**Bylaws of** **Northern Arizona University College Panhellenic Council**

Article I. Name

The name of this organization shall be the Northern Arizona University College Panhellenic Council.

Article II. Object

The object of the College Panhellenic Council shall be to develop and maintain women’s fraternity life and InterFraternity relations at a high level of accomplishment and in so doing to:

1. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
2. Promote superior scholarship and basic intellectual development.
3. Cooperate with member women’s fraternities and the university/college administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, resolutions and policies.
5. Act in accordance with such rules established by the College Panhellenic Council as to not violate the sovereignty, rights and privileges of member women’s fraternities.

Article III. Membership

Section 1. Membership Classes

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

1. **Regular membership**. The regular membership of the Northern Arizona University College Panhellenic Council shall be composed of all chapters of NPC fraternities at Northern Arizona University. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and one vote on all matters.
2. **Provisional membership**. The provisional membership of the Northern Arizona University College Panhellenic Council shall be composed of all colonies of NPC fraternities at Northern Arizona University. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC fraternity.

Section 2. Privileges and Responsibilities of Membership

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

Article IV. Officers and Duties

Section 1. Officers

The executive officers of the Northern Arizona University College Panhellenic Council shall be: President, Vice President of Administration, Vice President of Operations, Vice President of Recruitment, Vice President of Judicial and Risk Reduction, Vice President of Scholarship, Assistant Vice President of Recruitment, Vice President of Community Relations and Assistant Vice President of Community Relations.

Section 2. Eligibility

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

1. **Regular membership**. Members from women’s fraternities holding regular membership in the Northern Arizona University College Panhellenic Council shall be eligible to serve as any officer.
2. **Provisional membership**. Members from women’s fraternities holding provisional membership in the Northern Arizona University College Panhellenic Council shall not be eligible to serve as an officer.
3. The President must have served on the council, as member of the Executive Board, as a chapter delegate, or a past chapter President for at least one semester.
4. The Vice President of Recruitment must have been a recruitment counselor to qualify.
5. The Vice President of Administration must have served on the Executive Board for a full term to qualify.
6. Officers shall be in good standing with the University and their sororities at the time of their election or appointment.
7. Officers shall be active members within their chapters by the end of January following the annual November elections.
8. All officers must have attained a 2.5 GPA for the semester immediately preceding their election or appointment. A 2.5 GPA must be maintained while holding office.
9. All officers on College Panhellenic Council must be able to attend all College Panhellenic meetings for the year they are elected, and must resign from office if fthey have any conflicts.
10. No individual shall be permitted to hold the executive offices of President, Vice President of Administration, Vice President of Finance, Secretary, Vice President of Recruitment, or Assistant Vice President of Recruitment on the College Panhellenic Council while maintaining a position as President or Recruitment Chair of their respective chapter. Unless explicit approval by the individual chapter president, Coordinator of Greek Life, and the College Panhellenic President.
11. A College Panhellenic delegate shall not serve as any College Panhellenic Council officer.
12. No individual with alumnae status in her chapter shall be permitted to run for or hold a College Panhellenic office.

Section 3. Selection of Officers

The executive officers and additional officers of the Northern Arizona University College Panhellenic Council shall be elected by ballot, except if there is only one nominee for an office that nominee shall be declared elected.

Section 4. Office-Holding Limitations

No more than 3 member(s) from the same women’s fraternity shall hold office during the same term.

Section 5. Nomination Procedure

1. The process for election of officers shall be one vote for each chapter delegate, chapter president and current executive member using the 3-2-1 system (3 for first choice, 2 for second choice, 1 for third choice.) The candidate with the highest number of points shall be declared the winner.
2. A potential candidate shall be nominated and complete an application prior to the election in order to be considered as an eligible candidate.
3. Candidates running for a position shall prepare a speech highlighting their qualifications pertaining to the position(s).
4. A candidate can only run for 3 positions per one election.

Section 6. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin upon election.

Section 7. Removal

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

Section 8. Vacancies

1. In case of the President’s resignation or inability to serve, Vice President of Administration shall assume office of President until a new President is installed.
2. Vacancies concerning other offices shall be appointed by the Executive Board.

Section 9 Training

1. After officer elections, the outgoing officer is required to train the incoming officer in the duties of the office.
2. All outgoing and incoming officers must attend a mandatory transition retreat before the new officers assume their duties.

Section 10 Installment

All officers shall be installed by the end of the fall semester.

Section 11 Duties of Officers

1. Discuss business to be voted on by the College Panhellenic Council
2. Attend all weekly executive meetings; the day and time shall be set by the President of the College Panhellenic Council.
3. Attend all College Panhellenic-sponsored events. If you cannot attend you must have an excused absence reported to the Secretary 24 hours in advance.
4. Before the yearly elections, the Executive Board shall present information about the duties of each officer to each chapter.
5. Be responsible for training and guiding the subsequent officers.
6. During an officer’s term, if more than two meetings or events are missed from an unexcused absence the officer shall be subject to termination of her office. The officer is allowed four excused absences during her term and shall notify the Secretary at least 24 hours in advance.
7. Maintain at least a 2.5 GPA.

1. **PRESIDENT**

The President shall provide overall leadership for the council. The specific tasks of the President are to:

1. Attend all College Panhellenic and President’s meetings, providing a replacement and 24-hour advance notification to the College Panhellenic Secretary if unable to attend.
2. Serve as the undergraduate spokesperson for the Northern Arizona University Sorority system.
3. Ensure that each member of the Executive Board is performing the duties of their offices.
4. Administer weekly College Panhellenic Council meetings and be knowledgeable about parliamentary procedure.
5. Have weekly meetings with the College Panhellenic Advisor to keep him/her up to date on College Panhellenic Council issues.
6. Address issues within the Greek community, which do not comply with Greek standards.
7. Maintain positive working relationships with the Greeks Advocating the Mature Management of Alcohol (GAMMA), the Order of Omega, the United Greek Council, and the InterFraternity Council.
8. Maintain positive working relationship with key University student organizations.
9. Attend all College Panhellenic Council activities and assist with any projects.
10. Ensure all financial matters are conducted ethically and within established procedures.
11. Work with the Assistant Director of Greek Life and the College Panhellenic Advisor to address the concerns of the Greek system with the University.
12. Maintain a complete, up-to-date President’s file that includes Northern Arizona University Bylaws, standing rules, the budget, the NPC Manual of Information and contact information of the NPC area advisor.
13. Attend the Association of Fraternal Leadership and Values (AFLV) regional conference each year.
14. Designate an Executive Board member to be in charge of licensing and apparel each semester.
15. Ensure that the NPC annual report is completed.
16. Perform all other duties as assigned.

**2. VICE PRESIDENT OF ADMINISTRATION**

The Vice President of Administration shall assist the President with the administrative duties of running the College Panhellenic Council. The specific duties of this Vice President are to:

1. Perform the duties of the President in her absence.
2. Shall be familiar with the NPC Manual of Information and all governing documents of this association.
3. Have direct supervision over all committee chairs.
4. Coordinate the committee assignments
5. The Vice President of Administration shall provide overall leadership for the Junior College Panhellenic Council.
	1. Have overall responsibility for the operation of Junior College Panhellenic Council.
	2. Coordinate all regular and special meetings of the Junior College Panhellenic Council.
	3. Provide knowledge and understanding of the goals, ideals and purposes set forth by the College Panhellenic Council.
6. Perform all other duties as assigned.

3. **VICE PRESIDENT OF OPERATIONS:**

The College Panhellenic VP of Operations shall update and maintain College Panhellenic records and shall serve as the financial manager as well.

The specific tasks of the position are to:

1. Keep attendance for the College Panhellenic Council and College Panhellenic Executive Board meetings.
2. Keep detailed minutes of College Panhellenic and Executive Board meetings and distribute College Panhellenic meeting minutes within 72 hours of the meeting to each chapter, the Assistant Director of Greek Life, the College Panhellenic Advisor, and NPC area advisor.
3. Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
4. Maintain historical documents, event information, and take pictures. Create a digital or handmade scrapbook of the CPC year.
5. Supervise the finances of the Northern Arizona University College Panhellenic Council.
6. Make and maintain an annual budget for the College Panhellenic Council with advisement from the College Panhellenic Advisor. Prepare and distribute each officer’s budget at the beginning of each semester and keep each officer informed on the status of her budget.
7. Collect dues from chapters each semester, impose fines if necessary, and maintain a detailed record.
8. Give an annual report at the close of her term of office, and a financial report if needed at meetings.
9. Perform all other duties as assigned.

5. **VICE PRESIDENT OF RECRUITMENT:**

The Vice President of Recruitment shall establish the College Panhellenic Recruitment program. The specific tasks of the Recruitment chair are to:

1. Maintain positive relations with the Office of Greek Life, through attending weekly meetings with the Coordinator of Greek Life and/or College Panhellenic Advisor beginning in the spring semester.
2. Serve as the liaison between the Office of Greek Life and all sorority chapters for recruitment matters.
3. Maintain organized up-to-date, accurate files and a Recruitment timeline.
4. Participate along with the Assistant Vice President of Recruitment, College Panhellenic Advisor and Coordinator of Greek Life in the process of selecting Recruitment Counselors.
5. Organize and implement Formal Recruitment.
6. Assist all sorority chapters with implementing Continuous Open Bidding (COB).
7. Create the fall recruitment brochure, in cooperation with the Coordinator of Greek Life and/or College Panhellenic Advisor.
8. Assist in the training of Recruitment Counselors.
9. Maintain an accurate, up-to-date record of recruitment schedules, rules and regulations, and distribute them to the appropriate sorority officer.
10. Maintain current Potential New Member statistics, including the numbers of who begins recruitment, the number attending recruitment parties, reasons why Potential New Members drop out of recruitment, and the number of women accepting bids.
11. Schedule and attend all recruitment advisor and recruitment meetings.
12. The Vice President of Recruitment must be available to easily communicate with the Coordinator of Greek Life and the College Panhellenic Advisor during the summer months.

6. **VICE PRESIDENT OF JUDICIAL AND RISK MANAGEMENT:**

The Vice President of Judicial and Risk Management shall encourage the understanding and implementation of effective risk management policies and procedures. The specific tasks of the Vice President of Judicial and Risk Management are to:

1. Stay current on organizational sanctions.
2. Serve as a member of the Formal Recruitment Team.
3. Be in attendance at all Judicial Board hearings and justice trainings.
4. Keep up to date records of all judicial proceedings.

7. **VICE PRESIDENT OF SCHOLARSHIP:**

The Vice President of Scholarship shall encourage high academic achievement among the members of the NAU College Panhellenic Council and provide specific programs to ensure academic success. The specific tasks of the Vice President of Scholarship are to:

1. Keep record of the current academic status of each chapter.
2. Reward good scholastics, the best GPA and chapter members who achieve above a 3.5 average with an awards ceremony.
3. Support the Greek community to improve the overall Greek GPA.
4. Ensure that the timing of major campus sorority events does not interfere with heavy academic times, such as midterms, reading week, or finals week.
5. Verify with the Assistant Director of Greek Life to ensure that all College Panhellenic officers maintain the required 2.5 GPA each semester.
6. Shall serve as the chair of the Academic Excellence Committee throughout their term in office.
7. Shall plan and execute Month of the Scholars in February.

8. **ASSISTANT VICE PRESIDENT OF RECRUITMENT:**

 The Assistant Vice President of Recruitment shall be the assistant to the elected Vice President of Recruitment. The specific tasks of the Assistant Vice President of Recruitment are to:

1. Perform the duties of the Vice President of Recruitment in her absence.
2. Participate, along with the Vice President of Recruitment, College Panhellenic President, College Panhellenic Advisor and the Coordinator of Greek Life in the process of selecting Recruitment Counselors.
3. Have responsibility of training and supervision of Recruitment Counselors.
4. Have working knowledge of National and College Panhellenic recruitment rules and guidelines.
5. Assist the Vice President of Recruitment in planning Continuous Open Recruitment events.
6. The Vice President of Recruitment must be available to easily communicate with the Coordinator of Greek Life and the College Panhellenic Advisor during the summer months.
7. To maintain and promote all College Panhellenic Council social media accounts and campaigns.

**9. VICE PRESIDENT OF COMMUNITY RELATIONS:**

The VP of Community Relations shall oversee and coordinate All Greek events in conjunction with the IFC and UGC Special Events Chair. They shall also be an informational resource for community service projects and promote relations among the Flagstaff and University communities and the entire Greek system.

The specific tasks of the VP of Community Relations are to:

1. Help plan and coordinate Greek Week events, Flannel & Flapjacks, and other events if assigned.
2. Coordinate all service and philanthropy events for the College Panhellenic Council.
3. Plan and Schedule Tri-Council Day of Service each semester.
4. Deliver any donations for Hope Cottage in person along with the Executive Board.

**10. ASSISTANT VICE PRESIDENT OF COMMUNITY RELATIONS:**

1. The Assistant Vice President of Community Relations shall assist the VP of Community Outreach in all her tasks.
2. The Assistant VP of Community Relations will be present at all Panhellenic Special Events/Greek Programming Board Initiatives, and she will sit on the Panhellenic Exec Board. The idea is that in assisting the VP of Community Relations, the assistant will learn the process of Panhellenic events and will be a qualified person to take over that position at the end of her term, but is available to apply for other positions as well.
3. The Assistant VP of Community Relations must be able to attend Homecoming meetings, and present for all Greek initiatives like Greek Week events and Senior Prom.

Article V. The College Panhellenic Council

Section 1. Authority

The governing body of the National Panhellenic Conference women’s fraternities shall be the College Panhellenic Council. It shall be the duty of the College Panhellenic Council to conduct all business related to the overall welfare of the Northern Arizona University College Panhellenic Council including, but not limited to: annually review and adjust total as needed; determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish recruitment rules and recruitment style. The College Panhellenic Council shall also have the authority to adopt rules governing the College Panhellenic Council that do not violate the sovereignty, rights and privileges of member women’s fraternities.

Section 2. Composition and Privileges

The Northern Arizona University College Panhellenic Council shall be composed of one delegate and one chapter president from each regular and provisional member group at Northern Arizona University. The delegates shall be the voting members of the College Panhellenic Council. The chapter president shall have voice but no vote. The chapter president shall act and vote in the place of the delegate when the delegate is absent. If both delegate and chapter president are absent, the vote may be cast by a member of the women’s fraternity.

Section 3. Selection of Delegates

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

Section 4. Delegate Vacancies

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

Section 5. Regular Meetings

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

Section 6 Special Meetings

Special meetings of the College Panhellenic Council may be called by the President when necessary and shall be called by her upon the written request of no fewer than one-fourth of the member women’s fraternities of the Northern Arizona University College Panhellenic Council. Notice of each special meeting of the College Panhellenic Council shall be sent to each member of the College Panhellenic Council at least 24 hours prior to convening the meeting.

Section 8. Quorum

Two-thirds of the delegates from the member fraternities of the Northern Arizona University College Panhellenic Council shall constitute a quorum for the transaction of business.

Section 9. Vote Requirements

A. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.

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

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the President, Vice President of Administration, Vice President of Finance, Secretary, Vice President of Recruitment, Vice President of Scholarship, and Vice President of Judicial and Risk Management.

Section 2. Duties

The Executive Board shall administer routine business between meetings of the College Panhellenic Council and such other business as has been approved for action by College Panhellenic Council vote. At the next regular meeting of the College 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 written request of three members of the Executive Board.

Section 5. Quorum

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

Article VII. The College Panhellenic Advisor

Section 1. Appointment

The College Panhellenic advisor of the Northern Arizona University College Panhellenic Council shall be appointed by the Northern Arizona University Office of Student Life.

Section 2. Authority

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

Article VIII. Committees

Section 1. Standing Committees

A. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

Section 2. Appointment of Committee Membership

The College Panhellenic Council shall appoint members of all standing and special committees, in making these appointments, recognize fair representation from all member women fraternities as much as possible.

Section 3. JUDICIAL BOARD:

1. Definition -
	1. The Judicial Board shall consist of the Vice President of Judicial and Risk Management, the CPC executive board members, and a board advisor(s).
2. Purpose - The Judicial Board shall act as a subcommittee for judicial matters of CPC, and provide a fair hearing by a board of Panhellenic peers.
3. Accountability - The Judicial Board shall be empowered to levy sanctions, as stated in the Panhellenic bylaws, after judicial review as it sees fit to maintain a positive Greek image in the community and ensure fair treatment of its members.
4. Advisory Statements - The Judicial Board will issue advisory statements periodically concerning standards of Greek life. The advisory statements reflect the views of the Judicial Board and may be used as the basis for future decisions. These statements may be recommended to CPC for addition to the bylaws as needed.
5. Appeals - Appeals shall be given based on the following conditions: 1) the board followed improper procedure; 2) proper due process was denied; or 3) the evidence did not support the decision. All appeals shall be referred to the Coordinator of Greek Life or the Board’s Advisors.

Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of a chairman and one representative from each regular and provisional member. Chapter advisors may attend meetings of the committee. The chapter 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 College Panhellenic Council before the end of the academic term preceding the membership recruitment period. After each membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member group and chapter advisor.

Section 5. Academic Excellence Committee

The Academic Excellence Committee shall consist of the Vice President of Scholarship, as the chairman, and seven members. The Academic Excellence Committee shall be responsible for all matters pertaining to the promotion of superior scholarship.

1. The Academic Excellence Committee shall meet at least once a month.
2. The Academic Excellence Committee shall coordinate recognition events for high quality scholarship of the CPC chapters.

Section 6. Community Service/Philanthropy Committee

The Community Service/Philanthropy Committee shall consist of the College Panhellenic Council Service/Philanthropy chair as the chairman and seven members. The Community Service/Philanthropy Committee shall be responsible for all matters pertaining to the promotion of community service/philanthropy.

1. The Community Service / Philanthropy Committee shall meet on a monthly basis throughout the academic year to plan Greek Life wide service and philanthropy events.
2. Ideally there will be an equal representation of all chapters in the Community Service/Philanthropy Committee.

Section 7 GREEKS ADVOCATING THE MATURE MANAGEMENT OF ALCOHOL:

1. Definition - Greeks Advocating the Mature Management of Alcohol (GAMMA) is to assist the campus Greek leadership in developing a proactive risk management program that is both fair to all chapters and effective to University standards.
2. Purpose - GAMMA will help chapters on campus conduct safe, progressive and fun social programming within the parameters of the GAMMA policy. It will support the University in regards to the alcohol policy. GAMMA will set standards for planning and implementing events, making sure events comply with regulations as set by University policy and GAMMA.
3. Membership - GAMMA shall be in form of a programming board consisting of: programming board chair, national organization liaison, two event chairs for National Collegiate Alcohol Awareness Week, two event chairs for National Hazing Prevention Week, one event chair for Sex Education, Finance Director, Greek Life Outreach, Campus Outreach, UGC GAMMA Representative, IFC GAMMA Representative, and CPC GAMMA Representative

Section 8. Greek Programming Board

The Greek Programming Board shall meet on a weekly basis throughout the academic year to plan Greek Week, Homecoming Events and any other Fraternity and Sorority Life wide social events. This committee shall be representative of the entire Greek community. Each chapter must have at least one representative.

Article IX. Finances

Section 1. Fiscal Year

The fiscal year of the Northern Arizona University College Panhellenic Council shall be from July 1 to June 30, inclusive, each year.

Section 2. Contracts

The signature of the College Panhellenic President, Vice President of Finance, College Panhellenic Advisor or Assistant Director of Greek Life (two signatures required) shall be required to bind the Northern Arizona University College Panhellenic Council.

Section 3. Checks

All checks issued on behalf of the Northern Arizona University College Panhellenic Council shall be signed by the Assistant Director of Greek Life or the College Panhellenic Advisor.

A $25 fine shall be imposed to any party whose check does not clear their account and is returned to the College Panhellenic Vice President of Finance.

Section 4. Payments

All payments due to the Northern Arizona University College Panhellenic Council shall be turned in to the College Panhellenic Vice President of Finance, who shall record them. Check for payments shall be made payable to the Northern Arizona University College Panhellenic Council.

Section 5. Dues

1. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
2. College Panhellenic Council membership dues shall be an assessment per member and new member.
3. Amount- The dues for each sorority associated with the Northern Arizona University College Panhellenic shall be an assessment of $5 per member and new member per semester, plus $45 per sorority per semester.
4. Time of Payment- The dues of each College Panhellenic Council chapter shall be due on a date determined by the Vice President

Section 6. Fees and Assessments

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

1. A fee of $20 shall be imposed and given to Hope Cottage if the President and College Panhellenic delegate from each sorority is not represented at the regularly scheduled College Panhellenic Council meetings and has not previously contacted the College Panhellenic Secretary for an excused absence.
	1. If the President and College Panhellenic delegate are not able to attend, they are to send a member in their place to represent their sorority at the College Panhellenic meeting.
2. A donation of $20 per member shall be imposed and sent to Hope Cottage if 10% of the new member class from each sorority is not represented at the regularly scheduled Junior College Panhellenic Council meetings.
	1. Each sorority shall be allowed 2 excused absences per semester where all 10% of their new member class does not have to be present at the regularly scheduled Junior College Panhellenic Council meetings.
	2. If the entire 10% of a sorority’s new member class does not attend a Junior College Panhellenic Council meeting an automatic $20 per member donation shall be collected. (Example: 10%= 7 women but only 4 show up, a $60 donation shall be collected.)

Article X. Extension

Section 1. Extension is the process of adding an NPC women’s fraternity.

The Northern Arizona University College Panhellenic Council shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

1. When all NPC chapters at Northern Arizona University are close to, or over, total, the College Panhellenic Council shall consider raising total and/or adding another chapter.
2. A new chapter shall be organized through colonization by a National Panhellenic Conference (NPC) sorority.
3. Consideration shall be given to NPC sororities that have previously had chapters on campus and to those NPC sororities that have filed letters expressing an interest in the campus.
4. When Extension has been opened by the College Panhellenic Council through a formal vote, each College Panhellenic sorority should make every effort to support the College Panhellenic Council through the extension process.

Section 2. Voting rights

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

Article XI. Violation Resolution

1. Any dispute arising out of the violation of College Panhellenic Council Bylaws and Standing Rules shall be sent to the Judicial Board for a formal hearing.
2. If the decision of the judicial board or an appeal is not acceptable, the matter may be appealed to the NPC College Panhellenic appeals committee. Notice of intention to appeal shall be given to the College Panhellenic President. All requirements as stated in the NPC Manual of Information shall be met.

Article XII. Hazing

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

1. Northern Arizona University College Panhellenic Council defines hazing as:

Any action taken or situation created, whether on or off the NAU campus premises, to produce mental, physical or emotional discomfort, embarrassment, harassment or ridicule. This includes any activity, which separates a new member from an active member, deliberately, to segregate them from the chapter. Such activities and situations include, but are not limited to, creation of excessive fatigue; physical and psychological shock; quest, treasure hunts, scavenger hunts, road trips, hide-and-seek or any other such activities carried on outside the confines of the house (Mountain View); wearing, publicly, apparel which is conspicuous and not normally in good taste; morally degrading or humiliating games and activities; late-night sessions which interfere with scholastic activities; and any other activities which are not consistent with the chapter regulations, bylaws, ritual or policy or the policies of the educational institution.

1. All forms of hazing that are defined as such shall be prohibited and referred to the Greek Accountability Board.

Article XIII. Other Panhellenic Policies

Section 1 Philosophical Statement on Alcohol

College Panhellenic Council supports all federal laws, state laws, and NAU policies in regards to alcohol. The College Panhellenic Council respects and supports each chapter's ability to uphold its own alcohol policy. The College Panhellenic Council strongly encourages chapters to utilize their bylaws and chapter relations or standards committees when dealing with alcohol related issues. Alcohol related issues include, but are not limited to, those issues involving underage drinking, contributing to underage drinking, behavior that is unbecoming of the Greek community, and promoting the use of alcohol. The College Panhellenic Council encourages all chapters to participate in continual alcohol education in order to avoid possible alcohol related issues. The College Panhellenic Council will support appropriate disciplinary actions that occur as a result of alcohol related issues.

1. The consumption of alcohol prior to, or while attending philanthropy events is prohibited. If a member is suspected of attending while under the influence of alcohol it is the responsibility of that individuals chapter to handle the incident internally.

Section 2 Irresponsible Community Behavior

Any behavior which is associated with a chapter or the Greek system that is damaging to the overall view of the Greek community, can and will be held accountable by College Panhellenic through the Judicial Board. Theses damages can occur during a chapter’s function, intramural activity, or other campus events where the member is a representative of the Greek Community. Possible examples of irresponsible behavior may include, but are not limited to, inappropriate display at a formal with a date; alcohol induced vomiting in public, or any behavior that would be considered disgraceful to each individual chapter’s purpose.

Section 3 Addressing the Media

The chapter president of each member organization shall serve as the sole representative to the media for each specific chapter. However, prior consultation must be held with the Coordinator of Greek Life.

Section 4 Spray Painting

All spray painting should be done outside Mountain View Hall. If spray painting occurs it must take place outside, on the grass or a tarp. This applies to decorating purposed during recruitment and throughout the year.

Section 5 Social Media Policy

As a chapter of the Panhellenic community at Northern Arizona University, you represent not

just yourself but all of the members who are a part of Sorority life. With this in mind, the Panhellenic Council has established the following standards that chapters are expected to uphold on all social media outlets including but not limited to Twitter, Facebook, Snapchat, Instagram, Yik Yak, and Greek Rank.

Chapters and members who fail or refuse to comply with this policy as will be subjected to disciplinary action by the NAU College Panhellenic Council Judicial Review Board. This policy will not interfere with any chapter policy that is already in place in atthe local, national, or international level.

It is expected that all photos, videos, comments, captions, emoticons, and posts depicting, posted by, or identifying chapters or any of its members via social media outlets are a good

representation\* of our Panhellenic community.

 All information on social media outlets must be in line with the values as expressed in the Panhellenic Creed. Chapters will not post or allow any member to post on media sites that are a poor representation\* of our community, including but not limited to:

1. any photos involving alcohol or the appearance of intoxication
2. any illegal acts including those related to drugs and vandalism
3. cruel and offensive sexual acts
4. full or partial nudity

 Pictures and posts regarding alcohol must be in line with federal, state, and local regulations. Those who are of legal age to consume alcohol, 21 years old in the United States or

the country in which present, a one serving rule for any post or picture will be the standard.

It is expected that all chapters refrain from joining, retweeting, or liking pages or posts that may

reflect negativity on the chapter, its members, or the Panhellenic community as a whole.

Chapters must refrain from participating in groups that are a poor representation\* of our community including, but not limited to titles or content that:

1. degrading towards the fraternity/sorority brand and/or image
2. racially, ethnically, or sexually derogatory
3. advocates, condones or reveals participation in any illegal act.

This policy will be mirror and support all Panhellenic chapters on Northern Arizona University.

\*The terms “good representation” and “poor representation” will be up to the discretion of the

coordinator of Fraternity and Sorority Life, the graduate assistant(s), and the VP of judicial and

risk reduction.

Article XIV. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Northern Arizona University College Panhellenic Council in all cases to which they are applicable and in which they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the Northern Arizona University College Panhellenic Council may adopt.

Article XV. Amendment of Bylaws

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

Article XVI. STATEMENT OF DISBANDMENT

This Association shall be dissolved when only one regular member exists at Northern Arizona University. In the event of the disbandment of this Association none of the assets of the Association shall be distributed to any members of the Association, but after payment of the debts of the Association its assets shall be given to the Hope Cottage (local women’s shelter).

**Standing Rules of the Northern Arizona University College Panhellenic Council**

The standing rules of the Northern Arizona University College Panhellenic Council shall be binding to all member and provisional groups of the Northern Arizona University College Panhellenic Council.

The standing rules will include: Scholarship and Awards, Annual Activities, Code of Ethics, Recruitment Rules, Recruitment Counselor selection/requirements/expectations, GAMMA Bylaws, and Judicial Procedures.

Article I. Scholarship and Awards

1. Chapter rosters may not be changed for scholarship purposes two weeks prior to the end of the semester.
2. Awards will be given each semester by the College Panhellenic Council for scholarship.

Article II. Annual Activities

College Panhellenic Council will be involved in the following annual Greek activities: Greek Week, Homecoming and Sisterhood Week.

Article III. Code of Ethics

Section IV. Recruitment Rules

1. TIME OF FORMAL RECRUITMENT

Formal Recruitment will be determined by the College Panhellenic Council.

2. BIDDING

The preferential bidding system shall be used.

3. QUOTA AND TOTAL

The National Panhellenic Conference quota and total system shall be followed.

1. Quota: The basic pledge quota for the year shall be established after the determination of the number of women participating in Formal Recruitment by the Recruitment Team in accordance with the NPC Manual of Information and with the NPC Release Figures Methodology Specialist (RFM Specialist). Once established, this quota shall remain unchanged for the academic year.
2. Total: Total chapter size has been set at 176 members by the Northern

Arizona University College Panhellenic Council.

1. Automatic Total Reset: As per NPC regulation, total will be automatically reset to average chapter size within 72 hours after Bid Day, of Formal Recruitment.
2. Quota Total: Every chapter may take basic quota, even if this puts them over total.
	1. Any chapter not reaching campus total by taking the basic quota during Formal Recruitment may pledge the additional number needed to reach total in Continuous Open Bidding (COB).
	2. Vacancies in pledge quota are to be filled through the Continuous Open Bidding (COB) process.
	3. Every regularly enrolled new member or active member of a chapter shall be counted in the chapter total. When the regulations of a sorority provide for granting inactive status, the requirements stated in the NPC Manual of Information shall be followed.
	4. A list of new members and active members shall be given to the Coordinator of Greek Life and the Greek Life Graduate Assistant the first month of each semester.
	5. Any de-pledging, termination or other change in membership shall be reported to the Coordinator of Greek Life and/or the Greek Life Graduate Assistant no later than 7 days after it has occurred.

4. FORMAL RECRUITMENT

1. All Northern Arizona University College Panhellenic bylaws, rules and policies must be followed.
2. The Recruitment Team will consist of Assistant Director of Greek Life, College Panhellenic Advisor(s), President of the College Panhellenic, Vice President of Recruitment, and Assistant Vice President of Recruitment.
3. All Formal Recruitment events shall be held in the chapter room.

5. POTENTIAL NEW MEMBERS

1. General requirements of a Potential New Member for Formal Recruitment are as follows:
	1. A woman becomes a Potential New Member when she attends the first recruitment function sponsored by the College Panhellenic Council. Formal Recruitment begins with the College Panhellenic Information Night and ends with the issuing of bids through the College Panhellenic Council.
		1. An Information Night the day prior to formal Recruitment is mandatory for all potential new members
	2. To be eligible for recruitment at Northern Arizona University (NAU), a woman must:
		1. Fill out an on-line registration form, submit an unofficial transcript and pay a $75.00 recruitment registration fee.
		2. All Potential New Members must be considered a full time student at NAU.
		3. All Potential New Members must not be an initiated member of another National Panhellenic Conference sorority.
	3. No Potential New Members are permitted to consume alcohol during Recruitment week. Recruitment week is defined as the day Formal Recruitment begins to 24 hours after the Potential New Members receive their bids.
		1. Any violation of this policy could result in a Potential New Member being dropped out of Formal Recruitment.
	4. Potential New Members may not visit Mountain View outside of scheduled recruitment activities.
	5. Potential New Members living in extended occupancy in Mountain View Hall should only have casual contact with sorority women prior to and during recruitment.

6. RECRUITMENT RULES

1. Recruitment rules shall be binding on new members, actives, and alumnae.
2. All National Panhellenic Conference recruitment rules are to be followed. If in doubt, check with the Recruitment Team or the NPC Manual of Information.
3. Each sorority shall be held responsible for informing its members of the Northern Arizona University College Panhellenic recruitment rules and regulations.
4. Workshops may be held in the spring semester to assist and educate CPC sorority members about formal recruitment.
5. There are no restrictions on where or when chapter members and alumnae members may wear their chapter’s letters, as long as members are not drawing negative attention to themselves.
6. Active sorority women should encourage independent women to Go Greek and sign up for formal recruitment.
7. Openly recruiting Potential New Members shall discontinue when recruitment registration closes until after Bid Day
8. Individual sororities shall not distribute any printed materials such: individual brochures or mailers to Potential New Members during the summer months and vacations, except during University sponsored orientation sessions.
	1. Action: If materials are distributed to Potential New Members during the summer months an automatic recruitment infraction will be filed.
9. Alumnae, new members, active members, shall be the only members who may participate in Formal Recruitment.
	1. Action: If someone other than the individuals listed above participates in formal recruitment the chapter shall be reminded of this rule and given a warning. If it is discovered that any other non-affiliate members continue to participate in Formal Recruitment it will result in a recruitment infraction.
10. Alcohol and Drugs - No alcohol or drugs are to be used during the formal recruitment period.
	1. Chapter members may not consume alcohol beginning at 8:00am on Sunday prior to Formal Recruitment until Wednesday following Bid Day at 8:00am.
	2. Alumnae members, who are in contact with or visible to Potential New Members, are not permitted to consume alcohol during the formal recruitment period. Recruitment week is defined as the Sunday prior to classes beginning until 24 hours after Potential New Members receive their bids.
	3. Action: If alcohol is consumed during this time period an automatic recruitment infraction shall be filed. Additionally, it is the individual chapter’s responsibility to immediately address the chapter member(s) involved in the infraction.
11. No Boys starts the Friday of formal recruitment at 8:00 a.m. and ends Wednesday following Bid Day at 8:00 a.m. Sorority members may only have casual contact – defined as casual greeting (i.e. hello/hi) - with men.
	1. Men shall not badger women during the no boys formal recruitment period. Harassment issues can be brought to the Greek Accountability Board. Badgering in this context is defined as: trying to make women talk to them, following women, surrounding them on the campus buses, etc.
	2. No social events with fraternity men shall take place until the Wednesday following Bid Day at 8:00 am.
	3. Classroom behavior – When talking to men keep topics pertaining to academics.
	4. Action: If No Boys is violated an automatic recruitment infraction shall be filed.
12. During the time of formal recruitment, there shall be no discussion of recruitment or individual Potential New Members outside the chapter room.
	1. Action: If a Recruitment Counselor or the Recruitment Team hears this information or a Potential New Member brings this to our attention then a warning shall be given. If the event happens again an automatic recruitment infraction shall be filed.
13. During parties, no sorority member is to mention another sorority in any derogatory manner.
	1. Action: If a Recruitment Counselor hears this information or a Potential New Member discloses this information then an automatic recruitment infraction will be filed.
14. Potential New Members are not allowed to take any items (e.g., glasses, napkins, nametags, favors etc.) with them after leaving a chapter room. If an item does leave the chapter room it is the Recruitment Counselor’s responsibility to obtain the item from the Potential New Member.
	1. Action: If a Recruitment Counselor sees this or a Potential New Member discloses this information then an automatic recruitment infraction will be filed.
15. Neither a sorority nor its individual members may issue any oral or written bid or promissory comments, except through the formal bidding system on Bid Day with an official written bid. At no time is a sorority member allowed to discuss a Potential New Member’s intentions with her or the sorority's intentions toward her. THIS RULE IS TO BE OBSERVED AT ALL PARTIES AND LEADING UP TO RECRUITMENT.
	1. Any reference to returning to a sorority made by a sorority member or any comments that insinuates membership into the sorority or moving forward in the sorority recruitment process shall be construed as an oral bid and, therefore, a violation of this rule.
	2. Comments such as “See you later,” “See you tomorrow,” “I want you to move in,” “We have room for you,” “I want to you be my kiddo/little/etc.”, “I could see you as President/Philanthropy Chair, etc.,”or any variations of this type of comment are prohibited.
	3. Action: If a Recruitment Counselor hears an oral bid or a Potential New Member discloses information about a chapter giving an oral or written bid one warning shall be given throughout the entire Formal Recruitment process. If another oral or written bid is given again then the chapter will receive an automatic recruitment infraction.
16. Neither a sorority nor its individual members may discuss or encourage a Potential New Member to intentionally single preference a particular house.
	1. Action: If a Recruitment Counselor hears this information or a Potential New Member discloses this information then an automatic recruitment infraction will be filed.
17. Only College Panhellenic-sponsored or approved events are sanctioned for chapters to participate in during the summer preceding and during formal recruitment.
	1. Action: If the Recruitment Team is made aware of an unsanctioned event taking place with Potential New Members this will be an automatic recruitment infraction.
18. All Potential New Members, Recruitment Counselors and the Recruitment Team will be provided with a statement on preference rules, regarding single intentional preference, and the responsibilities each woman accepts when signing her Membership Recruitment Acceptance Binding Agreement (MRABA).
	1. Each Potential New Member will have the statement read to her before she is eligible to sign her MRABA.
	2. To be eligible to receive a bid from a chapter, a Potential New Member must sign a MRABA in the presence of the Assistant Director of Greek Life, College Panehllenic Advisor(s), or another Northern Arizona University Staff member.
19. College Panhellenic Council accepts individual chapter policies regarding re-pledging members.

7. FORMAL RECRUITMENT EVENT RULES

1. A rough draft of the “Theme Sheet” shall be due mid-March and a final shall be due before the end of the spring semester (specific dates will be selected in the College Panhellenic Council meeting).
	1. No duplication of themes. Each night of formal recruitment should have a different theme.
		1. Changes may be made to the rough draft up until the final deadline; once the final theme sheet is submitted it cannot be changed. Any emergency changes must be made and approved by the advisor meeting prior to Formal Recruitment.
	2. If a chapter has been using a theme or song for a longer period of time, they have first priority in keeping the theme or song.
	3. If two or more chapters want to use the same theme or song for the first time, the chapters involved are required to come to an agreeable solution.
		1. Possible solutions include rotating the theme or song between the chapters every other year or any other equitable solution the chapters deem necessary.
	4. No duplication of songs, including songs for sisterhood videos.
2. Recruitment budget must not to exceed: $4,500.
	1. A newly installed chapter’s first formal recruitment budget must not exceed: $6000
	2. Donations should also be included in your budget.
	3. Marketing materials are to be included in the budget, donated or otherwise.
	4. Marketing materials include; brochures, pamphlets, and flyers. Any marketing materials must be approved by the Recruitment Team, ensuring that the information provided is unbiased.
	5. No uniformed outfits are allowed during formal recruitment unless they are purchased by the chapter and accounted for in the chapter recruitment budget. If identical shirts are purchased by individual members and they are allowed to keep them, chapters do not have to include this in their recruitment budget.
3. Recruitment parties will be of equal time for each sorority.
	1. All sororities will be required to meet all time provisions set forth by the Recruitment Team.
	2. Chapters are required to have all Potential New Members exit the chapter room by the end of the scheduled party time. However, each chapter is granted a one-minute grace period.
	3. If Potential New Members are in the chapter room or exiting the chapter room more than one minute after the end of the scheduled party time, it is an automatic recruitment infraction.
4. Chapters may practice songs in their chapter room and member’s rooms during reasonable hours.
	1. Be respectful of any non-member living in the chapter wing.
	2. No singing will be allowed outside of Mountain View or the chapter wings.
	3. Additionally, there will be no singing or dancing in the hallways during formal recruitment functions. This relates to door songs when Potential New Members are escorted into the chapter rooms, or exit songs when Potential New Members are leaving.
	4. It is acceptable to sing in the chapter room as an exit song; however there is no singing once a chapter member is in the hallway.
5. Beverages are allowed each night of formal recruitment, and food may be provided only on preference night.
	1. Each chapter reserves the right to serve any type of drink or food of their choice, so long as it is within their recruitment budget.
6. Chapter decorations will be allowed in the chapter room and on bulletin boards on each night of recruitment.
	1. On preference night, lighting may be reduced in the immediate hallway outside of the chapter room by covering windows.
		1. To dim the lights in the respective hallway, chapters must request assistance from a Mountain View Resident Assistant.
	2. If you question whether a decoration is in compliance with this policy, chapters should obtain approval from the Recruitment Team.
7. All chapters have the option to keep their chapter room windows open during the entire Recruitment process. If Air Conditioning is provided, the windows must be closed.

DAY 1: MEET THE CHAPTER

* 20 minute parties
* Can serve drinks
* 3 tables in room that keep with the normal room decor.
* One banner or letters on the wall (depending on location). No other decorations are allowed except “normal” chapter room décor.
* Nothing on the floor, everything must be on the tables
* Music or songs are up to the discretion of the chapter
* A 1:1 plus 5 ratio must be kept at all times, excluding “bump”.

DAY 2: PHILANTHROPY NIGHT

* 30 minute parties
* Can do a philanthropy project (but not required); sororities cannot duplicate projects
* Can serve drinks
* Money spent on the philanthropy project is not included as part of the recruitment budget limit
* Maximum of two songs/cheers may be sung throughout party

DAY 3: SORORITY VALUES AND SISTERHOOD NIGHT

* 40 minute parties
* 10 minute conversation break for video, slideshow, presentation or activity which highlights the values and activities of your organization. Must have been previously approved by the formal recruitment team.
* Recorded music may be used in the background of a presentation, video or slideshow
* One entrance song/cheer and one exit song/cheer may be used
* May have decorations
* The presenter may wear different attire than the rest of the chapter
* Can serve drinks

DAY 4: PREFERENCE NIGHT

* 50 minute parties with 20 minutes in between each party
* Can serve food and drinks

8. RECRUITMENT VIOLATIONS

1. Violations pertaining to the Formal Recruitment period must be reported to the Recruitment Team no later than 24 hours after the infraction occurs.
	1. Violations shall be filled out through a recruitment infraction form and be approved and turned in by the Chapter’s President.
	2. All violations of recruitment rules, regulations and procedures shall be handled according to the current NAU College Panhellenic recruitment rules and the NPC Manual of Information.
	3. All recruitment infractions shall be forwarded to the Judicial Board following Formal Recruitment for a formal hearing and sanctioning.
2. Sanctions for recruitment infractions may include:
	1. The chapter being required to present a Formal Recruitment rules and regulations workshop.
	2. The chapter being required to pay a fine to College Panhellenic Council ranging from $10 to $50.

9. CHAPTER VOTING

1. Chapters will be allowed four hours for voting. Each chapter will be given two extensions throughout the four nights of voting.
2. The allotted time for voting will begin after a chapter has finished their last scheduled party.
3. Recruitment Team will be assigned to check in with each chapter during the voting process.
	1. The chapter is in charge of keeping the recruitment team updated on the status of the voting process of the chapter.
	2. Extra time will be allotted to chapters who have extenuating circumstances and have been staying on track with voting.
	3. Chapters not properly using the given voting time will not be awarded extra time.

10. CONTINUOUS OPEN BIDDING (COB)

1. Continuous Open Recruitment is a method of membership selection for all eligible women students throughout the academic year.
2. COB shall begin at noon the day formal recruitment ends and shall extend until the Friday preceding fall final exams. COB shall reopen at the start of Spring term and shall extend until the Friday preceding Spring Final exams.
3. Chapters whom did not reach quota may participate in COB.
4. Chapters whom reached quota, but do not reach campus total, may participate in COB.
5. During COB, a MRABA must be signed within 24 hours of the extension of the bid. A MRABA shall be signed on Monday for a bid extended over the weekend

11. SPRING RECRUITMENT

1. Spring recruitment will not be limited to the chapter room.
2. Spring recruitment will consist of the COB process
3. A mandatory information night will be held in the first two weeks of the spring semester for chapters participating in the spring COB process, those who need 10 or more women are required to participate.
4. The information night will be a designated night in which chapters participating in the COB process will meet potential members wanting to participate in COB
5. Bids will not be given until the day after the information night
6. Spring COB budgets and events will be up to the discretion of the chapters

Article V. Recruitment Counselor selection/requirements/expectations

The Recruitment Counselor selection committee will consist of the Assistant Director of Greek Life, College Panhellenic Advisor(s), the College Panhellenic Vice President of Recruitment, College Panhellenic Council President, Vice President of Judicial and Risk Management, and Assistant Vice President of Recruitment.

1. The committee will make selections through an application and interview process.
	1. Interviews are to be conducted in a formal and professional manner. Applicants will be selected based on the depth and breadth of their answers, leadership experience and ability to represent Greek Life outstandingly.
2. Applicants must maintain a 2.5 cumulative GPA and have experience with one formal recruitment as an active member of their chapter in order to be eligible to apply.
3. Each sorority is required to have eight quality applicants for the recruitment counselor position and five of the applicants will be selected as recruitment counselors.
	1. The recommended total amount of Recruitment Counselors should be a ratio of one Recruitment Counselor to fifteen Potential New Members, the anticipated amount of Potential New Members shall be based on the previous formal recruitment numbers.
4. The number of Recruitment Counselors excludes the CPC President, CPC Vice President of Recruitment and the CPC Assistant Vice President of Recruitment. This number may be modified by the selection committee if necessary.
5. Recruitment Counselors need to disaffiliate with their chapter during Pre-Recruitment and Recruitment.

Article VI. Greeks Advocating Mature Management of Alcohol Bylaws

The Northern Arizona University College Panhellenic Council accepts and will follow all of the Greek Advocating Mature Management of Alcohol (GAMMA) Bylaws.

Revised: February 2011

 ARTICLE I-Name and Purpose

 Section 1. Name

The name of the organization shall be called Northern Arizona University’s chapter of Greeks Advocating Mature Management of Alcohol or the NAU chapter of GAMMA.

 Section 2. Purpose

A. To provide continuous education regarding Greek social functions. B. To aid planning of social functions.

C. To regulate Greek events where alcohol is involved.

D. To increase awareness and allow the Greek system to take responsibility for its own actions.

 ARTICLE II-Membership

 Section 1. Members

A. GAMMA shall consist of two co-chairs and a member committee of men and women selected by their respective chapters.

B. GAMMA members shall consist of the most qualified fraternity and sorority members.

C. Co-chairs and members who check parties shall meet the following criterion:

1. Registered undergraduates of Northern Arizona University.

2. Members of a fraternity or sorority recognized by the

InterFraternity and Panhellenic Councils.

3. In good standing with their fraternity or sorority and have achieved active status.

4. Have at least one semester left until graduation.

5. Have a minimum cumulative GPA of 2.25.

6. Must not hold the office of president for their respective chapter during their term in GAMMA.

D. Members who do not check parties may hold the office of president or social chairman and may be a new member for their respective chapter during their term in GAMMA.

E. Co- Chairs

1. The co-chairs shall be nominated and elected by the GAMMA general assembly and will hold executive board positions in the InterFraternity Council and Panhellenic Council.

2. One co-chair will be from a fraternity and must serve on the InterFraternity Council executive board and the other will be from a sorority and must serve on the Panhellenic executive board.

3. Each co-chair must be a representative of GAMMA for at least one semester prior to serving as co-chair.

 F. Each chapter shall have at least one member of their fraternity/sorority as an active member in GAMMA.

 Section 2. Term of Office

A. A member’s term shall be for a minimum of one semester, barring the appointment of chapter president or social chairman in any semester

during their term.

B. A co-chair’s term of office shall be one year.

C. Each GAMMA member shall be evaluated throughout his/her term by the GAMMA committee and co-chairs.

D. Members may remain on GAMMA providing they have a satisfactory evaluation and they re-apply.

 Section 3. Advisors and Liaisons

A. The advisors to GAMMA shall be the NAU Coordinator of Greek Life, and a Graduate Assistant or Full-Time employee of the office of Greek Life.

 Section 4. Member Selection

A. Membership into GAMMA shall be determined by each fraternity or sorority.

 Section 5. Attendance

A. Chapters with two unexcused absences within a semester must complete an educational program that represents the missions and goals of GAMMA (i.e. alcohol awareness, sex education, spring break safety tips, etc.) and will not be in good standing with GAMMA. Upon completion of the educational program good standing with GAMMA will be reinstated and any accrued absences will remain. Any failure to complete the educational program will result in the loss of social privileges and no parties will be approved.

B. Chapters with three unexcused absences within a semester will lose social privileges for three weeks and will not be in good standing with GAMMA. Upon completion of the three week loss of social privileges good standing with GAMMA will be reinstated and any accrued absences will remain. During this probationary period the violating chapter will maintain party announcement privileges for events taking place after said probationary period.

C. Chapters with four unexcused absences within a semester will automatically be sent to the Greek Judicial Review Board, will lose social privileges, and will no longer be in good standing with GAMMA until a decision is made.

D. All violations of attendance will be announced within the weekly InterFraternity Council (IFC) and Panhellenic Council (PHC) meetings by the GAMMA co-chair. Probationary period will be set forth within the IFC and PHC meetings directly after the accrued unexcused absence.

 ARTICLE III-Member Responsibility

Section 1. Monitoring of events will be done by two (2) or more of GAMMA representatives.

Section 2. All GAMMA business, voting and dealings shall be held in confidentiality by all GAMMA members.

 Section 3. Concerning objectivity: when the chapter to which a GAMMA representative belongs is being discussed or voted on, the GAMMA representative has the option to abstain from the discussion or vote. The GAMMA committee also has the option to excuse the member from the discussion or vote by a vote of the rest of the committee.

 Section 4. Member Conduct

A. Chapters who fail to submit party checklist materials for the first time within a semester must complete an educational program that represents the missions and goals of GAMMA (i.e. alcohol awareness, sex education, spring break safety tips, etc.) and will not be in good standing with GAMMA. Upon completion of the educational program good standing with GAMMA will be reinstated. Any failure to complete the educational program will result in the loss of social privileges and no parties will be approved.

B. Chapters who fail to submit party checklist materials for the second time within a semester will lose social privileges for three weeks and will not be in good standing with GAMMA. During this probationary period the violating chapter will maintain party announcement privileges for events taking place after said probationary period.

Section 5. Appeals

A. Chapters who lose their social privileges and are not in good standing with GAMMA may appeal their sanctioning period for an alternative sanction if they have already party announced an event that conflicts with their probationary period. This appeal must be announced within new business of the IFC or PHC meeting that the probationary period is announced.

 ARTICLE IV-Meetings

 Section 1. Time and Place

A. Meetings will be held once a week on the day and time approved by members at the beginning of each term.

B. Excuses must be submitted 24 hours prior to the GAMMA meeting to the co-chairs and/or advisors prior to missing a meeting to qualify for an excused absence.

C. Emergency meetings can be called by either one of the co-chairs or the GAMMA advisor(s). Emergency meetings must be called at least twenty-four (24) hours in advance or the said emergency meeting.

 Section 2. Voting

A. Each chapter shall be entitled to one vote.

B. The advisors may give their opinions during the proceedings, but will not be counted in voting.

C. The quorum of GAMMA is two thirds (2/3) or the total number of voting members on the committee.

 Section 3. Gamma Structure

A. GAMMA will consist of two co-chairs that run the meetings, voting members and non-voting members.

B. GAMMA will consist of three committees made up of both voting and nonvoting members.

C. GAMMA committees are as follows: Fundraising, Public Relations, and Programming.

1. Fundraising Committee Functions: to help the organization raise money to support any GAMMA program and to send members to conferences related to GAMMA’s purpose.

2. Public Relations Committee Functions: to provide current, passive programming via a bulletin board in Mountain View hall, to help promote GAMMA programs, awards and applications, and to promote education on risk management issues among the Greek community.

3. Programming Committee Functions: to develop educational and social programs on risk management issues for the Greek community as well as the campus community, to develop the National Collegiate Alcohol Awareness Week programs and Safe Spring Break Week programs for the Greek community and be a resource for chapters on programs offered by other campus departments.

D. Each GAMMA member will be a member of one committee. The co-chairs will assign members to a committee based on the member’s strengths. Members have the option to request a committee change.

 ARTICLE V-Rules and Regulations

Section 1. All fraternity and sorority functions under this committee are governed by laws set forth by the State of Arizona, City of Flagstaff, Northern Arizona University, Arizona Board of Regents, InterFraternity Council (IFC), Panhellenic Council and this committee.

 Section 2. Party Registration

A. Party registration forms shall be submitted to this committee signed and dated by the sponsoring chapter’s president and social chairperson by the scheduled GAMMA meeting the week prior to the week of the function.

 B. The event must be announced 2 GAMMA meetings prior to the week of the function. Party registration forms can be turned into a co-chair or advisor at a scheduled GAMMA meeting or to the advisor’s office on the day of a regularly scheduled GAMMA meeting.

 C. Party registration forms shall consist of the following:

1. Names of all chapters participating.

2. The location of the event (including address and phone number).

3. All participating chapters’ presidents’ and social chairpersons’ signatures.

4. Parties should be only operated by a Third Party (Cash Bar). No BYOB.

5. Listing of alternative beverages and food which will be provided.

6. Theme (if any).

7. Names of all non-drinking monitors and/or names or any private or chapter security agents being used.

8. A guest list must be submitted with regular party registration. A final updated list may be turned into the advisors and/or co- chairs no later than twenty-four (24) hours prior to the event.

9. Any additional information which is requested by GAMMA on the party registration form.

Section 3. Denial

A. GAMMA has the authority to deny any event whose chapter sponsors have not fulfilled the requirements set forth by GAMMA, their national policy and/or the University.

B. GAMMA will not approve any party forms which include a chapter on social probation.

C. GAMMA shall not approve any fraternity parties, which would take place during InterFraternity Rush or sorority parties, which would take place during Panhellenic Rush unless the event consists of the chapter’s members only.

 Section 4. Appeal

If a party has been denied by GAMMA, and the chapter wishes to appeal the decision, representatives of the chapter may meet with the co-chairs and the GAMMA advisor(s) the week of the said event. Appeals will not be heard if an event was denied because of a late form.

 Section 5. GAMMA-registered event

GAMMA has jurisdiction over all Greek social functions, which involve alcohol. Social functions include, but are not limited to, the following: Any fraternity/sorority exchange and any theme party sponsored by a Fraternity or sorority. Whether the event takes place on or off campus, it still must be registered with GAMMA. A spontaneous gathering of only the members of one chapter must still follow GAMMA and national policies.

 Section 6. “Open” parties

All open campus events are strictly prohibited. Open campus events are defined as any social events where alcohol is served and which are open to non-members of the organization who have not received a personal invitation from a member of one of the sponsoring organizations and are not on the approved guest list.

 Section 7. Event Approval Times

A. All chapter sponsored parties and events where alcohol is served shall not take place after the weekend before scheduled final exams start.

B. One event per day, (24-hour time period) with alcohol is permitted between Friday at 4:00pm and Sunday at 5:00pm. No alcoholic events shall occur Monday through Thursday, unless given special approval, as defined below.

C. Special/holiday events shall be permitted with the current GAMMA, Administrative, and individual chapter policies.

1. Holiday events are defined to be any national or school holiday.

2. Special events are those recognized by the school in extraordinary situations.

3. Due to the possibility of unforeseen events whether SPECIAL or HOLIDAY, it shall be set forth that with GAMMA has the authority to decide whether the event is inclusive in these regulations.

 ARTICLE VI-Party Requirements

 Section 1. Identification

A. Attainment of proof of legal drinking age and the identification of those over and under the legal drinking age is required and is the sole responsibility of the sponsoring chapter(s).

B. The acceptable methods of identifying individuals of legal drinking age are the use of a GAMMA approved stamp and/or GAMMA approved wristbands.

Section 2. National Policies

A chapter may not violate its respective national policy even in the event that a certain policy is allowed under GAMMA or University guidelines and regulations. When a chapter permitted to use kegs co-sponsors a function with a fraternity/sorority which is not permitted, the stricter policy of not allowing kegs will be followed.

 Section 3. Alcohol

A. Equivalents of one keg of beer shall be defined as three beers per person or 20 liters of wine (15 gallons or six bottles at 1.75 liters apiece), or nine cases of beer.

B. The number of kegs (or its equivalent as defined above) that will be allowed at a party is one keg per 40 people of legal drinking age.

Section 4. Sober Monitors

There will be two marked non-drinking monitors per each sponsoring chapter present per 100 people at social event. One monitor will be a member of the respective chapter’s executive council and should be identifiable to GAMMA representatives.

Section 5. Non-alcohol Beverages

Sufficient quantities of non-alcoholic beverages (other than water) must be present for the duration of the event. They shall also be in the form of closed containers in the ration of one case per 30 people or free, unlimited non- alcoholic beverages dispensed by the establishment from the fountain dispenser.

 Section 6. Food

Sufficient amounts of food (preferably of a non-salted variety) shall also be available during the function. These must be accessible to guests during the function. The sponsoring chapter(s) must provide enough food to last the duration of the event. This is the chapter’s responsibility to figure out what the amount needs to be.

Section 7. Guest List

A. The definition of a guest is any person not belonging to one of the sponsoring chapter’s membership.

B. Any guests in attendance at a function must have received a personal invitation from a member of the sponsoring chapter to be on the function’s guest list.

C. A guest list, if the function is going to admit guests, must be submitted to the responsible party (security company or chapter provided agents) admitting patrons to the function.

D. Each GAMMA representative will be required to bring a member roster of their entire organization within the first two GAMMA meetings of each semester.

1. Once all organizational rosters are turned in, a master Greek life guest list will be compiled.

2. If changes occur with the membership rosters the GAMMA representative will have two weeks to resubmit an updated organizational roster.

E. If an organization is inviting unaffiliated guests of NAU their names are required to be included on the GAMMA Party Registration Form that is due to be turned in two weeks prior to the week of the event to the co-chairs.

 Section 8. Enclosure

All parties must take place within an enclosed area, e.g., walls of a house or a fence.

Section 9. Passing of Alcohol Beverages

The passing of alcoholic beverages from a person of legal drinking age to A person not of legal drinking age is prohibited.

 Section 10. Sponsoring Chapter(s)

The chapter(s) sponsoring an event are responsible for the actions of the event’s guests.

 Section 11. BYOB

ALL CHAPTERS MUST FOLLOW THEIR RESPECTIVE POLICIES (FIPG OR SIMILAR) FIRST AND THEN GAMMA POLICIES.

1. BYOB pertains to only to tailgating and should be in correspondence with the rules and regulations set forth by the NAU Student Life Office.

2. Chapters participating in the alcohol policy known as FIPG or similar policy will be referred to as BYOB, and may not use chapter funds to purchase alcoholic beverages.

3. Members of BYOB chapters may not pool their monies in slush funds to purchase alcohol.

4. BYOB chapters are required to follow either the BYOB policy or the Catering Company policy.

5. When using third party vendors, other means of identification may be used in addition to the GAMMA approved stamp.

6. Attainment of proof of legal drinking age shall be the sole responsibility of the sponsoring chapter(s) in accordance with Arizona State Law.

7. All fraternities and sororities shall use the GAMMA approved stamp or approved wristbands as their only means of identifying those of legal drinking age.

8. All those in attendance at social functions who desire to consume alcoholic beverages shall be “carded” and identified as having attained legal drinking age under Arizona State Law. All those of legal drinking age who desire to possess or consume alcohol must be identified in the manner approved by GAMMA.

9. When the individual brings alcohol to the social event s/he will receive a punch card. On this punch card the sponsoring chapter will note the quantity and brand of the alcohol.

Punch Cards

A. Punch cards should be collected at the exit of the social event. B. Punch cards should not have your chapter’s name on them.

C. Punch cards should be difficult to counterfeit.

D. Punch cards should be easily identifiable by your chapter and the other sponsoring group(s).

E. Punch cards should have the date of the social event as well as the tasteful social event theme printed clearly on the card.

F. The punch cards should be approximately credit card size. The alcohol is taken by a designated monitor to a “holding tank” (usually a large rubber garbage can or two, filled with ice, that will hold the guest’s alcohol). The bartender will “check- in” the alcohol and place it on ice. Upon request, the bartender will retrieve one can of beer and then proceed to punch a hole on the punch card (one punch per can/bottle).

Service Area

A. One centralized location for the distribution of all food and beverages is suggested.

B. No other location (including members’ rooms) may be used for distribution purposes.

C. No bar worker will serve an intoxicated person, even if that person has alcohol remaining.

D. A member or guest desiring alcohol must present a card to the bartender, which in turn will be hole punched.

E. An individual must return an empty can in exchange for a full one. After the member or guest has received an initial can of beef, another cannot be requested until the individual returns the can empty. This way, the sponsoring chapter(s) can help ensure that individuals are drinking only their own alcohol. Returning cans will also assist the group with post event clean up and recycling efforts.

F. According to Arizona State Law, any area serving alcohol must be enclosed and separate from the event.

10. Only those persons nineteen (19) years of age or older shall be permitted to check identification, or work the bar, according to Arizona State Law.

11. The sponsoring organization(s) shall have the right to refuse service to anyone.

Section 12. Security

1. All alcohol-related events in Flagstaff, Arizona, must have licensed security agents.

2. Security for events shall be provided in the ratio of two officers per 200 people with a security agent required for each additional 100 people.

3. The sponsoring chapter(s) must provide for enough security to cover the estimated attendance recorded on the GAMMA form.

4. The main entrances/exits for the event must have non-drinking members monitoring on a rotational basis; these doors should not permit entrance from the outside, but must be usable for exit (i.e. fire door).

5. The sponsoring chapter(s) still with holds the right to refuse entrance to any individual (with the exception of those individuals granted access under Arizona State Law, i.e. police officers within the line of duty, etc.)

 Section 13. Neighborhood Policy

1. Sponsoring organizations shall notify the surrounding neighborhood a minimum of five days in advance of every registered social event and they shall provide said neighbors with names and telephone numbers of responsible parties for the event.

2. The surrounding neighborhood shall be cleaned of litter and debris no later than 10:00am in the morning following an event.

 Section 14. Transportation

1. Sponsoring chapters must provide designated driver transportation to and from the event for guest. (Shuttles, taxi, or bus)

Section 15. Catering

1. Caterer must have a minimum million dollar class A insurance policy.

2. Caterer must have an Arizona state liquor license.

3. Caterer is responsible for age verification of all participants of the party.

4. Caterer must operate a cash bar for alcohol consumption.

5. Caterer may have a full service bar.

6. Caterer is responsible for dispensing/serving all alcohol.

ARTICLE VII-Violations

Section 1.

Any violations of GAMMA, NAU or state rules and regulations will be discussed by the GAMMA committee. The severity and frequency of the violation shall be taken into consideration. If the GAMMA committee deems necessary, the chapter shall be referred to the Greek Judicial Review Board with possible recommendation of disciplinary actions.

ARTICLE VIII-Amendments

 Section 1.

Any amendments to this constitution must be approved by a 70% vote of GAMMA in assembled quorum.

Section 2.

The proposed amendment must then be announced by the InterFraternity and Panhellenic councils.

ARTICLE IX- Ratification

Section 1.

These By-Laws shall become effective immediately after passage under current GAMMA guidelines in Article VIII.

Revised November 2005. Revised November 2008. Revised February 2011. November 2016