report to ensure it has been filled out
      completely, including proper signatures and indication of rule/policy violated. An
      incomplete report shall be returned to the reporting party for completion prior to
      proceeding.

2. Proper Reporting Authority
   A. 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 either:
      a. President of member group on behalf of her chapter
      b. College Panhellenic officer in charge of recruitment or recruitment counselor
      c. Potential New Member
      d. Panhellenic Advisor
      e. Recruitment Counselor

3. Notice
   A. When a report of an infraction is properly received by the College Panhellenic, the
      accused fraternity shall be given formal notification in writing. The College
      Panhellenic President shall notify the member group using the College Panhellenic
      Notice of Infraction. The College Panhellenic Violation Report is retained by the
      College Panhellenic President or Panhellenic Advisor and is available on request
      from the accused fraternity. A copy of the College Panhellenic Violation Report shall
      be given to the NPC Area Advisor.
   
   B. The College Panhellenic Notice of Infraction shall be delivered to the President of the
      accused fraternity within one week of the College Panhellenic President’s receipt of
      the College Panhellenic Violation Report. If the President of the accused fraternity is
      unavailable, delivery may be made to another appropriate fraternity officer or advisor.
      The record of delivery shall be documented on the report. A copy of the College
      Panhellenic Notice of Infraction shall be given to the Panhellenic Advisor and the
      NPC Area Advisor within the same time period.
   
   C. Upon receipt of the College Panhellenic Notice of Infraction, the accused fraternity
      shall contact the College Panhellenic President within one week to schedule mediation
      or choose to proceed directly to a judicial board hearing.
a. If the College Panhellenic Notice of Infraction is delivered during a college/university break, the mediation or the judicial hearing may be scheduled after classes resume or held during the break if all parties are available.
b. On those campuses where the small size of the College Panhellenic makes a judicial board hearing ineffective because of conflicts of interest, and mediation has proved ineffective, an appeal may be made directly to the NPC College Panhellenic Judicial Appeals Committee.

4. Mediation
   A. The purpose of mediation is to find a solution satisfactory to both the complaining party and the accused fraternity that is appropriate under NPC UNANIMOUS AGREEMENTS and the College Panhellenic Association Constitution, Bylaws and rules.
   
   B. The College Panhellenic Executive Vice President shall appoint a neutral party to serve as the mediator. The mediator shall not be an undergraduate student.
   
   C. Mediation shall be closed to the public. All participants in the mediation shall keep strict confidentiality. The participants shall be representatives from each fraternity involved, including a chapter advisor or the complaining party if other than a fraternity. In cases of recruitment infractions, the College Panhellenic Recruitment Chairman shall attend only if she has information that explains the violation. After she presents her information, she shall be excused from the mediation.

5. Judicial Board Hearing
   A. In the event mediation is not successful, a judicial board hearing shall be held.
      a. Hearing will be scheduled by the Chair and notice will be sent to the charged organization.
      b. Hearing will be called to order by Chair and governed by Roberts Rules of Order.
      c. Introduction of the hearing panel.
      d. The College Panhellenic Association Advisor will present the charge.
      e. Charged organization presentation
         i. Questions from the Judicial Board
      f. Presentations of Witnesses
         i. Questions from the Judicial Board
         ii. Questions from the charged organization
      g. Charged organization final statement.
      h. Board deliberation (Chapter Presidents)
         i. Chair will deliver a decision in writing to the charged organization.
            i. A “finding of responsible” written notice will also include the sanctions levied.
   
   B. Judicial board hearings shall be closed to the public. The participants in the judicial board hearing shall be representatives from each fraternity involved, including a chapter advisor or the complaining party if other than a fraternity, the College
Panhellenic President, the Panhellenic Advisor and in cases of recruitment infractions, the College Panhellenic Vice President of Recruitment.

C. The College Panhellenic Judicial Board members whose organization is being formally charged or is bringing up charges shall not participate as a Justice in any part of the hearing proceedings.

Section 3 – Penalties
Each College Panhellenic shall strive to achieve a fair and reasonable resolution for infractions. Penalties should be assessed to fit the nature and degree of the offense.

1. Inappropriate Fines
   A. Monetary fines shall be acceptable only for measurable recruitment infractions (i.e., late invitation lists, late events, etc). The amounts shall be predetermined by a vote of the College Panhellenic Council and stated in the membership recruitment rules.
   B. Penalties shall not forbid formal or informal entertainment that is part of membership recruitment or the observance of an inter/national fraternity celebration.
   C. Penalties shall not affect a fraternity chapter’s Quota or Total.
   D. Penalties shall not affect the time of new member acceptance and/or initiation.
   E. Penalties shall not forbid the right of an NPC fraternity to vote in College Panhellenic meetings.

2. Duration of Penalties the duration of any penalty imposed shall not exceed one calendar year from the time the decision is final.

3. NPC Notification of Penalties Within 24 hours of the successful completion of mediation or the judicial board hearing, the College Panhellenic President shall send a copy of the College Panhellenic Record of Mediation or Judicial Board Hearing (not including the minutes) to the NPC Area Advisor, the NPC Delegate and the Inter/National President.

Section 4 – Appeals

1. Judicial Board Decision. A decision of the College Panhellenic Association Judicial Board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeals Chairman. An appeal shall be filed with the College Panhellenic President using the College Panhellenic Notice of Appeal within one week of the decision. A penalty shall begin only after all properly filed appeals have been decided; however, should a sanctioned fraternity choose to begin fulfilling all or part of the stipulations of the sanction pending the outcome of filed appeals, the fraternity shall have that option.

2. NPC College Panhellenics Judicial Appeals Committee. If the NPC College Panhellenics Judicial Appeals Committee is unable to resolve the appeal, the Committee Chairman shall be responsible for
the further conduct of the case. She shall submit by certified mail, return receipt requested, all data regarding the appeal to the Inter/National President(s) of the fraternity(s) involved.

3. Inter/National Presidents. If the Inter/National Presidents cannot resolve the case by discussions among themselves, the case may be referred by any Inter/National President involved to the NPC Executive Committee.

4. NPC Executive Committee. If the NPC Executive Committee cannot resolve the case, it may be appealed either by the Inter/National President or by the NPC Executive Committee to the National Panhellenic Conference.

5. National Panhellenic Conference. The decision of the National Panhellenic Conference shall be final.

ARTICLE XV-AMENDMENT

These Bylaws may be amended by two-thirds vote of the voting members of Panhellenic Council, provided notice of proposed amendment has been given in writing at the preceded regular meeting.