



CONSTITUTION OF TEXAS STATE UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION

Article I. Organization Name

The organization's name shall be the Texas State University College Panhellenic Association.

Article II. Mission and Goals

The Texas State University College Panhellenic Association is based on democratic principles and is organized to afford cooperation among the women's sororities. All chapters involved in the Panhellenic Association, regardless of membership class, must be women's only organizations. Panhellenic members must respect and obey the letter and spirit of all National Panhellenic Conference Unanimous Agreements. The Panhellenic Association's governing documents must conform to all Unanimous Agreements.

The Panhellenic Creed

We, as undergraduate members of women's fraternities, stand for good scholarship, for guarding of good health, for maintenance of fine standards, and for serving, to the best of our ability, our college community.

Cooperation for furthering fraternity life, in harmony with its best possibilities, is the ideal that shall guide our fraternity activities.

We, as fraternity women, stand for service through the development of character inspired by the close contact and deep friendship of individual fraternity and Panhellenic life.

The opportunity for wide and wise human service, through mutual respect and helpfulness, is the tenet by which we strive to live.

All organization activities and functions must be legal under university, local, state, and federal laws.

Statement of Affiliation

The Texas State University College Panhellenic Association is a chartered affiliate of the National Panhellenic Conference.

University-Sponsored Student Organization

The Texas State University College Panhellenic Association is a Texas State University-sponsored Student Organization. The Office of Fraternity and Sorority Life oversees our operations in conjunction with the National Panhellenic Conference. Our active, new, and prospective members are held to rules

and procedures set by the Office of Fraternity and Sorority Life regarding, but not limited to, alcohol, drug, hazing, and grade policies. Failure of a council member or organization to adhere to these rules or standards will result in disciplinary action.

Article III. Membership

Membership Statuses

As defined by the NPC, the Texas State University College Panhellenic Association can have three types of membership: regular, provisional, and associate.

The membership statuses are defined as:

- Regular Membership
 - Regular membership in the Texas State University College Panhellenic Association shall be composed of all installed chapters of NPC sororities at Texas State University. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council.
- Provisional Membership
 - The provisional membership of the Texas State University College Panhellenic Association shall comprise all newly established chapters of NPC sororities at Texas State University. Provisional members shall pay no dues and shall have a voice but no vote in all matters. A provisional member shall automatically become a regular member upon being installed as a chapter as a chapter of an NPC sorority.
- Associate Membership
 - The associate membership of the Texas State University College Panhellenic Association shall be composed of women's only local sororities or inter/national or regional non-npc member organizations. The membership eligibility requirements, the process of submitting an application, and approval of the application shall be determined by the Panhellenic Council. Association members shall pay dues as determined by the Panhellenic Council. An associate member shall have a voice and a vote on all matters except extension-related matters. If they do not participate in the primary recruitment process, they shall not have a vote on recruitment rules and the establishment or modification of the 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.

Compliance Statement

COMPLIANCE STATEMENT FOR TITLE IX Admission to Texas State University and any of its sponsored programs is open to qualified individuals regardless of race, religion, sex, sexual orientation, national origin or disability. All student organizations must be advised that, by law, official recognition will be granted only if the organization is in compliance with Title IX of the Civil Rights Acts. In the case of sports clubs, separate teams (men/women) where necessary may be organized as long as equal opportunity exists for both sexes to form a team. National Social Fraternity and Social Sorority Organizations are exempt from Title IX requirements only as they relate to their status as single-sex organizations. These rights are reserved. However, it is the expectation of Texas State University that Social Fraternity and Social Sorority programs are open to qualified individuals regardless of race, religion, national origin, or disability. Honorary and professional organizations whose national organization

is exempt from Title IX must furnish proof by letter from the national office. Texas State University believes that freedom of thought, innovation, and creativity are fundamental characteristics of a community of scholars. To promote such a learning environment, the university has a special responsibility to seek cultural diversity, to instill a global perspective in its students, and to nurture sensitivity, tolerance, and mutual respect. Discrimination against or harassment of individuals on the basis of ethnicity, sex, religion, race or disability is inconsistent with the purposes of the University. By agreeing with this document, you will indicate that you understand the above expectations and that your organization is in compliance with Title IX. *

Article IV. Officers and Delegates

Officer Roles and Responsibilities

- **President**
 - Head of the Texas State University College Panhellenic Association
 - Liaison between the council and the Fraternity and Sorority Life Office
 - Oversees, supports and meets with all officers listed below
- **Executive Vice President**
 - Lead Robert's Rules of Order, Lead Peer Mediation Process, Oversee Bylaws, Constitution, and Recruitment Rules amendments. Risk Management.
- **Vice President of Finance and Administration**
 - Financial expenditures, communication management, budget management, and creation and procurement
- **Vice President of PNM Experience**
 - Head of Recruitment Counselors, PNM orientation, PNM holding room operations
- **Vice President of Recruitment**
 - Recruitment logistics and operations. Venue, catering, materials, registration software, and collaboration with chapter recruitment teams
- **Vice President of Community Development**
 - Support the Panhellenic community by meeting with chapter scholarship/ academic chairs. Hosting signature events supporting and encouraging academic excellence,
- **Vice President of Public Relations**
 - Manage all public social media accounts. Develop and order merchandise. Develop merchandise and digital fliers and fulfill other requests as needed.
- **Vice President of Service & Philanthropy**
 - Plan, develop, and host signature philanthropy events benefiting the NPC-selected philanthropy and local organizations.

Delegate Responsibility

A Panhellenic delegate is a chapter-appointed representative to the Texas State University College Panhellenic Association Council. They collaborate with all association delegates to further the interests of the community, University, and personal member organizations.

- Must attend all panhellenic meetings
- Must support NPC Unanimous Agreements, polices, and procedures
- Must understand local Panhellenic polices and procedures

- Should know when to consult her sorority's chief panhellenic officer for assistance and advice regarding Panhellenic concerns
- Should present regular panhellenic reports at chapter meetings
- Should be familiar with and practice "Robert's Rules of Order" when participating in Council meetings

Executive Officer Eligibility

Executive Eligibility:

- Active member of a regular or associate membership of Texas State University College Panhellenic Association.
- Member shall be in good standing with their member organization
- ~~Be an active participant in their collegiate chapter~~
- Be enrolled at Texas State University
- Be able to complete the term of service before their graduation
- In good standing with the University (grades and conduct)

Eligibility for the Vice Presidency of PNM Experience or Recruitment

In addition to the minimum officer eligibility requirements above, panhellenic association members seeking to serve as Vice President of PNM Experience or Recruitment must have participated with their affiliated chapter at least once during the primary recruitment process.

GPA Statement

All officers must have a **minimum overall GPA of 2.7** at the beginning of their term and maintain this minimum GPA throughout their service.

Selection of Officers/ Elections

Straight Election Process

The offices of President, Executive Vice President, Vice President of Finance and Administration, Vice President of PNM Experience, Vice President of External, Vice President of Community Development, Vice President of Public Relations, and the Vice President of Service & Philanthropy of the Texas State University College Panhellenic Association shall be elected by ballot unless there is only one nominee for an office, then that nominee shall be declared elected. The nominating committee shall meet with applicants who applied for an interview. They will present a slate to the community at the following Panhellenic Council Delegate meeting. They will return to their chapters, and chapters will vote on the slate. If there are challenges or concerns with slated positions, they may vote to amend the slate or ask the nominating committee to seek an alternative candidate.

The Nominating Committee

The nominating committee will be comprised of the serving Panhellenic delegates. Outgoing Panhellenic officers may participate in the interview process but may only offer their opinions. They do not have a vote on who is slated.

Any outgoing Panhellenic officers seeking an additional term are not permitted to sit in on interviews, review applications, or be involved in the slating process outside of their interview.

Procedures for Decision-Making

Organizational Activities

The necessary Texas State University College Panhellenic Association officer will make organization activity decisions with the President's approval. All College Panhellenic Association decisions are subjected to review by Texas State University Staff and National Panhellenic Conference professionals.

Finances

The Vice President of Finance & Administration will manage finances. Officers needing purchase funds will follow Texas State University procurement procedures to receive the account funds. The president and Panhellenic Advisor's **approval via signature is required.**

Quorum

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

Officer Vacancies

Officer Vacancies

Should a position become vacant due to the removal or stepping down of the appointed officer, then the following will happen:

1. The nominating committee will gather in conjunction with the remaining College Panhellenic officers to determine the following
 - a. Based on the amount of term left, does the position need to be filled immediately, or can it remain vacant until the formal election/ transition process
 - i. No further action is needed if the position can remain vacant until the formal election process. **Please note that if the president, executive vice president, or vice president of finance and administration is removed or steps down, the position must be replaced and cannot remain vacant.**
 - b. If the council/ or vacant positions require that the position be filled, then the following will take place
 - i. A position-specific application will be developed and posted on the Panhellenic website.
 - ii. The application will be open for a period determined by the nominating committee and approved by the Panhellenic Advisor.
 - iii. The nomination committee and College Panhellenic Officers will interview the applicants.
 1. Please note that the College Panhellenic Association Council may not have more than two representatives holding office from the same member organization
 - iv. The nomination committee will slate an applicant, and chapters will vote on the nomination
 1. If the slated application is accepted, the position will be filled, and the slated applicant will assume the position and responsibilities immediately.
 2. If the slated applicant is not accepted, the search will be repeated until the position is filled.

Officer Removal

All officers of the Texas State University College Panhellenic can be removed due to the following:

- Violation of Texas State University policy
- Violation of the Office of Fraternity and Sorority Life policy
- GPA falls below 2.7
- At the discretion of the Associate Director of Fraternity and Sorority Life

Article V. Finances

How funds will be collected, maintained, and disbursed

Funds will be collected from chapters for National Panhellenic Dues, infraction fines, and other expenses as needed. They will be deposited into the Panhellenic Council Club account. The Vice President of Finance and Administration will maintain the account with assistance from the Fraternity and Sorority Life Office staff.

Financial statement

Advisors are not to control the organization's funds and financial records—Texas State University Rules and Regulation §6.2; UPPS No. 03.01.10

Disbursement of Assets

Should the student organization become defunct, as a university-sponsored organization, the director of Fraternity and Sorority Life would take over and disburse the funds.

Article VI. Risk Management

Risk Management Training

All Texas State University College Panhellenic Association member organizations must complete Risk Management training each academic year.

Risk Management Expectations

Each member organization will have an assigned officer tasked with risk management for events/ritual practices/ and member education. Those officers will be expected to uphold their national member organization policies on risk management and the University's. Organizations that violate risk management will be subject to review by the Texas State University College Panhellenic Association and the Office of Fraternity and Sorority Life.

Extreme risk management policy violations may result in the case being referred to student conduct.

Article VII. Meetings

Regular Association Meetings

The Texas State University College Panhellenic Association shall regularly meet every other Monday on campus during an academic semester.

The Panhellenic Council President will establish times and locations at the start of each semester.

Executive Officer Meetings

The Texas State University College Panhellenic Association shall regularly meet once a week during an academic semester.

The Panhellenic Council President will establish times and locations at the start of each semester.

Elections Meeting

The annual meeting of the Panhellenic Council shall be held once the nominating committee has presented the slate of new officers for the chapter's approval. Chapter delegates will share their vote during this meeting.

Special Meetings

Special meetings of the Texas State University College Panhellenic Association may be called by the College Panhellenic Association President when necessary. They will be called via electronic or written request of no fewer than one-fourth of the College Panhellenic Association Delegates. Notice shall be provided at least 24 hours before the meeting start time. Such notice can be waived, and attendance at such meeting shall constitute waiver of said notice.

Article VIII. Advisor

The Panhellenic advisor of the Texas State University College Panhellenic Association shall be appointed by the Texas State University administration. The Texas State University College Panhellenic Association is given recognition as a university-sponsored organization and is advised as such under the Fraternity & Sorority Life Office.

Article X. History

Date of Creation

January 6th, 2024

Revisions

November 3, 2025

Review

This document must be submitted for review to the Department of Student Involvement every three years or when changes occur.



BYLAWS OF TEXAS STATE UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION

Article I. Name

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

Article II. Object

The object of the College Panhellenic Association shall be to:

- Conduct the business of the College Panhellenic during the academic year.
- Promote the growth of individual chapters and the sorority community.
- Organize and sponsor a women's-only membership recruitment program.
- Encourage the highest possible academic, social, and moral standards.
- Coordinate activities, establish orderly procedures and provide programming in addition to recruitment.
- Adjudicate all matters related to the NPC Unanimous Agreements, College Panhellenic bylaws and/or other governing documents, College Panhellenic membership recruitment rules, College Panhellenic code of ethics and College Panhellenic standing rules.
- Actively support the mission of its host institution.
- Promote good public relations.
- Give service to the community and campus.
- Sponsor Junior Panhellenic, if appropriate, for specialized programming efforts.
- Promote friendship, harmony, and unity among members, chapters, faculty, administrators, and campus groups.

Article III. Membership

Section 1. Membership classes

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

- A. **Regular membership.** The regular membership of the Texas State University College Panhellenic Association shall be composed of all installed chapters of NPC sororities at Texas State University. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council.
- B. **Provisional membership.** The provisional membership of the Texas State University College Panhellenic Association shall be composed of all newly established chapters of NPC sororities at Texas State University. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.
- C. **Associate membership.** The associate membership of the Texas State University College Panhellenic Association shall be composed of women's-only local sororities or inter/national or regional non-NPC member organizations. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the Panhellenic Council. An associate member shall have a voice and one vote on all matters except extension-related matters. If the associate chapter does not participate in the primary recruitment process, the associate chapter shall not have a vote on recruitment rules. 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.
 - a. Criteria for associate membership
 - i. Associate members shall serve as delegates only

- ii. Associate members have a voice, but no vote

Section 2. Privileges and responsibilities of membership

Duty of compliance. As an organization chartered by NPC, Texas State University College Panhellenic and its members, without regard to membership class shall comply with all NPC Unanimous Agreements, policies and procedures and be subject to these Texas State University College Panhellenic Association bylaws, code of ethics and any additional rules this College Panhellenic Association may adopt.. To the extent such rules, regulations and requirements are inconsistent with any provision of the Texas State University College Panhellenic' s governing documents, such NPC policies and procedures shall control. Any rules adopted by this Association in conflict with the NPC Unanimous Agreements shall be void.

Section 3. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. College Panhellenic Association membership dues shall be an assessment per member and new member.
 - The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
 - The dues of each College Panhellenic Association member sorority shall be payable on or before September 20th and March 6th
 - Chapters will be notified of the cost of their panhellenic dues by email. If the chapter becomes delinquent in payment they will be notified by email.

Section 4. Fees and assessments

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

Article IV. Officers and Duties

Section 1. Officers

The officers of the Texas State University College Panhellenic Association shall be President, Executive Vice President, Vice President of Finance & Administration, Vice President of PNM Experience, Vice President of Recruitment, Vice President of Community Development, Vice President of Public Relations, and the Vice President of Service and Philanthropy.

Section 2. Duties of officers

- A. President
 - Preside over all meetings of the Panhellenic Council.
 - Preside over all meetings of the Executive Board.
 - Serve as an ex-officio member of all College Panhellenic Association committees, except for the Peer Accountability Board.
 - Serve as a liaison between the council and the Fraternity and Sorority Life Office.
 - Oversee and support all officers listed below.
 - Communicate regularly with the Panhellenic advisor.
 - Communicate regularly with the NPC area advisor.
 - Be familiar with the NPC Manual of Information and all governing documents of this Association.
 - Ensure all NPC College Panhellenic reports are completed on time.
 - Maintain current copies of the following: Texas State University College Panhellenic Association bylaws and standing rules, the College Panhellenic Association budget, contracts executed on behalf of the College Panhellenic Association, correspondence and materials received from the NPC area advisor, all NPC College Panhellenic reports and other pertinent materials.
 - Perform all other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.
 - Create and maintain transition resources for the position's successor.

B. Executive Vice President

- Perform the duties of the president in the elected/appointed president's absence.
- Be familiar with the NPC Manual of Information, policies and procedures, and all governing documents of this Association.
- Perform all other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.
- Maintain knowledge of proper risk management policies and procedures for the Panhellenic Association.
- Maintain communication between Panhellenic Executive Board and Panhellenic Council.
- Ensures all Bylaws, Recruitment Rules, and any other governing documents are in compliance with NPC policies and procedures.
- Serve as the Peer Accountability Officer. Coordinate and conduct all Peer Accountability procedures, including but not limited to, handling alleged infraction reports, communication with chapters, and resolution meetings.
- Fulfills all of the necessary requirements laid out in the guidelines for the Fraternity Sorority Review Board as a chair member.
- Will organize planning of the National Hazing Prevention Week in September in collaboration with the other councils' judicial chairs.
- Create and maintain transition resources for the position's successor.
- Perform all other duties pertaining to this office and assigned by the President and/or the FSL Coordinator.

C. Vice President of Finance and Administration

- Supervise the finances of the Panhellenic Council and Panhellenic Executive Board.
- Present a budget to the Panhellenic Council each fiscal year. Upon its approval by the Panhellenic Council, a copy must be provided for each sorority.
- Maintain up-to-date financial records including all sorority fines, recruitment fees and fines and give monthly financial reports to the Panhellenic Council and Panhellenic Executive Board.
- Responsible for the prompt payment of all bills, the collection of all payments including, but not limited to, fines, dues and fundraisers of the Panhellenic Council and Panhellenic Executive Board.
- Aid in the selection of Recruitment Counselors.
- Keep records and minutes of all meetings (i.e., Panhellenic Council meetings, Panhellenic Executive Board meetings, Roundtables). Type minutes of each week's meeting, distribute copies to Panhellenic Council, Panhellenic Executive Board, the Panhellenic Area Advisor and the FSL Coordinator by 5:00 PM the following day after the Panhellenic meeting and make them readily available on the Panhellenic server.
- Maintain and update all Panhellenic contact lists as needed.
- Create and maintain an internal calendar of deadlines and expected projects for the Panhellenic Executive Board.
- Collect and monitor all fraternity activities on the Panhellenic Calendar each semester and make available to Chapter Presidents and Panhellenic Executive Board.
- Serve as the primary respondent to the shared panhellenic inbox.
- Make, confirm and check all reservations and room setups for Panhellenic Council meetings, Panhellenic Executive Board meetings, and special events at the request of the Panhellenic Executive Board or FSL Coordinator.
- Create and maintain a schedule of office hours for the Panhellenic Executive Board and, upon its approval by the Executive Board, make a copy available to the Executive Board. Help ensure that 2 weekly hours are being completed by each officer.
- Create and maintain transition resources for the position's successor.

- Perform all other duties pertaining to this office and assigned by the President and/or the FSL Coordinator.
 - Serve as a member of the Peer Accountability Board as needed.
- D. Vice President of PNM Experience
- Coordinate New Member Educator roundtables.
 - Coordinate open forums with chapter members for the improvement of the Panhellenic Community each semester.
 - Plan and implement the Recruitment Counselor selection process, spring semester training, and Work Week.
 - Oversee Recruitment Counselors during all recruitment related activities.
 - Perform all other duties pertaining to this office and assigned by the President and/or the FSL Coordinator.
 - Must be available all summer prior to Primary Recruitment to assist recruitment counselors as well as PNMs with questions and communication.
 - Represent the Panhellenic Association during the summer New Student Orientation sessions
 - Responsible for setting the calendar for Recruitment Counselor workshops as well as the deadline for Recruitment Counselor applications.
 - Be the primary leader and guide for Recruitment Counselors and Potential New Members in the PNM holding room during Primary Recruitment. Defer to President and Panhellenic Advisor as needed. Collaborate with Vice President of Recruitment for getting PNMs to party rounds on schedule.
 - Coordinate with the Vice President of Recruitment to plan and execute Bid Day.
 - Coordinate with the Vice President of Recruitment to plan and execute PNM Orientation/Day Zero of Primary Recruitment and additional official pre-recruitment activities for PNMs, excluding RC group meet ups.
 - Prohibited from serving as a Resident Assistant, Cat Camp counselor, or Bobcat Preview employee during their term
 - Perform all other duties pertaining to this office and assigned by the President and/or the FSL Coordinator.
 - Create and maintain transition resources for the position's successor.
- E. Vice President of Recruitment
- Coordinate and administer the Recruitment process.
 - Oversee the recruitment registration process.
 - Aid with any revisions of the Recruitment Rules.
 - Aid in the selection of Recruitment Counselors.
 - Create the recruitment schedule.
 - Must be available all summer prior to Primary Recruitment for recruitment preparation and communication purposes.
 - Hold monthly meetings with the FSL Coordinator.
 - Aid Vice President of Public Relations with recruitment publication efforts.
 - Coordinate with the Vice President of PNM Experience to plan and execute Bid Day.
 - Prohibited from serving as a Resident Assistant, Cat Camp counselor, or Bobcat Preview employee during their term.
 - Perform all other duties pertaining to this office and assigned by the President and/or the FSL Coordinator.
 - Chair the Membership Recruitment Committee.
 - Serve as a member of the Peer Accountability Board as needed.
 - Coordinate with the Vice President of PNM Experience to plan and execute Bid Day.
 - Coordinate with the Vice President of PNM Experience to plan and execute PNM Orientation/Day Zero of Primary Recruitment and additional official pre-recruitment activities for PNMs, excluding RC group meet ups.

- Coordinate all publicity for Formal Recruitment in conjunction with the Director of Public Relations (i.e., Recruitment Blog and social media), in addition collaborate with Director of Public Relations and Vice President of PNM Experience on recruitment related merchandise including but not limited to t-shirts, stickers, buttons, flyers, and other digital and printed designs.
- Create and maintain transition resources for the position's successor.

F. Vice President of Community Development

- Coordinate all scholarship and leadership opportunities made available to members of the Panhellenic Association.
- Engages the community in leadership related activities & events.
- Oversee the semesterly developmental speaker series
- Oversee collecting and managing grade submission forms and assisting the Greek Coordinator in dealing with scholarship.
- Organize and coordinate inter-sorority relations.
- Organize and coordinate a scholarship recognition event each semester.
- Develop incentives to reward chapters for scholastic achievements.
- Coordinate and carry out Month of the Scholar.
- Hold educational or leadership seminars on crucial and timely fraternal issues each semester that promote interfraternalism among fraternities and sororities.
- Plan and facilitate Sisterhood events as well as other events pertaining to sisterhood with the Executive Vice President.
- Perform all other duties pertaining to this office and assigned by the President and/or the FSL Coordinator.
- Collaborate with other councils to schedule events.
- Create and maintain transition resources for the position's successor.

G. Vice President of Public Relations

- Keep a posting calendar to ensure all fraternities are equally promoted and positively presented on all PHC social media outlets (PHC website, IG, Twitter, etc.)
- Maintain all media channels to promote the positive image of the Greek community.
- Gear all publicity on any platform with a "Go Greek" attitude.
- Coordinate all publicity for Formal Recruitment in conjunction with the VP Recruitment (i.e., Recruitment Blog and social media), in addition collaborate with VP of Recruitment and VP of PNM Experience on recruitment related merchandise including but not limited to t-shirts, stickers, buttons, flyers, and other digital and printed designs.
- Organize a minimum of one professional photoshoot for all council officers per term.
- Create and maintain transition resources for the position's successor.
- Perform all other duties pertaining to this office and assigned by the President and/or the FSL Coordinator.
- Serve as a member of the Peer Accountability Board as needed.

H. . Vice President of Service and Philanthropy

- Coordinate at least one philanthropic and service function each semester.
- Coordinate with ~~Vice President of Connection and Belonging~~ and the Vice President of Community Development to plan and execute Tour of Homes in the Fall semester.
- Coordinate at least one Profit Share on behalf of the Panhellenic community each semester.
- Coordinate and collaborate with organizations within the Texas State and San Marcos communities.
- Present service opportunities to chapters.
- Aid in the selection of Recruitment Counselors.
- Collaborate with other councils to schedule fundraisers.
- Educate the Panhellenic community on Circle of Sisterhood.
- Coordinate all Texas State Panhellenic philanthropy efforts for Circle of Sisterhood.
- Chair the Community Service/Philanthropy Committee

- Create and maintain transition resources for the position's successor.
- Perform all other duties pertaining to this office and assigned by the President and/or the FSL Coordinator.
- Serve as a member of the Peer Accountability Board as needed.

Section 3. Eligibility

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

- Regular membership. Members from women's-only sororities holding regular membership in the Texas State University College Panhellenic Association shall be eligible to serve as any officer.
- Provisional membership. Members from women's-only sororities holding provisional membership in the Texas State University College Panhellenic Association shall not be eligible to serve as an officer.
- Associate membership. Members from women's-only sororities holding associate membership in the Texas State University College Panhellenic Association shall be eligible to serve as an officer but should not serve as president or the officer in charge of recruitment.

Section 4. Selection of Officers

The officers of President, Executive Vice President, Vice President of Finance and Administration, Vice President of PNM Experience, Vice President of Recruitment, Vice President of Community Development, Vice President of Public Relations, and the Vice President of Service & Philanthropy of the Texas State University College Panhellenic Association shall be elected by an anonymous ballot from the Panhellenic Delegates on behalf of their chapters.

Section 5. Office-holding limitations

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

Section 6. Nomination procedure

A nominating committee will be comprised of eight (8) members. Each chapter delegate shall serve on the nominating committee. If the delegate is up for consideration, a qualified member shall be sent in her place.

Members serving on the nominating committee shall consider the qualifications of all candidates for elected officers and remain unbiased. The nominating committee shall nominate one name for each elected position. If the vote between two or more candidates for a position, or for the slate as a whole, results in a tie, the nomination committee must revote until one candidate, or the slate as a whole, receives a majority of the votes.

The Panhellenic advisor shall serve as a non-voting ex-officio member of the Nominating Committee. The current Panhellenic Executive Board shall serve as non-voting members of the Nominating Committee. If a current Panhellenic Executive Board member is up for consideration, they shall not serve on the Nominating Committee. The Executive Vice President will serve as the chairman, presiding over the meeting to ensure all Panhellenic rules and proper conduct are followed. If the Executive Vice President is up for consideration, then defer to a Panhellenic Executive Board member not seeking an additional term.

Section 7. Term

- A. The officers shall serve for a term of one year or until their successors are selected.
- B. The office term will begin at the start of the Spring academic term.

Section 8. Removal

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

Section 9. Vacancies

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

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the Texas State University College Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the Texas State University College Panhellenic Association including, but not limited to: annual review of governing documents, annual determination of dues, approval of the annual budget, consideration of extension, setting a calendar of events, determining programming and establishing recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the College Panhellenic Association that do not violate the sovereignty, rights and privileges of the member sororities.

Section 2. Composition and privileges

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

Section 3. Selection of delegates and alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's-only sorority chapters to serve for a term of one year commencing at the beginning of the Spring academic term.

Section 4. Delegate vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within 2 weeks and to notify the College Panhellenic Association secretary of the name, address, email and telephone number of the new delegate.

Section 5. Duties and responsibilities

Panhellenic delegate duties and responsibilities:

- Must attend all Panhellenic Council meetings.
- Must support NPC Unanimous Agreements, policies and procedures.
- Must understand local College Panhellenic Association policies and procedures.
- Should know when to consult member sorority's chief panhellenic officer for assistance and advice regarding College Panhellenic concerns.
- Should be prepared and knowledgeable about College Panhellenic concerns, the views of the member organization and chapter and how to voice concerns to the Panhellenic Council.
- Should present regular College Panhellenic Association reports at chapter meetings.

Section 6. Regular meetings

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

- Regular meetings for the Panhellenic Council will take place every other Monday at 5pm in the LBJ Student Center

Section 7. Annual meeting

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

Section 8. Special meetings

Special meetings of the Panhellenic Council may be called by the College Panhellenic president when necessary and shall be called upon the electronic or written request of no fewer than one-fourth of the member women's—only sororities of the Texas State University College Panhellenic Association. Electronic or written notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 9: Means of Communication

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

Section 10. Quorum

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

Section 11. Vote Requirements

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

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the President, Executive Vice President, Vice President of Finance and Administration, Vice President of PNM Experience, Vice President of Recruitment, Vice President of Community Development, Vice President of Public Relations, and the Vice President of Service and Philanthropy.

Section 2. Duties

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

Section 3. Summer Compensation

Two members of the Executive Board shall stay over the summer to work New Student Orientation. These officers will be compensated \$1,500 each. This is to be paid in three (3) \$500 payments at the end of June, July, and August.

Section 4. 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 upon the electronic or written request of three members of the Executive Board. Electronic or written notice of each special meeting of the Executive Board shall be sent to each member of the Executive Board at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 5. Quorum

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

Article VII. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of the Texas State University College Panhellenic Association shall be appointed by the Texas State University administration. The Texas State University College Panhellenic Association is given recognition as a university-sponsored organization and is advised as such under the Fraternity & Sorority Life Office.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Texas State University 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 Texas State University College Panhellenic Association shall be the Peer Accountability Board, Membership Recruitment Committee, Community Service/Philanthropy Committee, and Nominating Committee.
- B. 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 chairs of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member women's-only sororities as much as possible. The president shall be an ex-officio member of all committees.

Section 3. Peer Accountability Board

The Peer Accountability Board must consist of the Executive Vice President as the presiding officer, two members of the College Panhellenic Executive Board selected at random and rotated between accountability resolution meetings, and the Panhellenic advisor as an ex-officio non-voting member.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Peer Accountability Process, it shall be the Peer Accountability Board's duty to hold a formal accountability resolution meeting to adjudicate all alleged infractions of the NPC Unanimous Agreements and policies, the bylaws, code of ethics, standing rules and membership recruitment rules of the Texas State University College Panhellenic Association that are not settled through an informal accountability resolution meeting. The members of the Peer Accountability Board shall maintain confidentiality throughout and upon completion of the process.

Section 4. Membership Recruitment Committee

The Membership Recruitment Committee must consist of the Vice President of Recruitment as the presiding officer and one representative from each regular, provisional and associate women's-only member (if they are participating in the primary recruitment process). Alumnae advisors may attend meetings of the committee and shall have a 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 prior to the primary membership recruitment period. After each primary membership recruitment period, the chair 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 all participants in recruitment (e.g., new members, recruitment counselors,

executive board officers, chapter officers. potential new members who withdrew, each member organization and chapter advisor, etc.).

Section 7. Community Service/Philanthropy Committee

The Community Service/Philanthropy Committee must consist of the Vice President of Service and Philanthropy as presiding chair and eight (8) members. The Community Service/Philanthropy Committee shall be responsible for all matters pertaining to the promotion of community service/philanthropy.

Section 9. Nominating Committee

The nominating committee must consist of each chapter delegate. If the delegate is up for election or unavailable, a qualified member will be sent in her place. The committee shall be responsible for reviewing applications and creating the slated Panhellenic Executive Board. Members of the current Panhellenic Executive Board shall be present during deliberations as non-voting members.

Section 9. Other committees

Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council.

Article IX. Event Attendance

Section 1. Attendance

All chapters are required to have a minimum of eight (8) members in attendance at all Panhellenic programming as specified by the Executive Board, including but not limited to guest speakers and philanthropy events. Officer-specific roundtables are excluded from this requirement and only necessitate attendance by the relevant officers, unless otherwise specified by the Executive Board.

A. Chapters with a scheduling conflict must notify the respective Executive Board Officer at least one (1) week prior to the event and provide appropriate documentation of the conflict.

B. The Panhellenic Executive Council will post and communicate all required events at least two (2) weeks in advance of the scheduled date.

Section 2.

For each Panhellenic-hosted event at which a chapter does not have eight (8) members in attendance, the chapter will be subject to a peer accountability meeting.

Article X. Finances

Section 1. Fiscal Year

The fiscal year of the Texas State University College Panhellenic Association shall be from September 1st to August 31st inclusive.

Section 2. Contracts

Dual signatures of President and Vice President of Finance and Administration shall be required to bind the Texas State University College Panhellenic Association on any contract.

Section 3. Checks

All checks and electronic payments issued on behalf of the Texas State University College Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: President and Vice President Finance and Administration.

Section 4. Payments

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

Article XI. Extension

Section 1. Extension

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

The Texas State University College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the NPC Manual of Information.

Section 2. Voting rights

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

Article XII. Violation Resolution

Section 1. Violation

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the Texas State University College Panhellenic Association shall be considered a violation.

Section 2. Informal resolution

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

Section 3. Peer Accountability Procedure

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

Article XIII. Hazing

NPC supports all efforts to eliminate hazing and each NPC member organization has its own set of policies condemning hazing.

Article XIV. Inclusion Statement

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

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

Article XIV. Parliamentary Authority

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

Article XVI. Amendment of Bylaws

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

Article XVII. Dissolution

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