

Colorado State University Panhellenic Association

Greek Life Mission Statement
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Updated September 30, 2010

Colorado State University Greek Life Mission Statement

The Greek Life office at Colorado State University is dedicated to the improvement of the quality of student experiences related to the educational, personal, social and service development of its diverse members and constituencies. In collaboration with other University resources, national offices and associations, and alumni(ae), the fraternity and sorority community strives to provide leadership opportunities through student empowerment and through the involvement of its undergraduate members in service to both the University and the community.

Fraternities and Sororities exist to:

- support the academic mission of the host institution by providing a positive learning experience outside the classroom;
- develop values-centered leaders and citizens;
- offer undergraduates an opportunity for personal development, organizational management and self-governance;
- foster involvement in and allegiance to the host institution and surrounding community.

National Panhellenic Creed

We, the undergraduate members of women's fraternities, stand for good scholarship, for guarding of good health, for maintenance of fine standards, and for serving, to the best of our ability, our college community. Cooperation for furthering fraternity life, in harmony with its best possibilities, is the ideal that shall guide our fraternity activities.

We, as fraternity women, stand for service through the development of character inspired by the close contact and deep friendship of individual fraternity and Panhellenic life. The opportunity for wide and wise human service, through mutual respect and helpfulness, is the tenet by which we strive to live.

Colorado State University
Panhellenic Statement for Human Dignity
(Written Fall 2001)

As members of the Greek community, we are dedicated to perpetuating an atmosphere where respect for the human dignity of all our members is a chief concern, and will be apparent in all our attitudes and actions.

We, the members of the Colorado State University Panhellenic Association, are dedicated to promoting an environment which fosters the development of self-worth and dignity in each of its members. As members of the Greek community, we support the principle of education and encourage programming to increase the awareness of and combat activities detracting from human dignity, especially those that are demeaning or degrading to women and men.

As members of the Greek Community, we encourage our member organizations to seek out new sisters and brothers of all racial, religious, ethnic, and sexual orientation backgrounds.

As members of the Greek community, we unequivocally oppose all acts of hazing in any form and under any circumstances. We, in accordance with Colorado State University policies and Colorado State laws, define hazing as any activity which endangers the physical safety of a new member or member; produces mental or physical discomfort; causes embarrassment, fright, humiliation, or ridicule; or degrades the individual, regardless of the willingness on the part of the individual, to participate in any such activities.

As members of the Greek community, we will not accept any form of sexually-abusive behavior on the part of any of our members. We expect responsible sexual behavior and a mutual respect between men and women. As members of the Greek community, we encourage the responsible use of alcohol, in accordance with all federal, state, and local regulations. We also support a member's choice not to consume alcohol. In addition, we do not condone the use of illegal substances among our members.

Colorado State University
Panhellenic Code of Ethics

We, the undergraduate members of women's fraternities at Colorado State University agree to promote honesty, respect, and sisterhood, through adherence to the UNANIMOUS AGREEMENTS and all amendments established by the National Panhellenic Conference. Recognizing that we represent the Colorado State University Greek community, we strive through word, thought, and action to uphold the traditions, fine standards, and values, long held by Colorado State women. As members of the Panhellenic Council, we stand for academic excellence, social responsibility, leadership and service, to our college campus and community. In accordance with, the dignity and character of fraternity women, we pledge to treat all collegians, both Greek and non-Greek, with the utmost respect and honor. We believe that the highest level of trust should exist between individual chapters and their members, fostering a spirit of friendship and harmony. These are the ideals, which will establish a legacy for future generations of Colorado State women.

Colorado State University
Panhellenic Association Constitution
(Revised September 2010)

ARTICLE I. NAME

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

ARTICLE II. PURPOSE

The purpose of the Panhellenic Association shall be to develop and maintain fraternity life and interfraternity relations at a high level of accomplishment and in doing so to:

- A. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
- B. Promote superior scholarship as basis to intellectual achievement.
- C. Cooperate with member chapters and the university administration in concern for and in the maintenance of both high academic and social standards.
- D. Act in accordance with the National Panhellenic Conference UNANIMOUS AGREEMENTS and policies.
- E. Act in accordance with all rules established by the Colorado State University Panhellenic Council, the National Panhellenic Conference, and Colorado State University that do as to not violate the sovereignty, rights, and privileges of member chapters.
- F. Promote Greek affiliation without discriminating on the basis of age, color, handicap, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.
- G. Act as a coordinating body for all national/international and local women's fraternal organizations.
- H. Act in the executive, legislative, and judicial capacities, which are necessary for the uniform practice and benefit of Colorado State University's fraternal organizations and their members.

ARTICLE III. MEMBERSHIP

The Panhellenic Association shall be composed of all initiates and new members of chapters and colonies recognized by the Colorado State University Panhellenic Council and the Office of Greek Life. The Colorado State University Panhellenic Association shall not deny membership to any student on the basis of race, age, color, religion, national origin, disability, sexual orientation, veteran status or disability.

There shall be three classes of membership: Regular, Associate, and Affiliate.

Section 1: Regular Membership.

- A. Requirements of Regular Membership. To be a Regular member, a chapter must:

1. Be chartered as an active sorority/fraternity chapter at Colorado State University and be a member of the National Panhellenic Conference.
 2. Be recognized as a Regular member by the Panhellenic Association, Office of Greek Life, Colorado State University and the Student Organizations Office.
 3. Be in good standing with the Panhellenic Association by complying with the responsibilities of regular membership as listed in Article III, Section 1-C.
 4. Be in good standing with the Office of Greek Life, the Student Organizations Office, and Colorado State University.
- B. Privileges of Regular Membership: A Regular member shall:
1. Have all privileges and rights of a Regular member under this Constitution and Bylaws except as limited by the actions of the Panhellenic Council, All University Hearing Board, Office of Greek Life and Colorado State University.
 2. Hold one vote at Panhellenic Council meetings.
 3. Be entitled top voice in all-NPC related issues.
 4. Have its members, as they are eligible, hold executive and cabinet positions in the Colorado State University Panhellenic Council.
- C. Responsibilities of Regular Membership. A Regular member shall:
1. Abide by this Constitution and Bylaws.
 2. Have attendance of at least two representatives for the duration of Panhellenic Council meetings. This can be the chapter's Panhellenic Delegate, Chapter President and/or other denoted chapter representative.
 3. Participate in Panhellenic Council activities, programs, and/or events, as determined by the Panhellenic Council, Office of Greek Life, and/or Colorado State University.
 4. Pay dues and fees required by the Panhellenic Association, Office of Greek Life, and/or Colorado State University.
 5. Maintain an updated chapter file in the Office of Greek Life, including, but not limited to the following:
 - a. List of members and their student ID numbers.
 - b. List of officers and chairpersons and contact information.
 - c. List of new members and their student ID numbers.
 - d. Other chapter and member information as required.
 6. Encourage scholarship, service and leadership among its members.

Section 2: Associate Membership.

- A. Requirements of Associate Membership. To be an Associate member, a chapter must:
1. Be recognized as a colony at Colorado State University by an NPC member organization or a locally established chapter recognized by the Office of Greek Life.

2. Be recognized as an Associate member by the Panhellenic Association, Office of Greek Life, Colorado State University and the Student Organizations Office.
 3. Be in good standing with the Panhellenic Association by complying with the responsibilities of associate membership as listed in Article III, Section 2-C.
 4. Be in good standing with the Office of Greek Life, the Student Organizations Office, and Colorado State University.
- B. Privileges of Associate Membership. An Associate member shall:
1. Have all privileges and rights of an Associate member under this Constitution and Bylaws except as limited by the actions of the Panhellenic Council, All University Hearing Board, Office of Greek Life and Colorado State University.
 2. *Hold one vote at Panhellenic Council meetings.*
 3. *Have its members, as they are eligible, hold executive and cabinet positions in the Colorado State University Panhellenic Council.*
 4. Associate Members shall not hold office in the Panhellenic Council.
- C. Responsibilities of Associate Membership. An Associate member shall:
1. Abide by this Constitution and the Panhellenic Association Bylaws.
 2. Have attendance of at least two representatives for the duration of Panhellenic Council meetings. This can be the chapter's Panhellenic Delegate, Chapter President and/or other denoted chapter representative.
 3. Participate in Panhellenic Council activities, programs, and/or events, as determined by the Panhellenic Council, Office of Greek Life, and/or Colorado State University.
 4. Pay dues and fees required by the Panhellenic Association, Office of Greek Life, and/or Colorado State University.
 5. Maintain an updated chapter file in the Office of Greek Life, including, but not limited to the following:
 - a. List of members and their student ID numbers.
 - b. List of officers and chairpersons and contact information.
 - c. List of new members and their student ID numbers.
 - d. Other chapter and member information as required.
 6. Encourage scholarship, service and leadership among its members.

Section 3: Affiliate Membership.

- A. Requirements of Affiliate Membership. To be an Affiliate member, a chapter must:
1. Be a locally established chapter recognized by the Office of Greek Life.
 2. Be recognized as an Affiliate member by the Panhellenic Association, Office of Greek Life, Colorado State University and the Student Organizations Office.
 3. Be in good standing with the Panhellenic Association by complying with the responsibilities of regular membership as listed in Article III, Section 3-C.

4. Be in good standing with the Office of Greek Life, the Student Organizations Office, and Colorado State University.
- B. Privileges of Affiliate Membership: An Affiliate member shall:
1. Have all privileges and rights of an Affiliate member under this Constitution and Bylaws except as limited by the actions of the Panhellenic Council, All University Hearing Board, Office of Greek Life and Colorado State University.
 2. Hold one vote at Panhellenic Council meetings.
- C. Responsibilities of Affiliate Membership. An Affiliate member shall:
1. Abide by this Constitution and Bylaws.
 2. Have attendance of at least two representatives for the duration of Panhellenic Council meetings. This can be the chapter's Panhellenic Delegate, Chapter President and/or other denoted chapter representative.
 3. Participate in Panhellenic Council activities, programs, and/or events, as determined by the Panhellenic Council, Office of Greek Life, and/or Colorado State University.
 4. Pay dues and fees required by the Panhellenic Association, Office of Greek Life, and/or Colorado State University.
 5. Maintain an updated chapter file in the Office of Greek Life, including, but not limited to the following:
 - a. List of members and their student ID numbers.
 - b. List of officers and chairpersons and contact information.
 - c. List of new members and their student ID numbers.
 - d. Other chapter and member information as required.
 6. Encourage scholarship, service and leadership among its members.

Section 4: Good Standing.

A Regular member that satisfies the privileges and responsibilities of Regular Membership, an Associate member that satisfies the privileges and responsibilities of Associate Membership, or an Affiliate member that satisfies the privileges and responsibilities of Affiliate Membership is in good standing with the Panhellenic Association, Office of Greek Life, and Colorado State University.

Section 5: Loss of Good Standing.

A Regular, Associate, or Affiliate member may lose its good standing with the Panhellenic Association, the Office of Greek Life, and/or Colorado State University if:

- A. It is found responsible for violating any rules or regulations set forth by the All University Hearing Board, Greek Alcohol Policy, Greek Statement of Expectations, or Colorado State University.
- B. It does not fulfill the responsibilities of membership listed in Article III, Sections 1-C, 2-C, or 3-C.

ARTICLE IV. MEETINGS

Section 1: The Colorado State University Panhellenic Association shall hold at least one regular meeting *annually*.

Section 2: A special meeting of the Colorado State University Panhellenic Association may be called by the President when necessary or at the written request of a Regular, Associate, or Affiliate member chapter fraternity at Colorado State University.

Section 3: The representative from each Regular, Associate, or Affiliate member Chapter shall be responsible for notifying her chapter members of all regular and special meetings of the Colorado State University Panhellenic Association.

ARTICLE V. OFFICERS

Section 1: Executive Council.

- A. The Executive Council of the Panhellenic Association shall be composed of the following members: President, Vice President of Leadership Development, Vice President of Recruitment, Vice President of Administration, Vice-President of Public Relations, Vice President of Judicial Affairs, Vice President of Risk Management, Vice President of Scholarship, and Vice President of Community Service and Philanthropy.
- B. The Executive Council shall be elected by the Panhellenic Delegates according to the Bylaws.

Section 2: Cabinet.

- A. The Cabinet of the Panhellenic Association shall be composed of the following members: Rho Gamma Coordinator, Recruitment Administrative Assistant, and Director of Greek Week/Homecoming.
- B. The Cabinet officers shall be elected by the Panhellenic Delegates according to the Bylaws.

Section 3: The Executive Council and Cabinet shall be active members in good standing of chapters holding regular or associate membership in the Colorado State University Panhellenic Association.

Section 4: The Executive Council and Cabinet shall serve for a term of one year beginning in the spring semester of each academic year. Elections will be held at the end of each fall semester for the following term.

Section 5: Any officer failing to perform her duties, as outlined in the Bylaws, may be asked to resign via written notice 7 days prior to the resignation and a successor will be designated by election, or as provided in the Bylaws. Removal procedure will follow due process and will take place at a special meeting between the officer and the Director of Greek Life.

ARTICLE VI. THE PANHELLENIC COUNCIL

The Administrative and Legislative body of the Colorado State University Panhellenic Association shall be the Colorado State University Panhellenic Council.

It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the Colorado State University Panhellenic Association and to create rules governing the Panhellenic Association which do not violate the sovereignty, rights and privileges of member fraternities.

Section 1: Membership.

The Colorado State University Panhellenic Council shall be composed of Executive Council and Cabinet officers of the Colorado State University Panhellenic Association and two delegates from each Regular, Associate, or Affiliate chapter in good standing with the Panhellenic Association.

Section 2: Selection of Delegates.

Delegates to the Colorado State University Panhellenic Council shall be selected by their respective chapter to serve a term of one year corresponding to the term of the Executive Council.

Section 3: Delegate Vacancies.

When a delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to select a replacement within two weeks and notify the Panhellenic Council Vice President of Administration of her name and contact information. When a meeting of the Panhellenic Association occurs while a delegate vacancy exists, an alternate delegate of the chapter concerned shall fulfill the duties of the delegate.

Section 4: Officers.

The officers of the Colorado State University Panhellenic Association shall serve as officers of the Panhellenic Council. These officers shall serve as the Executive Board of the Panhellenic Council and shall have such powers and duties as are prescribed to them in the Bylaws of the Colorado State University Panhellenic Association.

Section 5: Meetings.

- A. Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each semester.
- B. Special meetings of the Panhellenic Council may be called by the President when necessary or at the request of any member delegate of the Panhellenic Council.
- C. Two thirds of the member fraternities shall constitute a quorum for the transaction of business.

Section 6: Voting

- A. The voting body of the Colorado State University Panhellenic Association shall be the Panhellenic Council.
- B. The voting members of Panhellenic Council shall be the delegates of each fraternity holding regular, associate, or affiliate membership. If a delegate is absent, the vote of her fraternity shall be cast by an alternate delegate. Members of Executive Council, Cabinet and advisors are not eligible to cast votes.
- C. Two-thirds of the voting members of the Panhellenic Council shall be required to amend this constitution and its bylaws, to accept associate *or affiliate* members, to establish recruitment rules, establish total chapter size and to add a chapter. A majority vote shall be required to carry all other questions.

Section 7: Any Panhellenic Association member or alumnae advisor attending Panhellenic Council meetings shall have voice, but no vote.

ARTICLE VII. PANHELLENIC ADVISOR(S)

Section 1: The Panhellenic Advisor(s) of the Colorado State University Panhellenic Association shall be appointed by the CSU administration or, in such cases as a Graduate Assistant position is available, he or she will be appointed by the Director of Greek Life.

Section 2: The advisor(s) shall serve in an advisory capacity to the Colorado State University Panhellenic Association and its Council.

ARTICLE VIII. STANDING COMMITTEES

Such standing committees and special officers as may be necessary to carry out the work of the Colorado State University Panhellenic Council shall be appointed by its Executive Council to serve during the tenure in office of the Council which appoints them.

ARTICLE IX. UNANIMOUS AGREEMENTS AND POLICIES

Section 1: All members of the Colorado State University Panhellenic Association shall act in accordance with the fundamental Panhellenic policies established by the National Panhellenic Conference in the UNANIMOUS AGREEMENTS.

Section 2: All Colorado State University Panhellenic Council rules and policies shall be in harmony with those currently established by the National Panhellenic Conference.

ARTICLE X. VIOLATIONS

Section 1: Violation of any regulations of this Constitution or its related Bylaws, of membership recruitment rules, of rules or policies concerning matters other than membership recruitment, or of the National Panhellenic Conference UNANIMOUS AGREEMENTS shall be the occasion for penalties established by the Colorado State University All-University Hearing Board in conformity with those recommended by the National Panhellenic Conference.

Section 2: Disputes arising from violations of the Panhellenic Association rules and regulations shall be arbitrated according to the principles of the Colorado State University Judicial Board Procedural Manual and the National Panhellenic Conference.

ARTICLE XI. AMENDMENTS

This constitution may be amended by two-thirds vote of the voting members of the Colorado State University Panhellenic Council, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

Colorado State University
Panhellenic Association By-Laws
(Updated September 2010)

ARTICLE I. FINANCE

Section 1: Fiscal Year.

The fiscal year of the Colorado State University Panhellenic Association shall be from January 1 to December 31.

Section 2. Contracts.

The signatures of the President and the Administrative Assistant shall be required to bind the Colorado State University Panhellenic Association. For contracts involving Colorado State University the signature of the Director of Greek Life or appropriate designee will also be required.

Section 3: Checks.

All checks issued on behalf of the Colorado State University Panhellenic Association Operations Account shall be signed by the Vice President of Administrative Affairs and countersigned by the President or administrative assistant. Checks from the Recruitment Account shall be signed by the Recruitment Administrative Assistant and countersigned by the Vice President of Recruitment or Advisor.

Section 4: Payments.

All payments due to the Colorado State University Panhellenic Association shall be given to the Vice President of Administration, who shall record them. Checks shall be made payable to the Colorado State University Panhellenic Association. All payments due to the Colorado State University Panhellenic Recruitment Account shall be given to the Recruitment Administrative Assistant. Checks shall be made payable to Panhellenic Recruitment.

Section 5: Membership Dues.

- A. The dues of each Panhellenic Association member fraternity shall be an assessment per active member and new member. The amount of dues shall be determined annually by Panhellenic Council when the budget is passed.
- B. The dues of each Panhellenic Association member fraternity shall be payable on or before a date determined by the Panhellenic Council each semester.

Section 6: Council Budget.

The Colorado State University Panhellenic Association prohibits the use of funds for the purchase of alcoholic beverages as well as elaborate social functions for the sole benefit of council officers.

ARTICLE II. CHAPTER TOTAL

Total chapter size shall be 110 members.

ARTICLE III. ELIGIBILITY OF EXECUTIVE COUNCIL OFFICERS

The officers of the Colorado State University Panhellenic Association shall be elected Executive Council officers and Cabinet officers in accordance with Article IV of the Constitution.

Section 1: To be eligible for a position on the Executive Council a Panhellenic Association member must:

- A. Be an active initiated member in good standing of a Colorado State University Panhellenic Association Regular or Associate chapter.
- B. Have at least a 2.5 cumulative grade point average prior to election and maintain a 2.5 cumulative grade point average throughout term of office.
- C. Have completed at least 30 hours from Colorado State University or any other institution of higher learning by the time of election.

Section 2: No more than three offices on the Executive Council may be held by members of the same chapter.

Section 3: No Panhellenic Executive Council officer may hold an equivalent position in her chapter, executive or otherwise, concurrent with her term as a Colorado State University Panhellenic Association Executive Council officer. In addition, no Panhellenic Council Executive or Cabinet officer may hold a position in her chapter that she is required to oversee as outlined by the duties of her Panhellenic position. This includes but is not limited to the following conflicts of interest:

- A. The Panhellenic Vice-President of Risk Management may not concurrently hold the office of Social Chairman in her chapter.
- B. The Panhellenic Vice-President of Leadership Development may not concurrently hold the office of New Member Educator in her chapter.
- C. The Panhellenic Director of Greek Week/Homecoming may not concurrently hold the office of Greek Week chair or Homecoming chair for her chapter.

ARTICLE IV. SELECTION OF EXECUTIVE COUNCIL

Section 1: The election of Executive Council officers shall be completed prior to Thanksgiving Break each academic year.

Section 2: Applications must be turned in to the Greek Life office by a date scheduled by the Executive Council to determine eligibility and will be distributed to Colorado State University

Panhellenic Association member fraternities the week before elections for review by chapter members.

Section 3: Elections shall be by a majority vote of the Panhellenic Council voting members who are present and voting. Voting shall be done by ballot. If a candidate runs unopposed, a vote of confidence will be cast and the candidate will need a majority approval to win the office.

Section 4: Any Panhellenic Council Delegate applying for an Executive Council position shall select an alternate of her fraternity to participate in all matters pertaining to Panhellenic Executive Council elections. Each Panhellenic Delegate or alternate shall review all applications for Executive Council offices and cast her fraternity's vote for the Executive Council officers.

Section 5: If there are no applicants, and no nominations from the floor, the newly elected Panhellenic Executive Council shall determine an election time for later in the semester when interest for the position exists and the delegates can vote.

Section 6: Newly elected officers shall be trained and transitioned by their respective officers at a transition retreat and at any additional needed sessions, as well as be installed at a regular meeting of the Panhellenic Council prior to winter break.

Section 7: In the event of an Executive Council vacancy, a replacement officer shall be elected by the voting members as soon as possible. Applications will be distributed to chapter Delegates and Presidents for review at least 48 hours prior to the election.

ARTICLE V. EXECUTIVE COUNCIL OFFICER DUTIES

All Executive Council officers shall maintain a complete and current file that includes a copy of the current Colorado State University Panhellenic Association Constitution and Bylaws, Panhellenic Association budget and recent NPC Resolutions and unanimous agreements, correspondence for the past year, and all other information pertinent to the position.

All Executive Council and Cabinet officers shall attend the Panhellenic retreats organized by Greek Life. Failure to attend these retreats is cause for removal from office. Executive Council officers will attend all meetings of the Panhellenic Council and all Executive Council Panhellenic meetings.

Unexcused absence from more than two meetings is grounds for removal from office. Excusal is granted by the Panhellenic Council President or in the event of her absence by the Director of Greek Life. To obtain excusal, notification must be given at least 48 hours prior to the meeting or event from which the absence will occur.

Classes required to complete degree requirements which are only offered at the time of council meetings will be excused if proper notice is given to remaining Executive Council. Class that is not required for a major is not an excuse and is grounds for removal from office.

Furthermore, it shall be the responsibility of all Executive Council and Cabinet officers to maintain and uphold the Colorado State University Constitution and Bylaws. It shall be the

responsibility of officers to inform and educate individual chapter members of behavior or actions that are not in accordance with either the Colorado State University Panhellenic Association Constitution or the chapter's inter/national policy. The behavior or actions may occur in any of the following stages:

- A. Preliminary- discussion of action or behavior
- B. Secondary- action or behavior in progress
- C. Final- action or behavior which has already occurred.

Failure to do so will result in a Judicial Affairs Board inquiry.

Section 1: President. The President shall:

- A. Maintain overall responsibility for the operation of the Colorado State University Panhellenic Association.
- B. Serve as the Panhellenic Association representative to the campus and community.
- C. Work with the Panhellenic Association Executive Council and personal advisor in all matters pertaining to the Colorado State University Panhellenic Association.
- D. Call and run meetings of the Panhellenic Council and the Executive Council.
- E. Jointly chair all joint meetings of the Panhellenic Council and Interfraternity Council with the Interfraternity Council President.
- F. Create a regular schedule of Presidents' Roundtable meetings and chair all such meetings.
- G. Serve as a member of the Recruitment Staff during Fall Formal Recruitment.
- H. Complete a minimum of 3 regularly scheduled office hours in the Panhellenic Association office each week.
- I. Meet weekly with the Director of Greek Life.
- J. Sign all contracts involving the Colorado State University Panhellenic Association and be authorized to countersign checks.
- K. Report as required to the National Panhellenic Conference Area Advisor.
- L. Complete all required National Panhellenic Conference report forms.
- M. Assume all other duties that arise and apply.
- N. Meet bi-weekly with cross-council presidents.

Section 2: Vice-President of Leadership Development. The Vice-President of Leadership Development shall:

- A. Serve as acting President in all capacities due to the absence of the President
- B. Work with the Panhellenic Association Executive Council and personal advisor in all matters pertaining to the Colorado State University Panhellenic Association.
- C. Coordinate joint efforts with the Interfraternity Council Vice-President of Leadership Development on all collaborative efforts.
- D. Provide training for the Panhellenic Delegates within the first semester in office, and second semester if necessary
- E. Provide leadership education and opportunities to chapter members as well as new members.
- F. Plan at least two all Greek education programs each semester.

- G. Work with individual chapters on programming efforts, including new member programming.
- H. Call and chair roundtables for chapter new member educators at least once per semester.
- I. Coordinate the New Member Retreat each semester.
- J. Complete a minimum of 2 regularly scheduled office hours in the Panhellenic Association office each week.
- K. Assume all other duties that arise and apply.
- L. Attend weekly Panhellenic and Executive council meetings.
- M. Oversee and advise Junior Greek Council.

Section 3: Vice-President of Recruitment. The Vice-President of Recruitment shall:

- A. Work with the Panhellenic Association Executive Council and personal advisor in all matters pertaining to the Colorado State University Panhellenic Association.
- B. Directly supervise the activities of the Recruitment Counselor Coordinator and Recruitment Administrative Assistant.
- C. Coordinate all orientation recruitment sessions, fall pre-recruitment events, and fall formal recruitment. Facilitate roundtables throughout each semester for recruitment chairmen to keep chapters updated on recruitment information.
- D. Revise Fall Formal Recruitment Rules upon entering the position of Vice-President of Recruitment.
- E. Serve as a member of the Recruitment staff during Fall Formal Recruitment.
- F. Work closely with the Interfraternity Council Recruitment Vice-President on recruitment materials and communications.
- G. Work closely with the Interfraternity Council Recruitment Vice-President to coordinate Greek involvement in various Ram Welcome events.
- H. Work with the Vice President of Public Relations on all recruitment marketing tools.
- I. Meet with her personal advisor weekly.
- J. Oversee production of the Panhellenic Recruitment brochure and/or the Panhellenic section of any all-Greek Recruitment brochures.
- K. Be available to work necessary amount of hours in Greek Life Office during the summer of elected term. Pay depending on Panhellenic Association and/or hourly rate of pay in Greek Life Office.
- L. Follow up on any recruitment infractions which occur during term of office.
- M. Complete a minimum of 2 regularly schedule office hours in the Panhellenic Association office each week.
- N. Assume all other duties that arise and apply.
- O. Attend weekly Panhellenic and Executive council meetings.
- P. Work collaboratively with the Recruitment Administrative Assistant and Rho Gamma Coordinator.

Section 4: Vice-President of Administration. The Vice-President of Administration shall:

- A. Be responsible for communication within the Panhellenic Association.

- B. Take minutes at all Panhellenic Council and Executive Council meetings.
- C. Be responsible for all secretarial duties of the Panhellenic Association including keeping a file of minutes from all the meetings of the Colorado State University Panhellenic Association, The Panhellenic Council and the Executive Council; and sending official correspondence of the Panhellenic Association.
- D. Be responsible for the general supervision of the finances of the Colorado State University Panhellenic Association, including preparation of the annual budget for Panhellenic Council adoption, prompt payment of all Colorado State University Panhellenic Association bills and collection of all payments due to the Panhellenic Association with the exception of Recruitment Account bills and Payments.
- E. Sign all checks involving the Colorado State University Panhellenic Association with the exception of Recruitment Account contracts and checks.
- F. Provide a financial report during Panhellenic Council meetings once per semester.
- G. Call roll, and record and distribute the minutes of each Panhellenic Council meeting to chapters, advisors, and Executive Officers within one day of the meeting.
- H. Work with the Panhellenic Association Executive Council and personal advisor in all matters pertaining to the Colorado State University Panhellenic Association.
- I. Complete a minimum of two regularly scheduled office hours in the Panhellenic Association office each week.
- J. Assume all other duties that arise and apply.
- K. Attend weekly Executive council meetings.
- L. Send weekly minutes to chapter presidents and delegates.

Section 5: **Vice-President of Judicial Affairs.** The Vice-President of Judicial Affairs shall:

- A. Be responsible for matters pertaining to violations of the Colorado State University Panhellenic Association Constitution, Bylaws and Policies, as well as National Panhellenic Conference Unanimous Agreements University Policies and state and local laws. Coordinate all meetings of the Judicial Affairs Board.
- B. Learn and be a resource for information regarding the Panhellenic Association Constitution, Bylaws and Policies, as well as the National Panhellenic Conference Unanimous Agreements, FIPG Risk Management Policy and any University, state and local laws and policies pertaining to Panhellenic organizations.
- C. Attend weekly meetings of the All-University Hearing Board.
- D. Maintain Judicial Affairs Board files.
- E. Coordinate and ensure that chapters complete sanctions.
- F. Work with the Panhellenic Association Executive Council and personal advisor in all matters pertaining to the Colorado State University Panhellenic Association.
- G. Complete a minimum of 2 regularly scheduled office hours in the Panhellenic Association Office each week.
- H. Assume all other duties that arise and apply.
- I. Attend weekly Panhellenic and Executive Council meetings.

Section 6: **Vice-President of Public Relations.** The Vice-President of Public Relations shall:

- A. Continually seek out and implement activities that would promote the Greek community at CSU and in the Fort Collins community.
- B. Be responsible for developing and implementing a comprehensive public relations campaign for the Panhellenic Association including preparation and distribution all Panhellenic Association publications except those related to recruitment.
- C. Prepare press releases and advertising for all Panhellenic Association events prior to when the events occur.
- D. Be responsible for holding Public Relations roundtables with appropriate chapter officers at least once per academic term.
- E. Oversee and hold regular meetings of the Greek Marketing Action Panel with the Interfraternity Council Vice-President of Public Relations.
- F. Assist other council officers and chapters with the promotion and publicity of events.
- G. Assist other council members in finding sponsorship for Greek events.
- H. Oversee the maintenance of the Panhellenic Council website and ensure that member chapters' websites are relevant, up to date and reflect the values of the Panhellenic Association.
- I. Complete a minimum of 2 regularly scheduled office hours in the Panhellenic Association office each week.
- J. Attend weekly Panhellenic and Executive Council meetings.
- K. Assume all other duties that arise and apply.

Section 7: Vice-President of Risk Management. The Vice-President of Risk Management shall:

- A. Understand general risk reduction methods, which include the laws, rules, and general regulations, which govern each fraternity and sorority.
- B. Educate and inform chapter leaders and individual members of the rules and regulations of their National Policy as well as the Colorado State University Panhellenic Association Bylaws and Policies.
- C. Alert Judicial Affairs Board to any behaviors violating risk management policies.
- D. Create programs and policies that will reduce chapter risks. This includes preparing policy changes that may be amended or discarded.
- E. Hold regular roundtables with the risk management chairs of each chapter to discuss pertinent issues at least once per academic term.
- F. Maintain a crisis management plan as well as a risk management handbook.
- G. Complete a minimum of 2 regularly scheduled office hours in the Panhellenic Association office each week.
- H. Meet regularly with her personal advisor.
- I. Meet with the Judicial Affairs Vice President as needed.
- J. Assist in the approval of individual chapter social functions on a weekly basis.
- K. Coordinate and serve on the risk management team at all Panhellenic Functions.
- L. Plan and execute Risk Management Training for chapters within the first two weeks of each semester.
- M. Attend weekly Panhellenic and Executive Council Meetings
- N. Assume all other duties that arise and apply.

Section 8: Vice-President of Scholarship. The Vice-President of Scholarship shall:

- A. Create and keep a file of chapter grades.
- B. Meet with and develop academic action plans for chapters whose grades do not meet the all-women's undergraduate GPA each semester.
- C. Call and chair Scholarship roundtables at least once per academic term.
- D. Complete all National Panhellenic Conference forms pertaining to academics.
- E. Meet regularly with personal advisor.
- F. Hold an honorary event for faculty each spring semester.
- G. Recognize Greek members with good grades each semester.
- H. Develop ways to keep academic/faculty advisors informed about their position.
- I. Meet regularly with Order of Omega leadership to coordinate co-programming opportunities.
- J. Program activities for Month of the Scholar each October.
- K. Coordinate with Vice-President of Recruitment to promote the academic aspects of Greek life to potential new members.
- L. Complete a minimum of 2 regularly scheduled office hours in the Panhellenic Association Office each week.
- M. Assume all other duties that arise and apply.

Section 9: Vice President of Community Service and Philanthropy. The Vice-President of Community Service and Philanthropy shall:

- A. Serve as the Panhellenic Liaison to the SLiCE office.
- B. Work with the Interfraternity Council Vice-President of Community Service and Philanthropy to coordinate all-Greek philanthropy and community service events at least once per semester.
- C. Hold regular roundtables with community service/philanthropy chairs of each chapter at least once per semester.
- D. Meet regularly with her personal advisor.
- E. Maintain and track philanthropy monies and community service hours from each chapter in order to compile an annual report.
- F. Work as the community liaison for community service and philanthropy events.
- G. Complete a minimum of 2 regularly scheduled office hours in the Panhellenic Association office each week.
- H. Attend weekly Panhellenic and Executive Council meetings.
- I. Assume all other duties that arise and apply.

ARTICLE VI. ELIGIBILITY AND ELECTION OF CABINET OFFICERS

Section 1: Eligibility. To be eligible for a position on the Cabinet, a Panhellenic Association member must:

- A. Be an active initiated member in good standing of a Colorado State University Association fraternity.

- B. Have at least a 2.5 cumulative grade point average prior to election and maintain a 2.5 cumulative grade point average throughout term of office.
- C. Have completed at least 30 hours from Colorado State University or any other institution of higher learning by the time of election.

Section 2: Election.

- A. The election of Cabinet officers shall be completed prior to Thanksgiving Break each academic year.
- B. Applications must be turned in to the Greek Life office by a date scheduled by the Panhellenic Council to determine eligibility and will be distributed to Colorado State University Panhellenic Association member fraternities the week before elections for review by chapter members.
- C. Elections shall be by a majority vote of the Panhellenic Council voting members who are present and voting. Voting shall be done by ballot. If a candidate runs unopposed, a vote of confidence will be cast and the candidate will need a majority approval to win the office.
- D. Any Panhellenic Council Delegate applying for a Cabinet position shall select an alternate of her fraternity to participate in all matters pertaining to Panhellenic Cabinet elections. Each Panhellenic Delegate or alternate shall review all applications for Cabinet offices and cast her fraternity's vote for the Cabinet officers.
- E. If there are no applicants, and no nominations from the floor, the newly elected Panhellenic Executive Council shall determine an election time for later in the semester when interest for the position exists and the delegates can vote.
- F. Newly elected officers shall be trained and transitioned by their respective officers at a transition retreat and at any additional needed sessions, as well as be installed at a meeting of the Panhellenic Council prior to winter break.
- G. In the event of a Cabinet vacancy, a replacement officer shall be elected by the voting members as soon as possible. Applications will be distributed to chapter Delegates and Presidents for review at least 48 hours prior to the election.

ARTICLE VII. DUTIES OF CABINET OFFICERS

All Cabinet officers shall maintain a complete and current file that includes a copy of the current Colorado State University Panhellenic Association Constitution and Bylaws, Panhellenic Association budget and recent NPC Resolutions and unanimous agreements, correspondence for the past year, and all other information pertinent to the position.

Cabinet Officers are expected to complete two office hours each week in the Panhellenic Association Office. Cabinet Officers will attend all meetings of the Panhellenic Council including all weekly meetings and weekly executive council meetings. Unexcused absence from more than two meetings is grounds for removal from office.

Furthermore, it shall be the responsibility of all Executive Council and Cabinet officers to maintain and uphold the Colorado State University Constitution and Bylaws. It shall be the

responsibility of officers to inform and educate individual chapter members of behavior or actions that are not in accordance with either the Colorado State University Panhellenic Association Constitution or the chapters inter/national policy. The behavior or actions may occur in any of the following stages:

- A. Preliminary- discussion of action or behavior
- B. Secondary- action or behavior in progress
- C. Final- action or behavior which has already occurred.

Failure to do so will result in a Judicial Affairs Board inquiry.

Section 1: Rho Gamma Coordinator. The Rho Gamma Coordinator shall:

- A. Be responsible for the selection and training of Panhellenic Association Rho Gammas (Recruitment Guides).
- B. Serve as a member of the Recruitment Staff during Fall Formal Recruitment.
- C. Coordinate Rho Gamma training during the spring semester.
- D. Coordinate Rho Gamma Retreat before beginning of the fall semester.
- E. Maintain regular office hours during the summer and fall prior to formal recruitment.
- F. Assist the Vice-President of Recruitment with recruitment planning, including Preview presentations.
- G. Have previously served as a Rho Gamma.
- H. Attend the All-Greek Retreat to be scheduled before elections. Failure to attend this retreat is cause for removal from office.

Section 2: Recruitment Administrative Assistant. The Recruitment Administrative Assistant shall:

- A. Coordinate Recruitment Registration, including all computer data entry.
- B. Coordinate all computer operations related to Fall Formal Recruitment.
- C. Develop and implement the Panhellenic Association Fall Formal Recruitment Budget.
- D. Serve as a member of the Recruitment Staff during Fall Formal Recruitment.
- E. Maintain office hours during the summer.

Section 3: Director of Greek Week/Homecoming. The Director of Greek Week/Homecoming shall:

- A. Homecoming
 - 1. Coordinate Panhellenic involvement in Colorado State's Homecoming activities, including the parade and events in the week prior.
 - 2. Work closely and co-chair meetings with the Interfraternity Council Homecoming Chair to ensure unified involvement from the Greek Community.
 - 3. Coordinate themes for the homecoming events.
 - 4. Serve as the Panhellenic representative to all community meetings including summer meetings, regarding Homecoming planning.
 - 5. Keep chapters informed about Homecoming details.
 - 6. Provide a schedule of events for Homecoming, at least two weeks prior to Homecoming.

7. Coordinate points and prizes for Homecoming Competitions
- B. Greek Week
 1. Work closely and co-chair meetings with the Interfraternity Council Greek Week Chair to ensure unified involvement from the Greek Community.
 2. Organize and assist in selection of the Greek Week Committee.
 3. Keep chapters informed about Greek Week details.
 4. Provide a schedule of events for Greek Week, at least two weeks prior to Greek Week.
 5. Coordinate points and prizes for Greek Week Competitions
- C. Complete regularly scheduled office hours in the Greek Life Office each week.
- D. Meet regularly with her Greek Life advisor.

ARTICLE VIII. OFFICER VACANCIES

A vacancy on the Executive Council or Cabinet may be created by one of two situations:

- A. The Constitution is amended to provided for a new office or
- B. A current officer may resign, or be removed from her position.

An Executive Council or Cabinet officer may be removed from office for failure to fulfill her duties as prescribed in Articles IV and VI of these bylaws. Concerns about an officer failing to perform her duties may be addressed to the Director of Greek Life who will deal accordingly with the situation.

ARTICLE IX. STANDING COMMITTEES

The standing committees of the Colorado State University Panhellenic Council shall be Judiciary, Scholarship, and Public Relations.

Committees to be considered depend upon the size and the needs of each Panhellenic council.

The standing committees shall serve for a term of one year.

Section 1: Scholarship Committee.

- A. Membership. The scholarship committee shall consist of the Panhellenic Director of Scholarship and a changing number of members decided yearly by the Director of Scholarship.
- B. Duties. The scholarship committee shall aid the Director of Scholarship in any programming or recognition efforts as well as in the promotion of superior scholarship as basic to intellectual achievement.

Section 2: Public Relations Committee (GMAP- Greek Marketing Action Panel).

- A. Membership. The Public Relations Committee shall consist of the Panhellenic Vice President of Public Relations and a changing number of members decided

and appointed by the Vice President of Public Relations and her Inter-fraternity Council counterpart.

- B. Duties: The Public Relations committee shall aid the Vice President of Public Relations in acquiring information, writing articles, acting as liaisons between KCSU, C-TV, Coloradoan, The Collegian and any other media sources, as well as assisting the Vice President Public Relations whenever necessary.

ARTICLE X. DELEGATES

Section 1: Each member chapter of the Colorado State Panhellenic Association shall send at least two delegates to each Panhellenic Council meeting. If a delegate cannot attend a Panhellenic meeting, they must send an alternate in their place. Alumnae and any other chapter member are also allowed to attend council meetings, but will not be allowed to vote.

Section 2: Each chapter delegate shall:

- A. Provide reports to the Colorado State Panhellenic Council in regards to upcoming events or any other pertinent chapter news from their fraternity.
- B. Report back to her chapter regarding Panhellenic news, policies, dates, and any other pertinent information.
- C. Be knowledgeable about National Panhellenic Conference, including the Manual of Information, and Colorado State's Panhellenic Association, and serve as a resource on the above topics to her chapter.
- D. Represent the chapter in voting on all Panhellenic Council deliberations.
- E. Check her chapter's mailbox and be the liaison for the two-way dissemination of important information.

ARTICLE XI. MANDATORY EVENTS

Section 1: Attendance of mandatory events.

Chapters are required to attend all 'all-greek' mandatory events. Failure to attend will result in fines or assessment as outlined by the coordinator of the event who may be a Panhellenic Executive Council or Cabinet officer, the Director of Greek Life, the Assistant Director of Greek Life, or the Greek Life Graduate assistant.

Section 2: Notification of mandatory events.

All-Greek mandatory events will be announced at least two (2) weeks prior to their occurrence at a regularly schedule Panhellenic Council meeting. Failure to give proper notice of a mandatory event negates the attendance policy established in Article XI Section 1.

Section 3: Limitations.

There may be a maximum of five "all-greek" mandatory events each semester which include, but are not limited to:

- A. All-Greek New Member Retreat
- B. All-Greek ESP's: Failure to have 60% attendance by chapter will result in fines as outlined by Vice-President of Leadership Development.
- C. Risk management training: Failure to attend will result in social probation for the semester.

Section 4: Exceptions.

- A. Officer Roundtables. Roundtables will be chaired by Panhellenic Council Executive and Cabinet officers and will be announced a minimum of two (2) weeks in advance at a regularly scheduled Panhellenic Council meeting or via email when necessary. Failure of a chapter representative to attend will result in consequences as determined by the event chair and outlined prior to the occurrence of the roundtable.
- B. Academic Evaluations. Chapters failing to achieve at least the all-women's undergraduate GPA each semester will be required to meet with the Panhellenic Vice-President of Scholarship during the first few weeks of the following semester. Failure to attend will result in social probation until the meeting is completed.

ARTICLE XII. PHILANTHROPY AND COMMUNITY SERVICE

Section 1: Chapters must register all philanthropy events with Vice-President of Community Service and Philanthropy. Failure to register events will result in loss of privileges to chosen day.

- A. No two chapters may hold philanthropy events at same day and time. Event registration will be prioritized in order of registration.
- B. All philanthropic events take president over "All-Greek events" when the philanthropy event is registered prior to planning of the "All-Greek" event.

Section 2: Chapters must report all community service hours and philanthropy monies raised to Vice-President of Community Service and Philanthropy at the end of each semester

Section 3: No alcohol may be present at any Philanthropy or Community Service event hosted by the Colorado State University Panhellenic Council or by a member chapter of the Colorado State University Panhellenic Association.

ARTICLE XIII. HAZING

All forms of hazing shall be banned.

Hazing is defined any action or situation with or without consent which recklessly, intentionally or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury, or cause discomfort, embarrassment, harassment, or ridicule, or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation

with, or as a condition for continued membership in a chapter or colony of an NPC member fraternity.

Such activities and situations include, but are not limited to, creation of excessive fatigue; physical and psychological shocks; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; participating in treasures or scavenger hunts; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities or normal sleep patterns; and any other activities which are not consistent with fraternal or the educational initiations. And all member groups will affirm their policies on hazing and inform their membership of this NPC position of hazing through mailings and through their inter/national magazines.

ARTICLE XIV. EXTENSIONS

Section 1: The Panhellenic Council shall seek Colorado State University administration's approval for the establishment of a new fraternity when the total strength of present chapters and University enrollment warrant the addition of a new group. Furthermore, all chapters shall vote and by a 2/3 majority, must agree to addition of a new chapter.

Section 2: A new chapter shall be organized through colonization by an NPC fraternity, or through a local sorority, which may petition an NPC group for a chapter.

Section 3: First consideration shall be given to NPC fraternities that have previously had chapters on the Colorado State campus and to those fraternities which have filed interest letters with the Vice President for Student Affairs office or with the Director of Greek life.

ARTICLE XV. VIOLATIONS

Any dispute arising out of the violation of Panhellenic Association Constitution, Bylaws, rules and regulations shall be addressed through the All University Hearing Board.

ARTICLE XVI. RULES OF ORDER

The Colorado State University Panhellenic Association and its Panhellenic Council shall be governed by Robert's Rules of Order except in matters specifically provided for in the Constitution and Bylaws.

ARTICLE XVII. AMENDMENTS

These Bylaws may be amended by two-thirds vote of the voting members of the Colorado State University Panhellenic Council, provided notice of the proposed amendment has been given in writing the meeting prior.

ARTICLE XVIII. STANDING DOCUMENTS

The Colorado State University Panhellenic Association and its Panhellenic Council shall abide by all standing documents including but not limited to the Tailgating Policy, Hazing Policy, Risk Management Policy, Statement of Expectations, and Recruitment Policy.