



COLLEGE PANHELLENIC MODEL BYLAWS
BYLAWS OF FLORIDA INTERNATIONAL UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION

Article I. Name

Section 1. The name of this organization shall be the Florida International University College Panhellenic Association (CPH).

Article II. Object

Section 1. The object of the College Panhellenic Association shall be to:

- A. Conduct the business of the College Panhellenic only during the campus academic year.
- B. Promote the growth of individual chapters and the sorority community.
- C. Organize and sponsor a women's only membership recruitment program.
- D. Encourage the highest possible academic, social, and moral standards.
- E. Coordinate activities, establish orderly procedures and provide programming in addition to recruitment.
- F. 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.
- G. Actively support the mission of its host institution.
- H. Promote good public relations.
- I. Give service to the community and campus.
- J. Sponsor Junior Panhellenic, if appropriate, for specialized programming efforts.
- K. 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 Florida International University 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.

1. Criteria for associate membership

- a. Each College Panhellenic will contact the NPC office by email or phone when a womens-only sorority requests to become an associate member of the College Panhellenic Association. The College Panhellenic Council will determine the additional criteria required to be met in determining associate member status at its campus and incorporate those criteria into its College Panhellenic Association bylaws, taking into account each of the following:
 - i. All chapters involved in the College Panhellenic Association, regardless of their membership class, must be women's-only organizations.
 - ii. The minimum membership size requirements of the prospective associate member organization, with a stated requirement that women in the prospective associate member organization must not be members of any other organizations currently in the College Panhellenic Association.
 - iii. The length of time a group must be in existence before applying for associate member status.
 - iv. The internal governance policies the applying group must have before being granted associate member status, with a stated requirement that the applying group's risk management policies and practices (including policies on alcohol, social functions and hazing) comply with the requirements of the College Panhellenic Association's and host institution's policies and with applicable laws.
 - v. The vote requirement necessary for the College Panhellenic to approve applications for associate member status (e.g., simple majority, two-thirds vote).
 - vi. The process by which applications for associate membership will be received and considered.
 - vii. Any other matter deemed pertinent to associate member status by the College Panhellenic.

2. Privileges and responsibilities of membership

- a. 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.
- b. Each College Panhellenic also will determine the privileges and responsibilities of associate members once admitted to the College Panhellenic Association, taking into account each of the following:
 - i. The level and type of participation required and/or permitted in College Panhellenic Association affairs, with a stated requirement that all associate members must abide by all NPC Unanimous Agreements and be subject to the Florida International University College Panhellenic Association bylaws and governing documents (excluding recruitment rules unless they participate in the primary recruitment process) and risk management policies.
 - ii. Members of sororities holding associate membership in the Panhellenic will be eligible to serve as officers, but should not serve as president or the officer in charge of recruitment.
 - iii. Whether associate members will:

1. Have voice and one vote in all matters except those that are extension related. If not participating in the primary recruitment process, they will not have a vote on recruitment rules and establishment or modification of Panhellenic total.
 2. Pay full or partial dues.
 3. Be allowed or required to participate in any or all Panhellenic and fraternity/sorority programming such as Greek Weekend, honoraries, awards programs, etc.
 4. Be subject to judicial proceedings.
 5. Be allowed or required to participate in organized recruitment and, if not, any restrictions on the timing and/or manner of associate member recruitment.
 6. 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.
- c. That associate membership in a College Panhellenic Association cannot and does not confer or imply any guarantee that an associate member will be permitted to affiliate with an NPC organization, such authorization being conveyed only on a separate extension vote of the regular members of the College Panhellenic when campus numbers warrant a vote to open for extension.
 - d. College Panhellenic will monitor associate members' adherence to the requirements for their continued status.
 - e. Any other matter deemed pertinent to associate member status by the College Panhellenic.
 - f. Any other matter deemed pertinent to associate member status by the College Panhellenic.

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 Panhellenic Council dues will be \$10 per member per semester.
 - The dues of each College Panhellenic Association member sorority shall be payable on at the third meeting of each semester
 - If dues payment is submitted late, the fee assessment is \$25 per day.

Section 4. Fees and assessments

- A. 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

- A. The governing body of the Florida International University College Panhellenic Association shall be the Panhellenic Council.
- B. 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.
- C. 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

- A. 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.
- B. Delegate Privileges
 - 1. The delegates shall be the voting members of the Panhellenic Council.
 - 2. The alternate delegates shall have voice but no vote.
 - 3. 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

- A. 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

- A. 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 Vice President of Management of her name, address, email, and telephone number.

Section 5. Duties and responsibilities

- A. Panhellenic delegate duties and responsibilities
 - 1. Must attend all Panhellenic Council meetings.
 - 2. Must support NPC Unanimous Agreements, policies, and procedures.
 - 3. Must understand local College Panhellenic Association policies and procedures.
 - 4. Should know when to consult her sorority's NPC delegate for assistance and advice regarding Panhellenic concerns.
 - 5. Should be prepared and knowledgeable about Panhellenic concerns, the view of her member organization and chapter, and how to voice concerns to the Council.
 - 6. Should present regular College Panhellenic Association reports at chapter meetings.

Section 6. Regular meetings

- A. Executive board Meetings of the Panhellenic Council shall be held biweekly Thursdays at 5pm at an announced location.
- B. Panhellenic General Body Meeting shall be held biweekly on Thursday at 6pm at an announced location.

Section 7. Special meetings

- A. 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.
- B. 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

- A. 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 9: Means of Communication

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

Section 10. Vote Requirements

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

- A. The composition of the Executive Board shall be the President, Vice President of Management, Vice President of Recruitment Operations, Vice President of Recruitment Programming, Vice President of Finance, Vice President of Member Development, Vice President of Equity and Inclusion, and Vice President of Communications.
- B. All positions of the Panhellenic Council shall be slated by a nominating committee of presidents or designees holding regular membership in the FIU Panhellenic Council.
- 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

- A. 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.
- B. At the next regular meeting of the Panhellenic Council through the Vice President of Management, 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

- A. Regular meetings of the Executive Board shall be held biweekly on Thursday at 5pm at place established at the beginning of each academic term.

Section 4. Special meetings

- A. 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. 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. All Executive Officers are required to:
 1. Maintain at least 9 credits each semester, excluding summer semester, and at least a cumulative 2.7 GPA during office.
 2. A candidate is eligible to hold a position on the Panhellenic Executive Board as long as she remains an active member of her chapter.
 3. Panhellenic Executive Board must schedule regular office hours in the Greek Council space during each semester.
 4. Must attend the designated regional leadership conference (e.g. AFLV, SGLA, etc.)
 5. Be a member of the Recruitment Executive Board and therefore not be allowed to recruit for her chapter.
 6. Attend and report at bi-weekly Panhellenic meetings.

7. Attend and report at bi-weekly Executive Council meetings.
8. Attend **all** scheduled Panhellenic Association meetings (Executive or Recruitment) during the Summer.
9. Two unexcused absences are allowed for both Fall and Spring Semester and 1 unexcused absence is allowed during the Summer Semester for mandatory meetings/trainings.
 - i. Proof of absence should be sent 48 hours before mandatory meetings to the Vice President of Management unless extreme circumstances. Excused absences may include illness, class, labs, booked trips 3 weeks before mandatory events, medical or family emergencies. Work is only considered an excuse on a case-by-case basis.
10. Work with the Executive Board in appointing Directors.
11. Each executive board member cannot serve as an Executive Officer for her sorority while serving on the Panhellenic Executive Board.
12. All executive boards must maintain updated electronic records of all Panhellenic activities throughout their term.

B. Qualifications for the office of President are as follows:

1. She shall have been an active member of her NPC chapter in good standing.
2. Must have previously served on the Panhellenic Council Executive Board or the Executive Board of her Chapter.
3. She shall be well versed in parliamentary procedure.

C. The President shall:

1. Preside at all meetings of the Panhellenic Council.
2. Preside at all meetings of the Executive Board.
3. Serve as an ex-officio member of all College Panhellenic Association committees, except the Judicial Board.
4. Communicate regularly with the Panhellenic advisor.
5. Be familiar with the NPC Manual of Information and all governing documents of this Association.
6. Ensure all NPC College Panhellenic reports are completed on time.
7. Communicate regularly with the NPC area advisor.
8. 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.
9. Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.
10. Hold Roundtable meetings with Chapter Presidents as necessary.
11. To take the following oath: "I, (full name), do swear that I will faithfully execute the office of President of the Panhellenic Council of Florida International University and will, to the best of my ability, preserve and protect the Constitution and Bylaws of the Panhellenic Council of Florida International University;"
12. Have at minimum bi-weekly meetings/check in with all executive board members.
13. Set event attendance expectations at the beginning of each semester.

D. Qualifications for Vice President of Management as follows:

1. She shall have been an active member of her chapter in good standing.
2. She shall take part in the necessary pertaining Conduct and Conflict Resolution training session held by the FSL.
3. She shall be well versed in parliamentary procedure

E. The Vice President of Management shall:

1. Perform the duties of the President in her absence, inability to serve, or at her call.
2. Serve as the liaison between the Office of Student Conduct and the Panhellenic Association.
3. Serve as Chair of the Panhellenic Judicial Board, receive all infractions, and coordinate mediations and judicial board proceedings; and as needed serve with the Greek Judicial Process;
4. Maintain all documents and records of all Panhellenic and Greek Judicial Board actions for the past three years (e.e.g edit and maintain the Panhellenic Constitution and Bylaws, record minutes for all meetings, attendance at events, attendance at meetings, etc).
5. Provide a copy of the minutes to the FIU Greek Advisor(s) and the NPC Area Advisor.
6. Maintain a complete, updated file which will include the minutes of the meetings, all resolutions, and current correspondence of the Panhellenic Council.
7. Produce and distribute an agenda before and minutes after each Panhellenic meeting.
8. Complete all NPC reports every semester.
9. Provide member chapters with the current CPH Constitution and Bylaws, and all standing rules including current recruitment rules each year.
10. Supervise, plan, and implement training and regular programming for the development of Panhellenic Delegates.

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

1. She shall have been an active member of her NPC chapter in good standing.
2. She shall be well versed in parliamentary procedure.
3. She shall have previously served as Vice President of Recruitment Programming or Rho Gamma in the previous cycle.

F. The Vice President of Recruitment Operations shall:

1. Serve as Chair of the Recruitment Committee.
2. Preside over regular Recruitment Team meetings with all participating member groups' Recruitment Teams.
3. Preside over and be responsible for all recruitment functions, including room reservations, recruitment statistics, COB lists, official recruitment reports, etc.
4. Be responsible for maintaining contact with member groups during any informal recruitment events and outcome of said events, including bid invitations to join.
5. Be responsible for promoting sororities to potential new members throughout the year, and during orientation.
6. Plan and coordinate Roundtable discussions for New Member Educators at least once per semester.
7. 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.
8. Create an agreement for the Recruitment Team with a set of rules they must abide by for Summer B and formal recruitment.
9. Host regular meetings with the Membership Recruitment Committee to prepare for formal recruitment.
10. Supervise and hold meetings with the Recruitment Staff, including the VP of Management

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

1. She shall have been an active member of her NPC chapter in good standing.
 2. She shall be well versed in parliamentary procedure.
 3. She shall have previously served as Rho Gamma in the previous cycle.
- H. The Vice President of Recruitment Programming shall:
1. Be responsible for the recruitment and selection process of the recruitment counselors (Rho Gammas).
 2. Be responsible for the education and training of the Panhellenic Recruitment Team (Rho Gammas, Executive Board, and Directors).
 3. Work with the Panhellenic Advisor to develop training curriculum for the Panhellenic Recruitment Team prior to the selection process and revelation of the recruitments counselors (Rho Gammas).
 4. Communicate any updates regarding recruitment to the recruitment team.
 5. Coordinate and plan Recruitment Team retreat logistics to be held in Spring or early Summer.
 6. Be responsible for managing the expectations and accountability of Rho Gammas.
 7. Work with the Vice President of Member Development to coordinate a mixer/event after recruitment and before initiation for new members.
 8. Responsible for execution of promotional events during the summer with the assistance of the Director of Recruitment Education.
- I. Qualifications for Vice President of Finance are as follows:
1. She shall have been an active member of her chapter in good standing
 2. Must be financially ethical in regard to council finances.
- J. The Vice President of Finance shall:
1. Be responsible for the general supervision of the finances of the FIU Panhellenic Council.
 2. Be responsible for the preparation of the annual budget and, following its approval by the CPH, provide a copy to each member chapter.
 3. 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 CPH and an annual report at the close of her term of office.
 4. Receive all payments due to the CPH. Collect all dues and give receipts.
 5. Review and determine with the Panhellenic Advisor, President, Vice President of Recruitment Operations all recruitment, meeting, and event fines at the beginning of the spring semester.
 6. Create monthly invoices of all fines, fees, and other outstanding balances for each member chapter for prompt collection.
- K. Qualifications for the Vice President of Member Development are as follows:
1. She shall have been an active member of her chapter in good standing
 2. She shall be well versed in parliamentary procedure.
 3. She shall be familiar with philanthropic and community involvement including, but not limited to, Circle of Sisterhood.
- L. The Vice President of Member Development shall:
1. Oversee the planning, implementation, and evaluation of all programs of the Panhellenic Council throughout the year including, but not limited to
 - a. Panhellenic Pride Week
 - b. Women's Empowerment Week
 - c. Women's Herstory Month
 - d. International Women's Day
 - e. International Girl's Day
 2. Must supervise, plan, and implement 2-3 events that will benefit the Circle of Sisterhood philanthropy in her term.

3. Be responsible for overseeing Director of Programming and Director of Philanthropy & Community Service.
 4. Meet with each chapter's Panhellenic Delegate once a month.
 5. Oversee the development and implementation of sister sorority activities
 6. Support Panhellenic engagement with Student Health and Wellness including Intramurals, etc.
- M. Qualifications for the Vice President of Equity and Inclusion:
1. She shall have been an active member of her NPC chapter in good standing
 2. She shall be familiar with Florida International's Institutional Goals for Diversity, Equity, and Inclusion.
 3. She shall be familiar with the National Panhellenic Conference's commitment to Diversity, Equity, and Inclusion.
- N. The Vice President of Equity and Inclusion shall:
1. Create a welcoming environment for current and future members of the Chapter
 2. Shall work toward increasing education about equity, inclusion, self-awareness, belonging, respect, and empathy
 3. Host one to two events or workshops per semester in partnership with FIU's Fraternity and Sorority Life, Office of Social Justice and Inclusion, and/or other FIU resources.
 4. Work with the Vice President of Member Development to create events with Greek and non-Greek organizations to help the council be more involved.
 5. Work with the Executive Board to make sure that events hosted and attended by the council and organizations are inclusive to all.
 6. Provide resources for education on social justice, diversity, equity, and inclusion to the council and organizations.
 7. Partner with the Vice President of Recruitment Programming to make sure that the education and training provided to the Rho Gammas, Executive Board, and Directors are aligned with FIU and NPC's goals and commitment for diversity, equity, and inclusion.
 8. Collaborate with FIU FSL to execute conversations with sororities to hold them accountable
- O. Qualifications for Vice President of Communications are as follows:
1. Must be a Junior or Senior by credits to hold this position
 2. Must be proficient in all social media platforms.
 3. She shall have been an active member of her chapter in good standing for at least one Spring or Fall semester.
- P. The Vice President of Communications shall:
1. Handle all advertisement, public relations, publications, and communications within the community.
 2. Be responsible for all public relations efforts for the Panhellenic Council and oversee and advise public relations chairs.
 3. Be responsible for communication and correspondence with other Greek Councils, campus organizations, campus departments, and community agencies.
 7. Work with VP of Recruitment Operations and VP of Recruitment Programming to develop a promotional campaign for all recruitment efforts. .
 8. Oversee the Panhellenic Newsletter and other technological endeavors.
 9. Oversee the Director of Public Relations.

Section 2. Selection of Officers

- A. The Office of President of the FIU College Panhellenic Association shall be nominated by application process and vote. A member of the same organization cannot hold the office for more than two preceding years.
 - 1. 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 composed 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.
 - 1. The Elections Committee cannot be composed of Panhellenic Council Executive Board members (other than President), and/or persons running for a Panhellenic Council Executive Board position.
 - 2. The Elections Committee is to be determined by the Panhellenic President and Panhellenic Advisor at the beginning of each semester.
 - 3. In accordance with the CPH Elections Committee, there can be a maximum of two individuals per organization represented in the Panhellenic Executive Board including Directors. 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 the executive board at the beginning of the fall semester. This timeline will include:
 - 1. The deadline for turning in application materials.
 - 2. The timing for announcing the recommendations of the Executive Board to candidates.
 - 3. The timing for announcing the recommendations of the Executive Board to the Panhellenic Delegates and Chapter Presidents.
 - 4. The timing for Panhellenic Delegates to vote on the slated candidates.
- D. The following is the election process:
 - 1. 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.
 - 2. 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.
 - 3. All the candidates will leave the room in the event that a vote needs to take place.
 - 4. 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.
 - i Note that "another nominee" refers only to a member who submitted an application for the position up for vote.
 - 5. 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.
- C. Current executive board members may run for a position on the Executive Board for the following term but may not participate in the selection of the new officers for the following term.
 - a. If an officer was elected in a vacancy election and her term length was under 3 months, they may run for the same position but must undergo the same election process as all the other candidates.

Section 5. Removal

- A. Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.
- B. Grounds for removal
 - 1. Exceeding the amount of unexcused absence is allotted in any given semester
 - 2. Participation and communication efforts are below what is expected of a Panhellenic Officer
 - 3. Not upholding and/or adhering to Panhellenic ideals, values, and behaviors
 - 4. Any other reasons that seem fit to the Panhellenic President and Panhellenic Advisor

Section 6. Vacancies

- A. Any eligible woman who wishes to run for an executive board position must complete an executive board application to be reviewed and then interviewed by the Panhellenic Advisor and the Panhellenic President. The Panhellenic Advisor reserves the right to contact any potential candidate for further information.
- B. The timeline for vacant fulfillment will be established by the executive board at the time that a vacancy is needed to be filled. This timeline will include:
 - 1. The deadline for turning in application materials.
 - 2. The timing for announcing the recommendations of the Executive Board to candidates.
 - 3. The timing for Panhellenic Delegates being advised by the Chapter Presidents to vote on the slated candidates.
- C. The following is the vacancy fulfillment process:
 - 1. At the designated delegate meeting, the Panhellenic President will invite chapter presidents to be in attendance and will present to the entire delegation the slated candidate for a vote. The delegates and presidents will have 3 minutes to discuss, then the delegates will vote yes, in favor of the slated candidates, or no, against the slated candidates.
 - 2. 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.
 - 3. All of the candidates will leave the room in the event that a vote needs to take place.
 - 4. 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.
 - 5. Note that "another nominee" refers only to a member who submitted an application for the position up for vote.
 - 6. In this case, officers will be elected by simple plurality (i.e., the winner is the candidate with the most votes).

Article VII. Committees

Section 1. Standing committees

- A. The standing committees of the FIU College Panhellenic Association shall be the Judicial Board, Membership Recruitment Committee, and Elections 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

- A. The Executive Board shall appoint members and chairwoman 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.

B. The president shall be an ex-officio member of all committees except the Judicial.

Section 3. Judicial Board

- A. The Judicial Board shall consist of the vice president as chairman and 7 members from the College Panhellenic Association member organizations.
- B. The Panhellenic advisor shall serve as a nonvoting, ex-officio member.
- C. 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.
- D. The Judicial Board shall educate member sororities about the College Panhellenic judicial procedure.
- E. The Judicial Board shall be overseen by the Vice President of Management and must be decided/reconfirmed by the second week of each semester.
- F. 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.
- G. 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.
- H. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Membership Recruitment Committee

- A. The Membership Recruitment Committee shall consist of the Vice President of Recruitment Operations and Vice President of Recruitment Programming assisted by the Director of Recruitment Logistics and Director of Recruitment Education as well as one representative from each regular, provisional and associate women's only member (if they are participating in the primary recruitment process).
- B. The committee must be decided/reconfirmed by the second week of each semester. Alumnae advisors may attend meetings of the committee.
- C. The alumnae advisors shall have voice but no vote.
- D. 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.
- E. 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. Nominations and Elections Committee

- A. The Nomination and Elections Committee shall be overseen by the President of the Panhellenic Council. The Nomination and Elections Committee cannot be composed of Panhellenic Council Executive Board members (other than President), and/or persons running for a Panhellenic Council Executive Board position.
- B. All members of the Nominating and Elections Committee shall have been an active member of their NPC chapter and in good standing.
- C. The committee must be decided/reconfirmed two weeks prior to the process.

Section 6. Academic Excellence Committee

- A. 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.
- B. The Academic Excellence Committee shall be overseen by the Director of Scholarship.

Section 7. Community Service/Philanthropy Committee

- A. The Community Service/Philanthropy Committee shall consist of a chairman and one representative from each chapter.
- B. The Community Service/Philanthropy Committee shall be responsible for all matters pertaining to the promotion of community service/philanthropy.
- C. The Community Service/Philanthropy Committee shall be overseen by the Director of Philanthropy and Service.

Section 8. Public Relations Committee

- A. 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 Florida International University College Panhellenic Association.
- B. 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.
- C. The Public Relations Committee shall be overseen by the Vice President of Communications with assistance of the Director of Public Relations..

Section 9. Other committees

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

Article VIII. Panhellenic Directors & Recruitment Guides

Section 1. Selection of Directors

- A. Any eligible woman who wishes to run for a director position must complete a Panhellenic director application to be reviewed by the Panhellenic President, respective Vice President, and Panhellenic Adviser.
- B. The committee will present to the Panhellenic Delegate to vote for approval. .
- C. 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.
- D. Interview and proposal of slate of directors will be provided to chapters for vote prior to the 3rd meeting of the semester.

Section 2. All Directors are required to:

1. Maintain 9 credits each semester, excluding summer semester, and at least a cumulative 2.7 GPA during office.
2. A candidate is eligible to hold a Panhellenic Director position as long as she remains an active member of her chapter.
3. Be a member of the Recruitment Executive Board and therefore not be allowed to recruit for her chapter.
4. Attend and report at bi-weekly Panhellenic meetings.
5. Attend and report at bi-weekly Executive Council meetings.
6. Attend **all** scheduled Panhellenic Association meetings (Executive or Recruitment) during the Summer.
7. Two unexcused absences are allowed for both Fall and Spring Semester and 1 unexcused absence is allowed during the Summer Semester for mandatory meetings/training.

- o Proof of absence should be sent 48 hours before mandatory meetings to the Vice President of Administration unless extreme circumstances. Excused absences may include illness, class, labs, booked trips 3 weeks before mandatory event, medical or family emergencies. Work is only considered an excuse on a case-by-case basis.
- 8. All Directors must maintain updated electronic records of all Panhellenic activities throughout their term.

Section 3. Director Roles

A. The Director of Public Relations shall:

1. Work with the Vice President of Member Development and Vice President of Communications
2. Attend all Panhellenic and General Body Meetings
3. Actively promote Panhellenic events to all Greek organizations and the entire FIU campus and work to increase campus and community involvement in Panhellenic events
4. Work in conjunction with the Vice President of Recruitment Operations to create and carry out all marketing related to Recruitment
5. Generate incentives for each sorority attending campus events
6. Responsible for updating the Panhellenic Newsletter monthly with updates from every sorority, including events and special recognitions

B. The Director of Member Engagement shall:

7. Work with the Vice President of Member Development
8. Attend all Panhellenic and General Body Meetings
9. Organize activities for all Panhellenic organizations which promote unity
10. Serve as liaison to Women's Studies and Health Services Departments at FIU and help Vice President of Member Development put together Women's Empowerment Week
11. Organize at least one educational program/workshop per semester
12. Organize the Panhellenic Buddy System to help foster CPH Love as the CPH Sisterhood Chair.
13. Assist the Vice President of Member Development with the coordination and planning of CPH Pride Week in the Spring Semester

C. The Director of Philanthropy & Community Service shall:

1. Work with the Vice President of Member Development
2. Attend all Panhellenic and General Body Meetings
3. Create and coordinate philanthropic events for Circle of Sisterhood
4. 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.
5. Work to increase Panhellenic members' involvement in community service activities
6. Network amongst chapter philanthropy chairs and conduct roundtables at least once a semester to share ideas and coordinate projects
7. Work with various charities around the Miami area to promote ways Panhellenic women can give back to the community
8. Serve as Rho Gamma if deemed necessary by the Panhellenic Council

D. The Director of Scholarship shall:

1. Work with the Vice President of Member Development
2. Attend all Panhellenic Council, Executive Board, and Recruitment Team meetings.
3. Create program to recognize university faculty and staff once per semester
4. Work with chapter Scholarship Chairs and conduct meetings at least once per semester to share ideas and projects.

5. Recognize Panhellenic women for scholarly honors and efforts.
 6. Educate and promote the Panhellenic Council regarding all FIU events, including academic events, lectures, art shows, etc.
 7. Provide scholarship opportunities for the entire Panhellenic Council at Panhellenic Council Meetings
 8. Oversee the Academic Excellence Committee
 9. Coordinates events between all sororities and Order of Omega.
- E. The Director of Recruitment Logistics Shall
1. Work with the Vice President of Recruitment Operations.
 2. Attend all Membership Recruitment committee and Recruitment Team meetings.
 3. Assist the Vice President of Recruitment Operations in keeping updated files including powerpoints, logistics packets, etc.
 4. Help enforce recruitment rules and remain unbiased throughout her position regarding recruitment.
 5. Assist the Vice President of Recruitment Operations with recruitment socials held in summer.
 6. Work with the Vice President of Recruitment Operations to ensure the Membership Recruitment committee is being efficient and collaborative.
- F. The Director of Recruitment Education Shall
- a. Have served on the Panhellenic Council Recruitment Team or may have previously recruited during the fall formal recruitment process of her organization at least once.
 - b. Perform the duties of Rho Gamma in her absence, inability to serve, or at her call.
 - c. Attend all Panhellenic Council, Executive Board, and Recruitment Team meetings.
 - d. Work with the Vice President of Recruitment Programming during the recruitment and selection process of the recruitment counselors (Rho Gammas).
 - e. Work with the Vice President of Recruitment Programming to plan and execute the Rho Gamma revelation program.
 - f. Work with the Vice President of Recruitment Programming to communicate any updates regarding recruitment to the recruitment team.
 - g. Work with the Vice President of Recruitment Programming to coordinate and plan Recruitment Team retreat logistics to be held in Spring or early Summer.
 - h. Work with the Vice President of Recruitment Programming in holding Rho Gammas responsible in upholding expectations and agreements.
 - i. Work with the Vice President of Recruitment Programming in creating space for the Recruitment Team to bond and build connections to assist in effectively working with each other.

Section 2: Recruitment Guides (Rho Gammas)

- A. The CPH Executive Board and Panhellenic Advisor will appoint Recruitment Guides (PG) via an application and interview process.
- B. 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.
- C. Qualifications and rules for Recruitment Guide shall be:
 1. The Recruitment Guide must have a 2.5 cumulative and semester GPA.
 2. Must abide by the outlined rules and policies by NPC on affiliated recruitment guides.

Article IX. The Panhellenic Advisor

Section 1. Appointment

- A. 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

- A. 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

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

Section 2. Contracts

- A. 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.
- B. 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 CPH general meeting.

Section 3. Checks

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

Section 4. Payments

- A. All payments due to the FIU CPH 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 \$35 plus any additional bank fees will be assessed per every returned check.

Section 5. Fines

- A. General fines are written as a separate document from the bylaws and are to be revised at established at the beginning of the Spring semester by the Panhellenic President, Vice President of Finance, and the Panhellenic Advisor.

Article XI. Recruitment

Section 1. Recruitment Rules

- A. A College Panhellenic Association should adopt rules that pertain to recruitment of members to the Association.
- B. Recruitment rules and fines are written as a separate document from the bylaws.

Article XII. Extension

Section 1. Extension

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

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

Article XIII. Violation Resolution

Section 1. Violation

- A. 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

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

Section 3. Judicial process

- A. 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.

B.

Article XIV. Hazing

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

Section 2. Per FIU policies and procedures (FIU 2501 Student Conduct and Honor Code), hazing is defined 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, affiliation with, or the perpetuation or furtherance of a tradition or ritual of any Student Organization operating under the sanction of the University or other organization or group not officially recognized by the University. Although hazing is typically related to a person's initiation or admission into, or affiliation with a Student Organization, athletic team (intramural, club or intercollegiate), extracurricular activity or any other University group or organization, it is not necessary to have direct proof that a person's initiation or continued membership is contingent upon participation in the activity for a charge of hazing to be upheld. The actions of active, prospective, former, or associate members (pledges) of a Student organization may be considered hazing. Organizational leaders who plan a hazing event will be held Responsible even if not in attendance at an event where the hazing occurs. Hazing does not include customary athletic events or similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective."

Article XV. Inclusion Statement

Section 1. 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 XVI. Parliamentary Authority

Section 1. 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 XVII. Amendment of Bylaws

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

Article XVIII. Dissolution

Section 1. 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.