

# NAU College Panhellenic Council Bylaws



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# Bylaws of Northern Arizona University College Panhellenic Council

## Article I. Name

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

## Article II. Object

- A. The object of the College Panhellenic Council shall be to:
- a. Conduct the business of the College Panhellenic Council during the 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 Council bylaws and/or other governing documents, College Panhellenic Council membership recruitment rules, College Panhellenic Council code of ethics, and College Panhellenic Council standing rules.
  - g. Actively support the mission of Northern Arizona University.
  - h. Promote good public relations.
  - i. Give service to the Flagstaff community and Northern Arizona University campus.
  - j. Sponsor Junior College Panhellenic Council for specialized programming efforts.
  - k. Promote friendship, harmony, and unity among members, chapters, faculty, administrators, and campus groups.

## Article III. Membership

- A. Membership classes: There shall be three classes of membership: regular, provisional, and associate.
- a. **Regular membership:** The regular membership of the Northern Arizona University College Panhellenic Council shall be composed of all installed chapters of NPC sororities 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 a voice and one vote on all matters.
    - i. The following chapters have regular membership with the Northern Arizona University College Panhellenic Council:
      - o Alpha Delta Pi (Founded at NAU in 1968)
      - o Alpha Omicron Pi (Founded at NAU in 1963)
      - o Alpha Phi (Founded at NAU in 2012)
      - o Chi Omega (Founded at NAU in 1996)
      - o Delta Delta Delta (Founded at NAU in 1958)
      - o Delta Phi Epsilon (Founded at NAU in 2017)
      - o Gamma Phi Beta (Founded at NAU in 1947)

- Kappa Delta (Founded at NAU in 2015)
  - Pi Beta Phi (Founded at NAU in 1990)
- b. **Provisional membership:** Provisional members shall pay no dues and shall have a 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.
- i. The following chapters have provisional membership with Northern Arizona University College Panhellenic Council
- c. **Associate membership:** The associate membership of the Northern Arizona University College Panhellenic Council shall be composed of women's only local sororities or inter/national or regional non-NPC member organizations. The College Panhellenic Council shall determine the membership eligibility requirements and the process for submitting an application and approval of the application. Associate members shall pay dues as determined by the College Panhellenic Council. An associate member shall have a voice and one vote on all matters except extension-related matters and, if they do not participate in the formal recruitment process they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the College Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.
- i. Criteria for associate membership:
    - 1. Previously existed at Northern Arizona University as a registered student organization for at least 1 semester or will provide documentation for demonstrated growth and support from local/national organization the applying organization is tied to if existence is less than a semester.
    - 2. Not currently belonging to another Fraternity and Sorority Life Council.
    - 3. Internal governance policies / bylaws.
    - 4. Applying organizations must have or be working towards developing risk management policies before presentation to the College Panhellenic Council delegation that complies with the requirements of the Northern Arizona University College Panhellenic Council Risk Management Policy, ABOR Student Code of Conduct, and Arizona State Law.
  - ii. Application for associate membership – The process by which applications for associate membership will be submitted and considered shall proceed as follows:
    - 1. A letter of intent will be submitted to the College Panhellenic Council President, including how the organization meets application criteria, to be considered for initial review by the College Panhellenic Council Advisor.
    - 2. The College Panhellenic Council President may decline the letter of intent if the organization does not meet one or any of the eligibility criteria listed above.
  - iii. A formal meeting with the applying organization, members of the College Panhellenic Council Executive Board, and the College Panhellenic Council Advisor will proceed.
  - iv. Presentation to the College Panhellenic Council delegation outlining organization

information and why the organization shall be the best fit in the Northern Arizona University College Panhellenic Council. The College Panhellenic Council delegation shall vote to approve applicants into associate member status.

- v. The vote necessary for the College Panhellenic Council to approve applicants into associate member status should be a vote of majority delegates present / quorum.
- vi. Current associate member organizations of the College Panhellenic Council shall be permitted to vote on the approval of new associate member groups.

#### B. 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 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.

#### C. Dues

- a. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- b. College Panhellenic Council membership dues shall be an assessment per member and new member.
- c. The amount of such dues for the next academic year shall be \$7 per member and new member per semester, plus \$45 per chapter per semester.
- d. The dues of each College Panhellenic Council member sorority shall be payable once per semester 2 weeks after official notification from the Vice President of Operations.
  - i. Checks should be written to "Northern Arizona University College Panhellenic Council" with the attached official dues notification signed by the organization's President and Vice President of Finance (or similar position).
  - ii. Payment should only be given directly to the Vice President of Operations or the College Panhellenic Council Advisor in the Office of Student Life.
  - iii. Payment can also be made online through a system like "LegalFi".
- e. If dues are not paid after official notification, the member organization is subject to a \$20 a day fine.
- f. In the events of a national crisis, dues are subject to change.

#### D. Fees and assessments

- a. The College Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.
  - i. A fee of \$25 shall be imposed if the President and College Panhellenic Council delegate from each sorority is not represented at the regularly scheduled College Panhellenic Council meetings and has not previously contacted the College Panhellenic Council Vice President of Operations for an excused absence.
  - ii. If the President and/or College Panhellenic council delegate are not able to attend the regularly scheduled College Panhellenic Council meeting, they are to send a member in their place to represent their sorority at the College Panhellenic Council meeting providing

her credentials have been presented to the College Panhellenic Council Vice President of Operations at least 24 hours before the meeting. Failure to provide notice to the VP of Operations at least 24 hours before the meeting may also result in a fine. A fee of \$10 per new member per meeting shall be imposed if the required number of women of the new member class from each sorority is not represented at the regularly scheduled Junior College Panhellenic Council meetings.

1. Frequency, date, time, and location of the Junior College Panhellenic Council meetings is at the discretion of the Director of New Member Engagement. A total of six new members are required per chapter per meeting, including one Junior College Panhellenic Council delegate per chapter.

#### E. Attendance

- a. The College Panhellenic Council Executive Board shall have the authority to declare events mandatory.
  - i. All mandatory events must be announced at least two weeks in advance with full details including date, time, location, and mandatory attendance minimum.
  - ii. If a chapter does not reach the mandatory attendance minimum at a mandatory event, the chapter will receive a College Panhellenic Council Infraction Notice for the Judicial Board. Infractions will follow the NAU College Panhellenic Council General Violations and Infractions

### Article IV. Officers and Duties

#### A. Officers

- a. The executive officers of the Northern Arizona University College Panhellenic Council shall be President, Vice President of Operations, Vice President of Judicial, Vice of President of Recruitment-External, Vice President of Recruitment-Internal, Vice President of Scholarship, Director of New Member Engagement, Director of Community Relations, Director of Women's Empowerment, and Director of Public Relations and Marketing.

**The President** - shall provide overall leadership for the College Panhellenic Council:

- Preside at all meetings of the College Panhellenic Council.
- Preside at all meetings of the College Panhellenic Council Executive Board.
- Serve as an ex-officio member of all College Panhellenic Council committees.
- Serve as the undergraduate spokesperson for the College Panhellenic chapters.
- Ensure that each member of the Executive Board is performing the duties of their offices.
- Have weekly meetings with the College Panhellenic Council Advisor to keep him/her up to date on College Panhellenic Council issues.
- Maintain positive working relationships with Order of Omega, United Greek Council, and InterFraternity Council.
- Maintain positive working relationships with ASNAU and other key student stakeholders.
- Attend all College Panhellenic Council programming and assist where needed.
- Work with the Office of Fraternity and Sorority Life to address the concerns of fraternity and

sorority life at Northern Arizona University.

- Maintain a complete, up-to-date President's file that includes Northern Arizona University College Panhellenic Council bylaws, standing rules, budget, contracts, NPC Manual of Information, and contact information of the NPC area advisor.
- Attend national trainings whenever possible
- Ensure that the NPC annual report is completed.
- Perform all other duties as assigned.
- Plan and schedule a Tri-Council Day of Service each semester.
- Assist in the planning of any Tri-Council events
- Head any communication between the College Panhellenic Council, InterFraternity Council, and United Greek Council

**The Vice President of Operations** – shall update and maintain College Panhellenic Council records and serve as the financial manager:

- Perform the duties of the President in her absence.
- Keep attendance for the College Panhellenic Council and College Panhellenic Council Executive Board meetings.
- Keep detailed minutes of the College Panhellenic Council meetings. Distribute meeting minutes within 72 hours of the meeting to each chapter President , Delegate, Panhellenic Advisors and NPC area advisor.
- Upload minutes and budget to NAU College Panhellenic account on FS Central.
- Create agendas for council meetings.
- Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
- Supervise the finances of the Northern Arizona University College Panhellenic Council with advice from the College Panhellenic Council advisor.
- Prepare the annual budget and, after its approval by the College Panhellenic Council, provide a copy to each Northern Arizona University College Panhellenic Council member sorority.
- Prepare and distribute each officer's budget at the beginning of each semester and keep each officer informed on the status of her budget.
- Receive all payments due to the College Panhellenic Council, collect all dues and give receipts.
- Perform all other duties as assigned.

**The Vice President of Recruitment-External** – shall co-establish the College Panhellenic Council Recruitment Program with the Vice President of Recruitment-Internal:

- Assist in coordinating all Campus Director System operations for primary membership recruitment.
- Assist PNMs in the withdrawal process and input all withdrawal forms during primary recruitment.
- Coordinate and execute any PNM abbreviated schedules for primary membership recruitment.
- Respond to any emails related to interest in joining the College Panhellenic Council community.
- Coordinate and facilitate recruitment roundtables.
- Meet as necessary with chapter recruitment chairs and recruitment advisors to finalize recruitment rules and schedules, as well as keep chapters updated on

recruitment information through the roundtables.

- Conduct post-recruitment meetings and surveys to obtain suggestions and comments for the following year's formal membership recruitment.
- Coordinate education and programming initiatives on the best practices of continuous open bidding, when necessary such as, but not limited to, planning the Spring Meet and Greet with the Recruitment Team.
- Serve as the primary contact during recruitment for chapters.
- Review all recruitment packets and videos.
- Perform all other duties as assigned.

**The Vice President of Recruitment-Internal** – shall co-establish the College Panhellenic Council recruitment program with the Vice President of Recruitment-External:

- Coordinate the selection of Recruitment Counselors according to the code of ethics and recruitment rules, including packet submission and interviews.
- Coordinate the training of Recruitment Counselors according to the code of ethics and recruitment rules.
- Conduct post-recruitment meetings and evaluations with Recruitment Counselors to obtain suggestions and comments for the following year's formal membership recruitment.
- Coordinate with and manage Recruitment Counselors during primary recruitment.
- Create Recruitment Counselor class schedules and retreat agenda.
- Assist in the coordination and facilitation of recruitment roundtables.
- Assist any concerned PNMs on Bid Day.
- Ensure the PNM experience runs smoothly during the process when problems and/or scenarios arise.
- Perform all other duties as assigned.

**The Vice President of Judicial** – shall encourage the understanding and implementation of risk management policies, NPC judicial procedures, bylaws, code of ethics, and recruitment rules:

- Stay current on organizational sanctions.
- Serve as a member of the primary recruitment team, focusing on the management of recruitment infractions as defined in the recruitment rules.
- Outline the responsibilities of the Judicial Board and select members
- Serve as the chairwoman for the Judicial Board, attending all hearings and training.
- Keep up-to-date records of all judicial proceedings.
- Update bylaws as deemed necessary.
- Perform all other duties as assigned.

**The Vice President of Scholarship** – shall encourage high academic achievement among the members of the Northern Arizona University College Panhellenic Council and provide specific programs to ensure academic success:

- Keep a record of the current academic status of each chapter.
- Support the fraternity and sorority life community to improve the overall FSL GPA.
- Ensure that the timing of major campus sorority events does not interfere with heavy academic times, such as midterms, reading week, or finals week.
- Shall remain in contact with the Academic/Scholarship chairs from each chapter



- Shall plan and execute the Month of the Scholar in February.
- Serve as the chairwoman for the Academic Excellence Committee.
- Perform all other duties as assigned.

**Director of New Member Engagement** – Supervise the Junior College Panhellenic Council:

- Shall be familiar with the NPC Manual of Information and all governing documents of the College Panhellenic Council.
- Shall provide overall leadership for the Junior College Panhellenic Council.
- Have overall responsibility for the operation of the Junior College Panhellenic Council.
- Coordinate all regular and special meetings of the Junior College Panhellenic Council.
- Provide knowledge and understanding of the goals, ideals, and purposes set forth by the College Panhellenic Council.
- Perform all other duties as assigned.

**Director of Community Relations** – shall be an informational resource for community service projects and promote relations among Flagstaff, the University, and the Fraternity and Sorority Life system:

- Coordinate all service and philanthropy events for the College Panhellenic Council.
- Take the lead on planning for NAU service projects.
- Plan for any FSL involvement in Homecoming and other important Northern Arizona University events.
- Promote Fraternity and Sorority Life relationships as a whole.
- These duties could be altered due to current state/world events.
- Perform all other duties as assigned. Chairwomen of the Diversity, Equity, and Inclusion Committee.
- Hold monthly meetings with chapter-elected DEI chairwomen.
- Coordinate Panhellenic DEI related event.
- Provide educational materials to the Panhellenic community.

**Director of Public Relations and Marketing** – shall be responsible for the marketing efforts and social media presence of the College Panhellenic Council:

- Develop, plan, and implement a comprehensive year-round public relations and marketing strategy for all College Panhellenic Council events and the organization itself.
- Create and manage all promotional shirts and materials for the College Panhellenic Council in coordination with other Executive Board members and Advisors.
- Meet and/or communicate with chapter public relations officers to discuss effective chapter marketing strategies and provide public relations resources, as well as provide information on the College Panhellenic Council public relations and marketing strategy as a whole.
- Assist Executive Board officers and chapters in the promotion, advertising, and publicity of their events.
- Oversee and manage all College Panhellenic Council social media efforts.
- Plan any College Panhellenic Council photo and/or video shoots.
- Design and maintain an accurate and aesthetically pleasing website for the College Panhellenic Council.
- Perform all other duties as assigned.

**Director of Women's Empowerment-** Shall be held responsible for the upkeep of mental health in the sorority community. Will provide services and plan events to empower women in the Greek Community:

- Promote positive mental health for any member of the NPC community.
- Organize events that specialize in empowerment for women.
- Obtain feedback from sororities on campus about members' mental health.
- Assist Recruitment positions in aspects of empowerment values.
- Work with leaders of sorority life to create a positive environment for growth.
- Assist in informal conversations in regards to infractions.
- Act as leader in women empowerment programming and events.
- Perform all other duties as assigned.

b. Duties of officers

i. All officers will:

1. Discuss business to be voted on by the College Panhellenic Council delegation.
2. Attend all weekly Executive Board meetings; the day and time shall be set by the President of the College Panhellenic Council.
3. Attend all College Panhellenic Council-sponsored events. If you cannot attend, you must have an excused absence reported to the Vice President of Operations
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.

c. Eligibility

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

1. **Regular membership.** Members from women's only sororities holding regular membership in the Northern Arizona University College Panhellenic Council shall be eligible to serve as an officer.
2. **Provisional membership.** Members from women's only sororities holding provisional membership in the Northern Arizona University College Panhellenic Council shall not be eligible to serve as an officer.
3. **Associate membership.** Members from women's only sororities holding associate membership in the Northern Arizona University College Panhellenic Council shall be eligible to serve as an officer, except for President, Vice President of Recruitment-External, Vice President of Recruitment-Internal, or Vice President of Judicial.

d. Selection of Officers

- i. The offices of President, Vice President of Operations, Vice President of Judicial, Vice of President of Recruitment-External, Vice President of Recruitment-Internal, Vice President of Scholarship, Director of New Member Engagement, Director of Community Relations, Director of Women's Empowerment, and Director of Public Relations and Marketing of the Northern Arizona University College Panhellenic Council shall be elected by ballot, except if there is only one nominee for an office, in which that nominee shall be declared elected.

e. Office-Holding Limitations

- i. No more than 2 members from the same women's fraternity shall hold office during the same term.
- ii. The President must have served on the College Panhellenic Council as a member of the Executive Board, chapter delegate, or past chapter President for a full term.
- iii. The Vice President of Recruitment-Internal must have served as a Recruitment Counselor or Recruitment Chair.
- iv. The Vice President of Recruitment-External must have served on the College Panhellenic Council Executive Board, served as a Recruitment Counselor, or served on the recruitment leadership team of their chapter.
- v. The Vice President of Administration may have served on the College Panhellenic Council Executive Board, served as a Recruitment Counselor or served on the new member education leadership team of their chapter.
- vi. The Vice President of Judicial must have been an active member of their organization for one year.
- vii. Officers shall be in good standing with Northern Arizona University and their sororities at the time of their election or appointment and throughout their term.
- viii. Officers shall be active members within their chapters by the end of January following the annual November elections.
- ix. All officers must have attained a 2.75 cumulative GPA immediately preceding their election or appointment and must maintain a 2.75 semester GPA while holding office.
- x. All officers of the College Panhellenic Council must be able to attend all College Panhellenic Council meetings for the year they are elected and must resign from office if they have any conflicts.
- xi. During an officer's term, if more than 2 meetings or events are missed from an unexcused absence, the officer shall be called into a conduct meeting with the CPC President and Advisors.
- xii. No individual shall be permitted to hold the executive offices of President, Vice President of Administration, Vice President of Operations, Vice President of Recruitment-External, and Vice President of Recruitment-Internal on the College Panhellenic Council while maintaining a position as President or Recruitment Chair of their respective chapter unless explicit approval is given by the individual chapter President, Coordinator of Fraternity and Sorority Life, and the College Panhellenic Council President.
- xiii. A College Panhellenic Council delegate shall not serve as any College Panhellenic Council officer.
- xiv. No individual with alumnae status in her chapter shall be permitted to run for or hold a College Panhellenic Council office.
- xv. An executive member of the College Panhellenic Council must be removed from their position if their chapter organization is suspended or expelled from campus.

f. Election Procedure

- i. Officers are chosen by elections.
- ii. The process for the election of officers shall be one vote for each chapter. The candidate for each position with the most votes will be selected for the position.
- iii. A potential candidate shall complete an application before the election to be considered as an eligible candidate.

- iv. A candidate may only apply for 3 positions.
  - v. Applications will be reviewed by the Nominee Committee. The Nominee Committee will complete an ideal slate based on the applications.
  - vi. The Nominee Committee will present the slate to the College Panhellenic Delegates for each chapter at a Panhellenic Meeting.
  - vii. The College Panhellenic Delegates will have one week to review the slate. At the meeting immediately following the slate presentation, the College Panhellenic delegates will vote on the slate.
  - viii. If the majority votes in the affirmative, the slate is approved.
  - ix. If the majority vote does not approve the slate, the Nominee Committee will reconvene and create a new slate based on the applications. The process will then continue until the slate is approved.
  - x. The Nomination Committee is composed of the current residing College Panhellenic President, College Panhellenic Advisor(s), and a representative from every chapter.
  - xi. The representative from each chapter may be selected by the chapter. The only person not eligible to be selected for the Nomination Committee is the College Panhellenic Delegate.
- g. Term
- i. The officers shall serve for a term of one year or until their successors are selected.
  - ii. The term of office will begin upon election.
- h. Removal
- i. Any officer may be removed for cause by a vote of two-thirds of the Council Panhellenic Council. Section 9. Vacancies
  - ii. In case of the President's resignation or inability to serve, the Vice President of Operations shall assume the office of President until a new President is installed. Vacancies concerning other offices shall be appointed by the President and Panhellenic Advisor(s).

## Article V. The College Panhellenic Council

### A. Authority

- a. The governing body of the National Panhellenic Conference women's only sororities at Northern Arizona University shall be the Northern Arizona University 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: determining dues; approving the annual budget; considering extension; setting a calendar of events; determining programs, and establishing 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 only sororities.

### B. Composition and privileges

- a. The Northern Arizona University College Panhellenic Council shall be composed of one delegate and one chapter president from each regular, provisional, and associate women's only member organization at Northern Arizona University. The delegates shall be the voting members of the College Panhellenic Council except as otherwise provided in Article III of these bylaws. The

chapter president shall have a 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 sorority, providing her credentials have been presented to the College Panhellenic Council President.

C. Selection of delegates

- a. Delegates to the College Panhellenic Council shall be selected by their respective women's only sorority chapters by election and will serve for a term of one year commencing upon selection by the chapter.

D. Delegate vacancies

- a. When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within two weeks and to notify the College Panhellenic Council Vice President of Operations of her name, email address, and telephone number.

E. Duties and responsibilities

- a. College Panhellenic Council delegate duties and responsibilities:

- i. Must attend all College Panhellenic Council meetings.
- ii. Must support NPC Unanimous Agreements, policies, and procedures.
- iii. Must understand local College Panhellenic Council policies and procedures and attend annual review meeting
- iv. Should know when to consult her sorority's NPC delegate or CPO for assistance and advice regarding College Panhellenic Council concerns.
- v. Should be prepared and knowledgeable about College Panhellenic Council concerns, the view of her member organization and chapter, and how to voice concerns to the College Panhellenic Council.
- vi. Should present regular College Panhellenic Council reports at chapter meetings.
- vii. Ensure that mandatory College Panhellenic Council events have sufficient attendance by their respective chapter.

F. Regular meetings

- a. Regular meetings of the College Panhellenic Council shall be held at a time and place established at the beginning of each academic term. Regular meetings are subject to cancellation based on discretion by the College Panhellenic Council President and the Coordinator of Fraternity and Sorority Life.

G. Election meeting

- a. The annual meeting of the College Panhellenic Council shall be held before the end of the fall semester. The purpose of this meeting shall be for the election of officers and any other business that may properly come before delegates.

H. Special meetings

- a. Special meetings of the College 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 Northern Arizona University College Panhellenic Council. Electronic or written 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 before convening the meeting, however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

I. Means of Communication

- a. Communication regarding the affairs of the College Panhellenic Council may be conducted by means including, but not limited to, email, phone call, or text message. Mandatory events held by the College Panhellenic Council must be announced by any means of communication at least two weeks before the event in the case of mandatory chapter attendance.

J. Quorum

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

K. Vote requirements

- a. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow the 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.
- c. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.
- d. Chapters shall be presented materials and have a two-week turnover period to discuss any revisions before voting.

## Article VI. The Executive Board

A. Composition

- a. The composition of the Executive Board shall be the President, Director of New Member Engagement, Vice President of Operations, Vice President of Recruitment-External, Vice President of Recruitment-Internal, Vice President of Judicial, Vice President of Scholarship, Director of Community Relations, Director of Women's Empowerment, and Director of Public Relations and Marketing.

B. Duties

- a. 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 Vice President of Operations, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting. The College Panhellenic Council Executive Board is also part of the formal recruitment team.

C. Regular meetings

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

D. 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 before convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice. In the events of a national crisis, these meetings could take place during no academic time.

#### E. Quorum

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

### Article VII. The College Panhellenic Council Advisor

#### A. Appointment

- a. The College Panhellenic Council advisor of the Northern Arizona University College Panhellenic Council shall be appointed by the Office of the Dean of Students.

#### B. Authority

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

### Article VIII. Committees

#### A. Standing committees

- a. The standing committees of the Northern Arizona University College Panhellenic Council shall be the Judicial Board and others appointed as needed.
- b. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

#### B. Appointment of committee membership

- a. The College Panhellenic Council shall appoint members and chairman 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-only sororities as much as possible. The President has the opportunity to serve as an ex-officio member of all committees.

#### C. Judicial Board

- a. The Judicial Board shall consist of the Vice President of Judicial as chairman and one member from each College Panhellenic Council member organization (an application-only position selected by the College Panhellenic Council Executive Board). The College Panhellenic Council Advisor shall serve as a nonvoting, ex-officio member. For any mediations a selected mediator will be ready and available to support. 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 right of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member sororities about the College Panhellenic Council judicial procedure.

- b. Following NPC Unanimous Agreement VII., College Panhellenic Council 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 Northern Arizona University College Panhellenic Council that are not settled informally or through mediation. Any informal mediations can be held by the Director of Women's Empowerment per chapter request or by discretion of the Vice President of Judicial. The hearing shall be conducted by the entire Judicial Board unless the Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

#### D. Membership Recruitment Committee or Recruitment Roundtables

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

#### E. Academic Excellence Committee

- a. The Academic Excellence Committee shall consist of the Vice President of Scholarship as chairman and one academic officer from each College Panhellenic Council member organization. Officers will be selected by respective chapters by election and will serve a one year term. This committee will promote superior scholarship and intellectual achievement.

#### F. Diversity, Equity, and Inclusion Committee

- a. The Diversity, Equity, and Inclusion Committee shall consist of the Director of Community Relations as chairman and one Diversity, Equity, and Inclusion officer from each College Panhellenic Council member organization. Diversity, Equity, and Inclusion officers shall be selected by their respective women's only sorority chapters by election and will serve for a term of one year commencing upon selection by the chapter. This committee shall promote diversity, equity, and inclusion at the larger campus level.

#### G. Other committees

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



## H. Required Attendance at Committee Meetings

### Article IX. Finances

#### A. Fiscal Year

- a. The fiscal year of the Northern Arizona University College Panhellenic Council shall be from August 1 to July 31, inclusive, each year.

#### B. Contracts

- a. The signature of the College Panhellenic Council President, Vice President of Operations, College Panhellenic Council Advisor, or Director of Fraternity and Sorority Life (two signatures required) shall be required to bind the Northern Arizona University College Panhellenic Council on any contract.

#### C. Payments

- a. All payments due to the Northern Arizona University College Panhellenic Council shall be paid electronically through the elected system to the College Panhellenic Council Vice President of Operations, who shall record them. All payments shall be made payable to the Northern Arizona University College Panhellenic Council.

### Article X. Extension

#### A. Extension

- a. An extension is a process of adding an NPC women's only sorority.
- b. 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 NPC Manual of Information.

#### B. Voting rights

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

### Article XI. Violation Resolution

#### A. Violation

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

#### B. Informal resolution

- a. Members are encouraged to resolve alleged violations through informal discussions with the involved parties. The Director of Women's Empowerment will act as a mediator for informal discussions if need be.

#### C. Judicial process

- a. The Northern Arizona University College Panhellenic Council shall follow all NPC Unanimous

Agreements and NPC guidelines for the judicial process found in the NPC Manual of Information.

#### Article XII. Hazing

- A. Per the Unanimous Agreements, NPC supports all efforts to eliminate hazing. All forms of hazing shall be banned.
  - a. Northern Arizona University College Panhellenic Council defines hazing as:
    - i. Any action is taken or situation created, whether on or off the Northern Arizona University 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 that cause harm to a victim; 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.
  - b. All forms of hazing that are defined as such shall be prohibited and referred to the Office of the Dean of Students. Any acts of hazing are subject to discipline by the Office of the Dean of Students and the University.

#### Article XIII. Inclusion Statement

- A. As a Panhellenic community, we recognize the tension and injustices regarding inclusion and will continue to educate and strive to impact the Northern Arizona community in a positive manner.
- B. Northern Arizona University College Panhellenic Council 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 XIV. Other Panhellenic Policies

- A. Statement on Alcohol
  - a. The College Panhellenic Council supports all federal laws, state laws, and Northern Arizona University policies in regards to alcohol. The College Panhellenic Council respects and supports each chapter's ability to uphold its 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 Fraternity and Sorority Life community, and promoting the use of alcohol. The College Panhellenic Council encourages all chapters to participate in continual alcohol education to avoid

possible alcohol-related issues. The College Panhellenic Council will support appropriate disciplinary actions that occur as a result of alcohol-related issues.

- b. The consumption of alcohol before or while attending philanthropy events is prohibited. If a member is suspected of attending a philanthropy event while under the influence of alcohol, it is the responsibility of that individual's chapter to handle the incident internally.
- c. The promotion or selling of alcohol at philanthropy events is prohibited. A chapter who holds a philanthropy event where alcohol is sold, either to members, dates, or participants under the legal age or over 21 years of age, will be subject to consequences at the discretion of the Vice President of Judicial and the Judicial Board.

#### B. Irresponsible Community Behavior

- a. Any behavior, including that of a new, active or Alumnae member, which is associated with a chapter or the Fraternity and Sorority Life system that is damaging to the overall reputation and outward appearance of the Fraternity and Sorority Life community, can and will be held accountable by the College Panhellenic Council through the Judicial Board. These damages can occur during a chapter's function, intramural activity, Tequila Sunrise, parties involving substances, or other campus or local events where the member is a representative of the Fraternity and Sorority Life Community. Possible examples of irresponsible behavior may include, but are not limited to, inappropriate display at a formal date; alcohol-induced vomiting in public, or any behavior that would be considered disgraceful to each chapter's purpose.

#### C. Apparel

- a. Any apparel that reveals chapter affiliation or uniform or matching outfits alluding to chapter affiliation at alcohol-related events can and will be held accountable by the College Panhellenic Council through the Judicial Board.

#### D. Addressing the Media

- a. 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 CPC President, Advisors, and National Offices.

#### E. Social Media Policy

- a. As a chapter of the College Panhellenic Council 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 College 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, TikTok, GreekRank and any anonymous outlet such as YikYak. This includes any accounts affiliated with or related to a specific chapter.
- b. Chapters and members who fail or refuse to comply with this policy will be subjected to disciplinary action by the Northern Arizona University College Panhellenic Council Judicial Board. This policy will not interfere with any chapter policy that is already in place at the local, national, or international level.
- c. It is expected that all photos, videos, comments, captions, emoticons, and posts depicting, posted

by, or identifying chapters social media outlets are a good representation\* of our College Panhellenic Council community.

- d. All information on social media outlets must be in line with the values as expressed in the Panhellenic Creed. Chapters will not post on media sites that are a poor representation\* of our community, including but not limited to:
  - i. any photos involving alcohol or the appearance of intoxication
  - ii. any illegal acts including those related to drugs and vandalism
  - iii. cruel and offensive sexual acts
  - iv. full or partial nudity
- e. Pictures and posts regarding alcohol must be in line with federal, state, and local regulations. For those who are of legal age to consume alcohol, 21 years old in the United States or the country in which they are present, a one serving rule for any post or picture will be the standard.
- f. Chapters must refrain from participating in groups that are a poor representation\* of our community including, but not limited to titles or content that:
  - i. degrading towards the fraternity/sorority brand and/or image
  - ii. racially, ethnically, or sexually derogatory
  - iii. advocates condone or reveal participation in any illegal activity.
  - iv. disorderly conduct towards another College Panhellenic Council chapter.
  - v. disorderly conduct towards other members of the NAU community.
- g. National Public Health Crisis Guidelines
  - i. Pictures and posts must be in line with federal, state, local, and Northern Arizona University regulations. That includes Northern Arizona University's current guidelines at a singular event, and all masks must be worn at all times while on campus, and physically distant when possible. The guidelines below are highly suggested to keep the good representation of the chapters, their members, and the College Panhellenic Council community as a whole.
  - ii. Photos should be in line with NAU policy regarding the size of group events and masks
  - iii. If current Covid guidelines are not demonstrated in the picture, there should be a tag line stating what Covid guidelines were followed (ex. Mask was worn before and after these photos, roommate photo)
  - iv. If posting a photo that is pre-Covid, add a tag line stating when the picture was taken
- h. Chapters who are considered a poor representation\* to the community based on these policies may be subject to judicial attention by the Judicial Board.
- i. This policy will support all College Panhellenic Council 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 Vice President of Judicial

## A. Philanthropic Events

### a. Limitations

- i. All philanthropic events held by Chapters of the council shall be limited to three days per semester. Percentage nights are not included in the three day limit if not consecutive or related to a multiple day event, such as Sweetheart competitions. The chapter will be required to make these days mainly preside over non-scholarly times to ensure academic success is the priority of sorority life.

### b. Scheduling

- i. No two organizations can hold individual chapter philanthropy events on the same days. Chapters will submit preference for dates to the College Panhellenic Council and Panhellenic advisors. Dates will be assigned on a first-come, first-serve basis.

## Article XV. Parliamentary Authority

- A. Parliamentary procedure shall take place following the updated 2022 bylaws for NAU Panhellenic when voting takes place.

## Article XVI. Amendment of Bylaws

- A. 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 XVII. Dissolution

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

**Revised November 2005. Revised November 2008. Revised February 2011. Revised November 2016. Revised October 2017. Revised April 2018. Revised October 2019. Revised April 2020, Revised March 2022.**