

COLLEGE PANHELLENIC MODEL BYLAWS

BYLAWS OF FLORIDA INTERNATIONAL UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION

Article I. Name

The name of this organization shall be the Florida International University College Panhellenic Association.

Article II. Object

The object of the College Panhellenic Association shall be to:

- Conduct the business of the College Panhellenic only during the campus 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 [name of institution] College Panhellenic Association shall be composed of all installed chapters of NPC sororities at Florida International 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 Florida International University College Panhellenic Association shall be composed of all colonies of NPC sororities at Florida International 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 Florida International University College Panhellenic Association shall be composed of women's only local sororities or inter/national or regional non-NPC member organizations. The membership eligibility

requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If they do not participate in the primary recruitment process, they shall not have a vote on recruitment rules and the establishment or the modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

- Criteria for associate membership

NOTE: List specific eligibility for associate membership and details about the application process here. NOTE: See the College Panhellenic Organization section in the NPC Manual of Information, for additional information on membership classes.

Section 2. Privileges and responsibilities of membership

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

NOTE: List other privileges and responsibilities here.

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 October 1st. *NOTE: Date set may be on an annual or academic term basis.*
 - *NOTE: Members/Chapters who are delinquent in their payment will be made formally aware via email one business day past due date.*

Section 4. Fees and assessments

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

Article IV. The Panhellenic Council

Section 1. Authority

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

Section 2. Composition and privileges

The Florida International 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 Florida International University as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the sorority, providing her credentials have been presented to the Association president.

Section 3. Selection of delegates and alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's only sorority chapters to serve for a term of one year commencing January 1st.

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 her name, address, email and telephone number.

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 her sorority's NPC delegate for assistance and advice regarding Panhellenic concerns.
- Should be prepared and knowledgeable about Panhellenic concerns, the view of her member organization and chapter, and how to voice concerns to the Council.
- Should present regular College Panhellenic Association reports at chapter meetings.

Section 6. Regular meetings

Regular meetings of the Panhellenic Council shall be held bi weekly Thursdays at 6pm in GC 150.

Section 7. Special meetings

Special meetings of the Panhellenic Council may be called by the president when necessary and shall be called by her upon the electronic or written request of no fewer than one-fourth of the member women's sororities of the Florida International 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 8. Quorum

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

Section 10. Vote Requirements

- A. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.

- B. A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for 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 V. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the President, Vice President of Executive Affairs, Vice President of Membership Recruitment, Vice President of Programming, Vice President of Communications, Vice President of Administration, and Rho Educator.

- A. The offices of President and Vice President of Membership Recruitment shall only be delegated from chapters holding regular membership in the FIU Panhellenic Council.
- B. The offices of Vice President of Executive Affairs, Vice President of Programming, and Vice President of Administration shall be delegated from chapters holding regular or associate membership in the FIU Panhellenic Council. Associate members of the FIU PC who have been in good standing for one full calendar year may run for these positions.
- C. Panhellenic Executive Board Officers will not be able to preside over their own chapter's officer/legislative/executive boards during their terms.

Section 2. Duties

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

Section 3. Regular meetings

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

Section 4. Special meetings

Special meetings of the Executive Board may be called by the president when necessary and shall be called by her upon the 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 VI. Officers and Duties

Section 1. Duties of officers

- A. Qualifications for the office of President are as follows:

- She shall have been an active member of her NPC chapter in good standing for at least two years.
- Must be a Junior or Senior by credits to hold this position
- Must have previously served on the Panhellenic Council Executive Board or the Executive Board of her Chapter.
- She shall have maintained at least a 2.7 cumulative scholastic grade point average (GPA).
- She shall be enrolled in at least 9 credits at FIU.
- She shall be well versed in parliamentary procedure.

B. The President shall:

- Preside at all meetings of the Panhellenic Council.
- Preside at all meetings of the Executive Board.
- Serve as an ex-officio member of all College Panhellenic Association committees, except the Judicial Board.
- Communicate regularly with the Panhellenic advisor.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Ensure all NPC College Panhellenic reports are completed on time.
- Communicate regularly with the NPC area advisor.
- Maintain current copies of the following: FIU 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 as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

C. Qualifications for Vice President of Executive Affairs as follows:

- She shall have been an active member of her chapter in good standing for at least one year.
- Must be a Junior or Senior by credits to hold this position
- She shall have maintained at least a 2.7 cumulative scholastic GPA.
- She shall be enrolled in at least 9 credits at FIU.
- She shall take part in the necessary pertaining Conduct and Conflict Resolution training session held by the FSL.
- She shall be well versed in parliamentary procedure

D. The Vice President of Executive Affairs shall:

- Perform the duties of the President in her absence, inability to serve, or at her call.
- Serve as the liaison between the Office of Student Conduct and the Panhellenic Association.
- Serve as Chief Justice and fulfill all requirements for the Greek Judicial Process.
- Serve as Chair of the Panhellenic Judicial Board, receive all infractions, and coordinate mediations and judicial board proceedings.
- Revise and edit the Panhellenic Constitution and Bylaws.
- Keep an updated file on each chapter's risk management policy, collect social registration forms, and review social attendance lists.

- Maintain records of all Panhellenic and Greek Judicial Board actions for the past three years.

E. Qualifications for Vice President of Membership Recruitment are as follows:

- She shall have been an active member of her NPC chapter in good standing for at least one year.
- Must be a Junior or Senior by credits to hold this position
- She shall have maintained at least a 2.7 cumulative scholastic GPA.
- She shall be enrolled in at least 9 credits at FIU.
- She shall be well versed in parliamentary procedure.
- She shall have previously served on either Recruitment Team or as Chapter VPMR

F. The Vice President of Membership Recruitment shall:

- Serve as Chair of the Recruitment Committee.
- Preside over regular Recruitment Team meetings with all participating member groups' Recruitment Teams.
- Preside over and be responsible for all recruitment functions, including room reservations, recruitment statistics, COB lists, official recruitment reports, etc.
- Be responsible for maintaining contact with member groups during any informal recruitment events and outcome of said events, including bid invitations to join.
- Be responsible for promoting sororities to potential new members throughout the year, and during orientation.
- Perform all other duties as pertaining to the office of VPMR.
- Maintain a 2.7 cumulative scholastic GPA throughout her term
- Plan and coordinate Roundtable discussions for New Member Educators at least once per semester.
- Conduct revisions of the recruitment rules in conjunction with the Chapter Recruitment Chairs and, upon the approval of the Recruitment Rules by the Panhellenic Association, publish and distribute the rules to each chapter.
- Supervise and hold meetings with the Recruitment Staff, including the VP of Administration.

G. Qualifications for the Vice President of Programming are as follows:

- She shall have been an active member of her chapter in good standing for at least one year.
- Must be a Junior or Senior by credits to hold this position
- She shall have maintained at least a 2.7 cumulative scholastic GPA.
- She shall be enrolled in at least (9 credits) at FIU.
- She shall be well versed in parliamentary procedure.
- She shall be familiar with philanthropic and community involvement including, but not limited to, Circle of Sisterhood.

H. The Vice President of Programming shall:

- Oversee the planning, implementation, and evaluation of all programs of the Panhellenic Council throughout the year including, but not limited to, Panhellenic Pride Week and Women's Empowerment Week.
- Supervise, plan, and implement regular programming for the Panhellenic Delegates.

- Be responsible for overseeing Director of Programming and Director of Philanthropy & Community Service.
 - Meet individually with each chapter's Panhellenic Delegate at the beginning of every semester
 - Oversee the development and implementation of sister sorority activities
 - Responsible for all public relations efforts including, but not limited to, The Beacon, FIU Greek website, newsletters, and all other marketing tools
- I. Qualifications for Vice President of Communications are as follows:
- Must be a Junior or Senior by credits to hold this position
 - She shall have maintained at least a 2.7 cumulative scholastic GPA.
 - She shall be enrolled in at least (9 credits) at FIU.
 - Must be proficient in all social media platforms.
- J. The Vice President of Communications shall:
- Handle all public relations, publications and communications within the community;
 - Be responsible for all public relations efforts for the Panhellenic Council and oversee and advise public relations chairs;
 - Be responsible for communication and correspondence with other Greek Councils;
 - Provides information regarding all relevant campus leadership and involvement opportunities.
 - Serve as Liaison between the FIU Panhellenic Council and community organizations seeking to become involved with the FIU PC;
 - Advertise all PC sororities' programs.
 - Work with VP of Membership Recruitment to develop promotional campaign for Fall Formal Recruitment.
 - Maintain Panhellenic Newsletter and other technological endeavors.
- K. Qualifications for Vice President of Administration are as follows:
- Must be a Junior or Senior by credits to hold this position
 - She shall have maintained at least a 2.7 cumulative scholastic GPA.
 - She shall be enrolled in at least (9 credits) at FIU.
 - Must be financially ethical in regards to council finances.
- L. The Vice President of Administration Shall:
- Call and maintain attendance at the Panhellenic Council meetings
 - Keep full minutes of all meetings of the Panhellenic Council and a record of all action taken by the Panhellenic Executive Board, and provide a copy of the minutes to the FIU Greek Advisor(s) and the NPC Area Advisor.
 - Maintain a complete, updated file which will include the minutes of the meetings, all resolutions, copies of all contracts, and current correspondence of the Panhellenic Council.
 - Produce and distribute an agenda before and minutes after each Panhellenic meeting.
 - Promote positive internal relations within the FIU Panhellenic Council.
 - Complete all NPC reports every semester.
 - Provide member chapters with the current PC Constitution and Bylaws, and all standing rules including current recruitment rules each year.
 - Be responsible for the general supervision of the finances of the FIU Panhellenic Council.

- Be responsible for the preparation of the annual budget and, following its approval by the PC, provide a copy to each member chapter.
 - Maintain up-to-date financial records; issue monthly statements to chapters regarding money reports, incoming funds and outgoing payments; give a financial report at each regular meeting of the PC and an annual report at the close of her term of office.
 - Receive all payments due to the PC. Collect all dues and give receipts.
 - Create monthly invoices of all fines, fees, and other outstanding balances for each member chapter for prompt collection.
 - Must maintain a 2.7 cumulative scholastic GPA throughout her term.
- M. Qualifications for the Rho Educator are as follows:
- She shall have been an active member of her chapter in good standing for at least one year.
 - She shall have maintained at least a 2.7 cumulative scholastic GPA.
 - She shall be a full time student (9 credits) as determined by FIU
 - She shall have served on the Panhellenic Council Recruitment Team.
- N. The Rho Educator shall:
- Be responsible for the recruitment and selection process of the recruitment counselors (Rho Gammas).
 - Plan Rho Gamma revelation program.
 - Be responsible for the education and training of the Panhellenic Recruitment Team (Rho Gammas, Executive Board, and Directors).
 - Work with the Panhellenic Advisor to develop training curriculum for the Panhellenic Recruitment Team
 - Communicate any updates regarding recruitment to the recruitment team.
 - Coordinate and plan Recruitment Team retreat logistics to be held in Spring or early Summer.
 - Be responsible for holding Rho Gammas responsible in upholding expectations and agreements.
 - Be responsible for creating space for the Recruitment Team to bond and build connections to assist in effectively working with each other.

Section 2. Selection of Officers

- A. The office of President of the FIU College Panhellenic Association shall be held in rotation by each eligible sorority chapter at Florida International University. If a member from the women's only sorority in order of rotation is not prepared to serve as a designated officer, the Panhellenic Council shall determine how the office shall be filled.
- a. If the woman who holds the office of the President, steps down or is voted out of office, the remaining Executive Board members reserve the right to vote in a new President or open applications.
- B. Any eligible woman who wishes to run for an executive board position must complete an executive board application to be reviewed by an election committee comprised of one representative per chapter, Panhellenic Advisor and the Panhellenic President, who will serve as an ex-officio member. The elections committee and Panhellenic Advisor reserve the right to contact any potential candidate for further information.

- a. The Elections Committee cannot be comprised of any Chapter Panhellenic voting delegates, Panhellenic Council Executive Board members (other than President), and/or persons running for a Panhellenic Council Executive Board position.
 - b. In accordance with the PC Elections Committee, there can be a maximum of two individuals per organization represented in the Panhellenic Executive Board. In the spirit of the Panhellenic system, the Elections Committee will strive when possible for equal chapter representation on the Panhellenic Council Executive Board.
- C. The timeline for elections will be established by executive board at the beginning of the fall semester. This timeline will include:
- a. The deadline for turning in application materials.
 - b. The timing for announcing the recommendations of the Executive Board to candidates.
 - c. The timing for announcing the recommendations of the Executive Board to the Panhellenic Delegates and Chapter Presidents.
 - d. The timing for Panhellenic Delegates to vote on the slated candidates.
- D. The following is the election process:
- a. At the designated delegate meeting, the slate will be presented to the entire delegation for a vote. The delegates will vote yes, in favor of the slated candidates, or no, against the slated candidates.
 - b. A simple majority vote (>50%) is required to pass the slate. In the event that the slate does not pass, each position will be voted on individually.
 - c. All of the candidates will leave the room in the event that a vote needs to take place.
 - d. The chapter will first vote on the slated candidate. If she does not receive a majority of the votes, another nominee may run for that particular position.
 - e. Note that "another nominee" refers only to a member who submitted an application for the position up for vote.
 - f. In this case, officers will be elected by simple plurality (i.e., the winner is the candidate with the most votes).

Section 4. Term

- A. The officers shall serve for a term of one year or until their successors are selected.
- B. The term of office will begin January 1st or no later than the week before the Spring Semester starts.

Section 5. Removal

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

Section 6. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 2 Part a of this article.

Article VII. Committees

Section 1. Standing committees

- A. The standing committees of the FIU College Panhellenic Association shall be the Judicial Board and Membership Recruitment Committee.
- B. The Executive Board reserves the right to add or remove standing committees.
- C. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

Section 2. Appointment of committee membership

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

Section 3. Judicial Board

The Judicial Board shall consist of the vice president as chairman and 7 members from the College Panhellenic Association member organizations. The Panhellenic advisor shall serve as a nonvoting, ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member sororities about the College Panhellenic judicial procedure.

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

Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of the Vice President of Membership Recruitment and one representative from each regular, provisional and associate women's only member (if they are participating in the primary recruitment process). Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the primary membership recruitment period. After each primary membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member organization and chapter advisor.

Section 5. Academic Excellence Committee

The Academic Excellence Committee shall consist of a chairman and 7 members. The Academic Excellence Committee shall be responsible for all matters pertaining to the promotion of superior scholarship and intellectual achievement.

Section 6. Community Service/Philanthropy Committee

The Community Service/Philanthropy Committee shall consist of a chairman and 7 members. The Community Service/Philanthropy Committee shall be responsible for all matters pertaining to the promotion of community service/philanthropy. *NOTE: In the absence of a Community Service/Philanthropy Committee, delete this section and renumber the remaining sections.*

Section 7. Public Relations Committee

The Public Relations Committee shall consist of a chairman and 7 members. The Public Relations Committee shall be responsible for all forms of publicity dealing with the [name of institution] College Panhellenic Association. This committee shall work closely with the Executive Board and all committees to make certain the media is kept informed of the positive events of the Association and its member women's only sororities. *NOTE: In the absence of a Public Relations Committee, delete this section and renumber the remaining sections.*

Section 8. Other committees

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

Article VIII. Panhellenic Directors

At any point in time, should the Executive Board feel that it is necessary to remove or add a Panhellenic Director, they must have a majority vote to so and open applications. The Executive Board may also appoint an applicant that was not previously selected to fill in a vacant position.

A. The Director of Public Relations shall:

- a. Work with the Vice President of Programming and Vice President of Communications
- b. Attend all Panhellenic and Cabinet meetings
- c. Actively promote Panhellenic events to all Greek organizations and the entire FIU campus and work to increase campus and community involvement in Panhellenic events
- d. Work in conjunction with the Vice President of Membership Recruitment to create and carry out all marketing related to Recruitment
- e. Organize the Panhellenic Buddy System to help foster PC Love as the PC Sisterhood Chair.
- f. Generate incentives for each sorority attending campus events
- g. Create and maintain the Panhellenic Display board with updated pictures and information
- h. Responsible for updating the Panhellenic Newsletter bi weekly with updates from every sorority, including events and special recognitions

B. The Director of Programming shall:

- a. Work with the Vice President of Programming
- b. Organize activities for all Panhellenic organizations which promote unity
- c. Serve as liaison to Women's Studies and Health Services Departments at FIU and help Vice President of Programming put together Women's Empowerment Week
- d. Organize at least one educational program/workshop per semester
- e. Assist the Vice President of Programming with the coordination and planning of PC Pride Week in the Spring Semester

C. The Director of Philanthropy & Community Service shall:

- a. Work with the Vice President of Programming
- b. Attend all Panhellenic and Cabinet meetings
- c. Create and coordinate philanthropic events for Women in Distress
- d. At each Panhellenic meeting, discuss a local charity/organization that Panhellenic women can be involved in, what service opportunities are available through them, and how to contact them.

- e. Work to increase Panhellenic members' involvement in community service activities
 - f. Network amongst chapter philanthropy chairs and conduct roundtables at least once a semester to share ideas and coordinate projects
 - g. Work with various charities around the Miami area to promote ways Panhellenic women can give back to the community
- D. The Director of Scholarship shall:
- a. Work with the President.
 - b. Attend all Panhellenic Council, Executive Board, and Recruitment Team meetings.
 - c. Create program to recognize university faculty and staff once per semester
 - d. Work with chapter Scholarship Chairs and conduct meetings at least once per semester to share ideas and projects.
 - e. Recognize Panhellenic women for scholarly honors and efforts.
 - f. Educate and promote the Panhellenic Council regarding all FIU events, including academic events, lectures, art shows, etc.
 - g. Provide scholarship opportunities for the entire Panhellenic Council at Panhellenic Council Meetings
 - h. Coordinates events between all sororities and Order of Omega.
 - i.

Article IX. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of the Florida International University College Panhellenic Association shall be appointed by Florida International University's Office Fraternity and Sorority Life Administration.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Florida International 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 X. Finances

Section 1. Fiscal Year

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

Section 2. Contracts

Any contractual agreements will be addressed through the Panhellenic advisor in cooperation with the Panhellenic Council in order to bind it to any endeavor or program. If any contract has the potential to affect the wellbeing or general operation of any member group, the Council will present the contract for discussion at the next scheduled PC general meeting.

Section 3. Checks

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

Section 4. Payments

All payments due to the FIU PC shall be given to the VP of Administration who shall record them. Checks for payment shall be made payable to the "FIU Panhellenic Council." A fee of \$25 plus any additional bank fees will be assessed per every returned check.

Article XI. Extension

Section 1. Extension

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

The FIU 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 FIU College Panhellenic Association shall be considered a violation.

Section 2. Informal resolution

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

Section 3. Judicial process

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

Article XIII. Hazing

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

Article XIV. Inclusion Statement

Florida International University College Panhellenic Association does not categorically deny membership to an individual, based on race, color, religion, age, national origin, ancestry, sexual orientation, gender identity and expression, military or veteran status, the presence of a disability, genetic information, familial status, political affiliation or participation in protected activities (discrimination based on sex is allowed through Title IX of the Educational Amendments of 1972).

Article XV. Parliamentary Authority

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

Article XVI. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the FIU 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 Florida International University. In the event of the dissolution, none of the assets of the Association shall be distributed to any members of the Association, but after payment of all debts, its assets shall be given to NPC unless otherwise required by state law.

STANDING RULES

A. Recruitment Guides

- a. The PC Executive Board and Panhellenic Advisor will appoint Recruitment Guides (PG) via an application and interview process. Selected Recruitment Guides shall be a sister from any affiliated sorority and shall have experienced at least one Panhellenic Formal Recruitment as a sister prior to applying. Recruitment Guides shall disaffiliate from their chapter for the time period designated by the PC Executive Board, who will have final say in who will partake in the Formal Recruitment period.
- b. Pictures of the Recruitment Guides and the Panhellenic Executive Board should not appear on composites, rotational event pictures, photo albums, slideshows, shared network systems (Facebook, Instagram, Tumblr, Twitter, etc.), websites, etc. The Recruitment Guide must have a 2.5 cumulative and semester GPA.

- c. Must abide by the current Recruitment Guide disaffiliation rules.
- B. Rules for Potential New Members
- a. All potential new members shall be fully matriculated (enrolled in at least 9 credits) at FIU. Grade point average requirements will be set by the FIU Fraternity & Sorority Life.
 - b. Members of National Panhellenic Conference member fraternities or Panhellenic Council are ineligible for recruitment.
 - c. A student who has had her pledge broken by a sorority or, who has broken her pledge to a sorority, shall not be eligible to join another sorority at FIU for one calendar year from the date she was originally pledged. However, the same sorority chapter may repledge her at any time within that calendar year.
 - d. A student's name must be entered on a master recruitment list in order to participate in formal recruitment and be properly registered in order to be issued event invitations. Contact Rule.
 - e. Silence is in effect from the beginning of Preference Night until Bid Ceremony. Normal courtesies contact (a friendly greeting) with sisters is permitted.
 - f. An oral invitation to join a sorority is not valid. Bids must be given in writing on Bid Day through the Panhellenic Council.
 - g. Potential new members are asked to attend all assigned events. Only the Membership Recruitment Vice President in consultation with the Panhellenic Advisor can make exceptions. Attendance at all events is to the potential new member's advantage so that she may get to know all the sisters of each sorority.
 - h. Members will not be denied admission or discriminated against based on color, race, religion, national origin, sexual orientation, or disability.
- C. Rules for Sororities
- a. Any remark, which might be interpreted as disparaging or derogatory, made by any sorority affiliate about another sorority or any of its members is prohibited.
 - b. An oral or written invitation to join a sorority before the stipulated time for bidding is prohibited. Oral bids are illegitimate at any time.
 - c. No alcohol or men, with the exception of advisors, will be involved in or participate in any recruitment functions.
 - d. No Panhellenic Sorority woman, with the exception of advisors, will be involved in or participate in any Fraternity men's recruitment functions.
 - i. A committee comprised of Panhellenic Council and Interfraternity Council Executive Board members, along with council advisors, shall be responsible for enforcing this rule by methods determined by the committee.
 - e. Any violations shall be subject to penalties as outlined in Article XII, Section 1 of the Florida International University Panhellenic Council Constitution.
 - f. Preference and bid lists are due at the time required by the Panhellenic Council.
 - g. A cap on recruitment expenses must be established and approved by the member fraternities prior to Formal Recruitment including the value of all donated goods and services. (NPC resolution '91)
 - h. Total shall be determined based on NPC Guidelines (following formal recruitment and within the first seven days of the non-primary recruitment period).
- D. Hazing

Florida Statute 1066.63 defines "hazing" as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited

to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution.

"Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student.

Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

A person commits hazing, a third degree felony, punishable as provided in s. 775.082 or s. 775.083, when he or she intentionally or recklessly commits any act of hazing as defined in subsection:

- Upon another person who is a member of or an applicant to any type of student organization and the hazing results in serious bodily injury or death of such other person.
- A person commits hazing, a third degree felony, punishable as provided in s. 775.082 or s. 775.083, when he or she intentionally or recklessly commits any act of hazing as defined in subsection (1) upon another person who is a member of or an applicant to any type of student organization and the hazing results in serious bodily injury or death of such other person.
- A person commits hazing, a first degree misdemeanor, punishable as provided in s. 775.082 or s. 775.083, when he or she intentionally or recklessly commits any act of hazing as defined in subsection (1) upon another person who is a member of or an applicant to any type of student organization and the hazing creates a substantial risk of physical injury or death to such other person.
- As a condition of any sentence imposed pursuant to subsection (2) or subsection (3), the court shall order the defendant to attend and complete a 4-hour hazing education course and may also impose a condition of drug or alcohol probation.

E. Intramurals

- a. All sororities wishing to participate in Greek Intramurals (IMs) must adhere to all of the IM rules and regulations.
- b. In accordance to the policies currently supported by FSL, sorority members wishing to participate in the Greek IM league must be an active member in good standing of their chapter according to their ICS roster, have a 2.5 cumulative and semester GPA and must be currently taking at least 9 credit hours.
- c. Each sorority will also be required to participate in a workshop addressing appropriate sportsmanlike behavior and require all participating Intramural team members attend prior to the start of each intramural season.
- d. All violations of the PC Constitution will result as follows:
 - i. Participation of an illegal player will result in a forfeit loss of the game in question and a loss of sportsmanship points.

- ii. Participation of illegal players during the playoffs will result in a loss and disqualification from the playoffs.
- e. Seven business days prior to the start of each sport (i.e. softball, soccer, baseball, etc.) each chapter will submit a roster for each sport that will consist of no more than 20 women from each chapter (new members and sisters). After the roster for each sport is submitted there will be no alterations and only those members listed on the particular sports roster will be permitted to play.

CODE OF ETHICS

We, the members of The Florida International University's Panhellenic Council, stand behind the goals of recruitment for promoting opportunities for the development of undergraduates through membership in women's fraternities. We support the goals of recruitment as being the following:

1. To give each potential member maximum opportunity to pledge
2. To provide fraternity experience to as many as possible
3. To maintain adequate strength in the fraternity chapters, and assist and empower fellow chapters to do so. We uphold and honor the Florida International University's Recruitment Guidelines and the National Panhellenic Conference Unanimous Agreements through our thoughts, words, and actions. We believe that the highest level of trust should exist between chapter members and the Panhellenic Council in order to ensure a spirit of cooperation and harmony. As a member of The Florida International University's Panhellenic Council, we shall stand by these ideals which guide our actions.

RECRUITMENT RULES

A College Panhellenic Association should adopt rules that pertain to recruitment of members to the Association. Recruitment rules are written as a separate document from the bylaws. A template for recruitment rules can be found on the NPC website.