



## COLLEGE PANHELLENIC BYLAWS

### BYLAWS OF THE FLORIDA GULF COAST UNIVERSITY PANHELLENIC ASSOCIATION

#### Article I. Name

The name of this organization shall be the Florida Gulf Coast University Panhellenic Association.

#### Article II. Object

The object of the Panhellenic Association shall be to develop and maintain women's sorority life and Interfraternity relations at a high level of accomplishment and in so doing to:

1. Consider the goals and ideals of member organizations as applicable to campus and personal life.
2. Promote superior scholarship and intellectual development.
3. Cooperate with member women's sororities and the university/college administration to maintain high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies and best practices.
5. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member sororities.

#### Article III. Membership

##### Section 1. Membership classes

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

- A. **Regular membership.** The regular membership of the Florida Gulf Coast University Panhellenic Association shall be composed of all chapters of NPC sororities at Florida Gulf Coast University. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council. Each regular member shall have voice and one vote on all matters.
- B. **Provisional membership.** The provisional membership of the Florida Gulf Coast University Panhellenic Association shall be composed of all colonies of NPC sororities at Florida Gulf Coast University. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.
- C. **Associate membership.** Local sororities or inter/national or regional non-NPC member organizations may apply for associate membership of the Florida Gulf Coast University Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If they are not participating in the primary 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 Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

##### Section 2. Privileges and responsibilities of membership

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

#### Article IV. Officers and Duties

##### Section 1. Officers

The officers of the Florida Gulf Coast University Panhellenic Association shall be President, Vice President of Internal Affairs, Vice President of Membership, Vice President of Communications, Vice President of Operations, Vice President of External Relations and Outreach, Vice President of Membership Development, Vice President of Internal Recruitment.

## Section 2. Eligibility

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

- A. Regular membership. Members from women's sororities holding regular membership in the Florida Gulf Coast University Panhellenic Association shall be eligible to serve as any officer.
- B. Provisional membership. Members from women's sororities holding provisional membership in the Florida Gulf Coast University Panhellenic Association shall not be eligible to serve as an officer.
- C. To be eligible to serve as an officer on the Panhellenic Council the individual must be in good standing with their chapter, enrolled in at least 9 credit hours, and have a 2.75 cumulative GPA.
- D. All candidates must have been active in their respected organization for a minimum of two semesters from the day pledged.
- E. Members from women's sororities holding associate membership in the Florida Gulf Coast University Panhellenic Association shall be eligible to serve as an officer except president or the officer in charge of recruitment/recruitment counselors.

## Section 3. Selection of Officers

The offices of President, Vice President of Internal Affairs, Vice President of Membership, Vice President of Communications, Vice President of Operations, Vice President of External Relations and Outreach, Vice President of Membership, Vice President of Internal Recruitment of Florida Gulf Coast University Panhellenic Association shall be elected by ballot, except if there is only one nominee for an office that nominee shall be declared elected.

## Section 4. Office-holding limitations

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

## Section 5. Nomination procedure

- A. NOMINATING COMMITTEE.
  - a. A nominating committee of four (4) members shall be composed of the Panhellenic Advisor, the outgoing Panhellenic President, the respective outgoing Executive Council member, and another outgoing Panhellenic Executive Council member.
  - b. Should the outgoing Executive Council officer(s) on the committee seek a second term on the Executive Council, the Panhellenic Advisor and/or the outgoing Panhellenic President will appoint another officer (who is not running for a second term) to sit on the committee.
  - c. The Panhellenic Advisor shall serve as nonvoting ex-officio member of the nominating committee.
- B. APPLICATION PROCEDURE.
  - a. Applications for all Panhellenic Executive Council positions will be available no later than November 1st of each year and due on the date specified by the Panhellenic Executive Council, but no later than November 15th of each year.
  - b. The outgoing Executive Council and Panhellenic Advisor will meet the week before applications are released to discuss expectations and establish interview times. The Panhellenic President, Panhellenic Advisor, and Vice President of Internal Affairs will review and edit the current application (if needed) for the Executive Council.
  - c. Should the outgoing Panhellenic President or Vice President of Internal Affairs seek a second term on the Council, the Panhellenic Advisor will appoint a non-running outgoing officer to stand in her place.
- C. INTERVIEW AND NOMINATION PROCEDURE.
  - a. The nominating committee shall interview eligible applicants, and shall nominate two (2) potential candidates for each position unless the committee feels as if more than two (2) candidates would be worthy of the position.
  - b. If there are no eligible applicants for a position, the nominating committee may leave it open and allow any eligible woman who applied for the any position on the Panhellenic Executive Council by the deadline to run off of the floor during the election.
  - c. The nominating committee may nominate an individual into multiple positions.
  - d. The applicants must accept their nomination prior to being put on the ballot.
- D. PRESENTATION PROCEDURE.
  - a. The nominees for each Panhellenic Executive Council position will be presented at a Panhellenic General Assembly meeting or a special meeting as established by the Panhellenic President.
  - b. Following the officer order listed in the bylaws, the women nominated for each position will give a presentation no longer than five (5) minutes in length to the delegates.
  - c. After each woman's presentation, the delegates will have the opportunity to participate in a question and answer portion lasting no longer than five (5) minutes.
- E. SELECTION PROCEDURE.

- a. After the presentation and question and answer portion for each individual position, the nominees will leave the room, and the Panhellenic Delegates may begin discussion (facilitated by the Panhellenic Vice President of Internal Affairs), if motioned.
- b. After the discussion, the Panhellenic Delegates will vote one (1) of the nominated women into each position.
- c. Votes will be cast via secret ballot.
- d. A woman will be elected only if she receives a two-thirds (2/3) vote of all Panhellenic Delegates.
- e. Should any position not have a two-thirds (2/3) vote, a discussion must be facilitated by the Vice President of Internal Affairs and there will be a revote. This process will be continued until an officer is elected.
- f. This process may be repeated no more than three (3) times before the Delegates are required to table the discussion/vote and move on to the next position. The tabled discussion/vote must be lifted off the table after every other position is filled and women who applied for any position on the Executive Council will be allowed to run off the floor.
- g. Should the Panhellenic Delegates not deem any of the slated women fit for the position, any eligible woman who applied for the Panhellenic Executive Council by the deadline will have the opportunity to run off the floor and give a five (5) minute presentation.
- h. Should the nominating committee have nominated only one (1) woman for the position and the Panhellenic Delegates not deem her fit, they may elect to have eligible women who originally applied run off of the floor.
- i. Should the nominating committee have nominated only one (1) woman for the position and the Panhellenic Delegates not deem her fit and no eligible applicant runs off the floor, the woman originally slated by the nominating committee will be deemed elected into that position.
- j. Should a woman who was nominated for multiple positions be elected, her nomination for any other position(s) will be retracted and the position in which she was elected will stand.
- k. This process will be repeated for each office in the order of: President, Vice President of Internal Affairs, Vice President of Membership, Vice President of Operations, Vice President of Communication, Vice President of Membership Development, and Vice President of Internal Recruitment.

#### Section 6. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin at the beginning of the spring semester and conclude at the end of the fall semester.

#### Section 7. Removal

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

#### Section 8. Vacancies

Vacancies in the spring semester shall be filled in the same manner of selection as provided in Section 3 of this article. Vacancies in the fall semester shall be filled by appointment of the current Panhellenic Executive Council.

#### Section 9. Duties of officers

##### A. The President shall:

- a. Be familiar with the NPC Manual of Information and all governing documents of this Association
- b. Have overall responsibility for the operations of the Panhellenic Association
- c. Required to have served as a previous member of the Panhellenic Executive Council or chapter Executive Council
- d. Call and attend all regular and special meetings of the Panhellenic Association
- e. Serve as an ex-officio member of all Panhellenic Association committees with voice but no vote with the exception of the nominating committee
- f. Report as required to the NPC Area Advisor
- g. Maintain a complete, updated President's file which will include the current Panhellenic Association Constitution and Bylaws; the current Panhellenic Association Budget; the current NPC Manual of Information; correspondence and materials received from the NPC Area Advisor; and other pertinent materials
- h. Plan and execute at least one Panhellenic Officer Retreat per semester
- i. Ensure that all incoming Executive Council members get thoroughly trained by their respective outgoing officer or herself
- j. Serve as the liaison between the other Greek councils at Florida Gulf Coast University
- k. Shall serve as the Panhellenic extension liaison
- l. Plan and implement one Delegate retreat per semester, as well as communicate regularly with the delegates
- m. Be responsible for all official communication regarding the Panhellenic Association unless otherwise provided for

- n. Serve as a representative during all Presidents Roundtable meeting
- o. Hold monthly Panhellenic President meetings
- p. Meet weekly with the Panhellenic Advisor
- q. Be responsible for the planning and execution of Panhellenic's Annual Distinguished Women Banquet
- r. Reside in the local area during the summer; exceptions must be approved by both the Panhellenic Executive Council and Panhellenic Advisor
- s. Perform all other duties as assigned

B. The Vice President of Internal Affairs shall:

- a. Be familiar with the NPC Manual of Information and all governing documents of this Association
- b. Perform the duties of the president in her absence.
- c. Serve as the Chairwoman of the Association's judicial board
- d. Oversee the Association's judicial process
- e. Select and train the Association's judicial board justices
- f. Process all violations and hold all mediations, if necessary
- g. Be responsible for assisting in the documenting and processing of judicial infractions throughout the year (including recruitment)
- h. Plan and lead a risk management informational or seminar each semester for the Panhellenic Community
- i. Meet monthly with each chapter's risk-related position to discuss relative issues and collaborate to come up with solutions
- j. Research and report on risk management best practices to the Association
- k. Reside in the local area during the summer; exceptions must be approved by both the Panhellenic Executive Council and the Panhellenic Advisor
- l. Oversee the bylaw committee and presenting any bylaw revisions as needed
- m. Perform all other duties as assigned

C. The Vice President of Membership shall:

- a. Be familiar with the NPC Manual of Information and all governing documents of this Association.
- b. Required to have served as a previous Recruitment Counselor, Chapter Recruitment/Membership Chair, or Panhellenic Executive Council member
- c. Plan, implement, and evaluate all recruitment activities and logistics for the NPC chapters in good standing with the Panhellenic Association
- d. Oversee the Membership Recruitment Committee and present any revisions as needed
- e. Responsible for the education and enforcement of the Association's standing Recruitment Rules
- f. Keep the Recruitment Chairwoman of each NPC chapter informed of all activities pertaining to Recruitment and the Recruitment Team
- g. Meet regularly with the Recruitment Chairwoman from each NPC chapter to go over plans and rules for Primary Recruitment
- h. Create, facilitate, and evaluate all presentations made to Potential New Members, their parents, and any other interested parties in collaboration with Vice President of Communications (i.e. recruitment marketing material and Panhellenic promotional video)
- i. Coordinate, plan, and facilitate Panhellenic recruitment rules and values-based workshops for the Panhellenic community
- j. Meet at least weekly during the Spring semester with the Panhellenic Advisor regarding Recruitment logistics
- k. Work with the Vice President of Operations to establish a recruitment budget and make all necessary purchases
- l. Train the Panhellenic Executive Council on recruitment activities and logistics with help of Vice President of Internal Recruitment
- m. Collaborate with the Vice President of Internal Recruitment to ensure the Recruitment Team is properly trained and prepared for recruitment
- n. Reside in the local area during the summer; exceptions must be approved by both the Panhellenic Executive Council and the Panhellenic Advisor
- o. Perform all other duties as assigned

D. The Vice President of Operations shall:

- a. Be familiar with the NPC Manual of Information and all governing documents of this Association

- b. Supervise, follow, and enforce Panhellenic financial guidelines.
- c. Maintain a roster of all Panhellenic organizations in the Association
- d. Create and distribute the Panhellenic Association master calendar to all NPC chapters
- e. Call role at the Panhellenic Association meetings and keep an updated record of all members present at each meeting
- f. Be responsible for the taking and record keeping of all Panhellenic Council and Executive Council meeting minutes.
- g. Send the Panhellenic Council meeting minutes to the Panhellenic advisor, Panhellenic delegates, NPC area advisor, and the other FGCU Greek councils within two business days.
- h. Create and distribute an agenda for each Council and Executive Council meeting.
- i. Maintain an accurate roster of all Panhellenic organizations in the Association.
- j. Invoice and collect all payments due to the Panhellenic Association.
- k. Maintain accurate financial records, including an up-to-date ledger
- l. Be responsible for prompt payments of the Panhellenic Association
- m. Give a financial report at each Council and Executive Council meeting, as well as an annual report at the close of office
- n. Work alongside the Panhellenic advisor to create a budget each semester/academic year for the Association
- o. Oversee the Purchase Order and Reimbursement processes
- p. Collect and maintain all receipts and financial documentation on behalf of the Association
- q. Adhere to all Panhellenic Association financial guidelines as outlined in the standing rules
- r. Responsible for Panhellenic property management, i.e. iPads, walkie-talkies, etc.
- s. Be familiar with the NPC Manual of Information and all governing documents
- t. Reside in the local area during summer; exceptions must be approved by both the Panhellenic Executive Council and the Panhellenic Advisor
- u. Meet bi-weekly with the Panhellenic advisor
- v. Perform other duties as assigned

E. The Vice President of Communications shall:

- a. Be familiar with the NPC Manual of Information and all governing documents of this Association.
- b. Responsible for all Panhellenic marketing and promotional materials, i.e. shirts, buttons, fliers, pamphlets, and etc. in collaboration with the Panhellenic Vice President of Membership
- c. Coordinate Panhellenic participation at campus wide events, i.e. Involvement Fair, Eagle Expo, Eagle Family Weekend, etc.
- d. Compile footage from events held by each chapter and work with the Panhellenic Vice President of Membership in creating a community wide Panhellenic promotional video by the deadline specified in the Recruitment Rules
- e. Monitor and upload videos to the FGCU Panhellenic YouTube channel
- f. Create and send out a monthly newsletter to FGCU faculty, students, and surrounding local community (i.e. Alumnae Panhellenic)
- g. Responsible for all promotion of Panhellenic community wide programs, service programs, philanthropy events, scholarships, etc.
- h. In charge of all Panhellenic social media networks and website, i.e. Facebook, Twitter, Instagram, etc. This includes posting current events & photos as well as marketing the accounts
- i. Utilize Panhellenic social media accounts to promote, unity, build community, and foster chapter relationships amongst the chapters.
- j. Promote to the University and local community any recognition received by members and/or the chapters via social media
- k. Reside in the local area during summer; exceptions must be approved by both the Panhellenic Executive Council and the Panhellenic Advisor
- l. Perform all other duties as assigned

F. ~~The Vice President of External Relations and Outreach shall:~~

- ~~a. Be responsible for all Panhellenic fundraising events donated to Circle of Sisterhood~~
- ~~b. Plan at least two philanthropic or community outreach events per semester~~
- ~~c. Act as the liaison between local community non-profit agencies to work with Panhellenic~~
- ~~d. Implement scholarship incentives, striving to reach Panhellenic's average GPA higher than the campus's all women's average~~
- ~~e. Plan and implement a minimum of one scholastic event per semester~~
- ~~f. Promote and head the UIFL scholarship process sponsored by Panhellenic~~

- ~~g. Provide chapters with current and consistent scholarship information~~
- ~~h. Be in charge of at least one networking event for Panhellenic upperclassmen~~
- ~~i. Promote to the University and local community any recognition received by members and/or the chapters~~
- ~~j. Work with the Center of Academic Achievement, Career Development Services, Panhellenic Alumnae, and Counseling and Psychological Services to provide workshops for the Panhellenic Community~~
- ~~k. Reside in the local area during the summer; exceptions must be approved by both the Panhellenic Executive Board and the Panhellenic Advisor~~
- ~~l. Coordinate at least one Panhellenic Day of Service per semester~~
- ~~m. Perform all other duties as assigned~~

G. The Vice President of Membership Development shall:

- a. Be familiar with the NPC Manual of Information and all governing documents of this Association.
- b. Be responsible for at least one developmental program for the Panhellenic Association per month (i.e. career, academics, speakers, Panhellenic Day of Service, etc.)
- c. Ensure that one developmental event per semester is focused on fostering positive Panhellenic relationships between organizations
- d. Work with the Center of Academic Achievement, Career Development Services, Panhellenic Alumnae, and Counseling and Psychological Services to provide workshops and information for the Panhellenic Community.
- e. Survey the Panhellenic community at the beginning of each semester, and develop programs to meet the needs of member organizations for that semester (can be via online survey, Town Hall Meeting, etc.)
- f. Be responsible for all Panhellenic fund raising events donated to Circle of Sisterhood
- g. Implement scholarship incentives, striving to keep Panhellenic's average GPA higher than the campus's all women's average (i.e. study rooms, prizes, etc.)
- h. Promote and head the UIFI scholarship process sponsored by Panhellenic
- i. Be familiar with the NPC Manual of Information and all governing documents of this Association
- j. Reside in the local area during the summer; exceptions must be approved by both the Panhellenic Executive Council and the Panhellenic Advisor
- k. Perform all other duties as assigned

H. The Vice President of Internal Recruitment shall:

- a. Be familiar with the NPC Manual of Information and all governing documents of this Association.
- b. Have served previously as a Recruitment Counselor or past member of the Panhellenic Executive Council
- c. Be responsible for interviewing and selecting all Rho Gammas with the help of the Executive Council
- d. Develop, implement, and host all Recruitment Team Spring and Summer Trainings and retreats
- e. Attend all Recruitment Team meetings
- f. Prepare lesson plans and learning outcomes for each training meeting and retreat for the Recruitment Team
- g. Shall be responsible for holding Rho Gammas accountable for adherence to all policies, procedures, and expectations
- h. Ensure the Panhellenic Executive Council is prepared to step in as a Recruitment Counselor if needed, and select who will do so should the event occur.
- i. Work alongside the Vice President of Membership to coordinate logistics and Panhellenic participation at Eagle View Orientation
- j. Be present at all Eagle View Orientation events unless excused by the Panhellenic President and the Vice President of Membership
- k. Plan and host a PNM reunion no later than 30 days after bid day.
- l. Plan and implement Panhellenic Pride week in the Fall semester including a new member specific event
- m. Collaborates with the Vice President of Membership on recruitment logistics (i.e. booking rooms, workshops, etc.)
- n. Collaborate with the Vice President of Operations on all Recruitment Team purchases
- o. Create and analyze Recruitment Team assessment after recruitment
- p. Reside in the local area during the summer; exceptions must be approved by both the Panhellenic Executive Council and the Panhellenic Advisor
- q. Perform all other duties as assigned

### Section 1. Authority

The governing body of the Florida Gulf Coast University Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the Florida Gulf Coast University Panhellenic Association including, but not limited to: biannually review the parameters as adopted in the recruitment rules for the automatic adjustment of total, annually determine dues, approve the annual budget, consider extension, set a calendar of events, determine programming and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of member women's sororities.

### Section 2. Composition and privileges

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

### Section 3. Selection of delegates and alternates

Delegates to the Panhellenic Council shall be selected by their respective women's sorority chapters to serve for a term of one year commencing at the beginning of the Spring academic term.

### Section 4. Delegate vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within 4 weeks and to notify the Panhellenic Association Vice President of Communications of her name, address, e-mail and telephone number.

### Section 5. Regular meetings

Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term. Should the location of a regular meeting change; the Panhellenic President will make a reasonable effort to communicate it to the chapters as quickly as possible. If a delegate is unable to attend a meeting, it is the chapter's responsibility to ensure that a representative from the chapter is present.

### Section 6. Annual meeting

The annual meeting of the Panhellenic Council shall be held during the month of November in order to elect new officers into the Panhellenic Executive Council positions.

### Section 7. Special meetings

Special meetings of the Panhellenic Council may be called by the Association president when necessary and shall be called by her upon the written request of no fewer than one-fourth (1/4) of the member women's sororities of the Florida Gulf Coast University Panhellenic Association. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

### Section 8. Quorum

Two-thirds (2/3) of the delegates from the member sororities of the Florida Gulf Coast University Panhellenic Association shall constitute a quorum for the transaction of business.

### Section 9. Vote Requirements

- A. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.
- B. A two-thirds (2/3) vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.

## Article VI. The Executive Council

### Section 1. Composition

The composition of the Executive Council shall be the President, Vice President of Internal Affairs, Vice President of Membership, Vice President of Operations, Vice President of Communications, ~~Vice President of External Relations and Outreach~~, Vice President of Membership Development, and Vice President of Internal Recruitment.

## Section 2. Duties

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

The Executive Council will also serve as members of the recruitment team during the primary recruitment process. As such, the Executive Council is required to attend all trainings, events, meetings, programs, etc. related to the recruitment process, unless otherwise noted by the Panhellenic President, Vice President of Membership, Vice President of Internal Recruitment, and the Panhellenic Advisor. Failure to do so will result in the officer(s) not being permitted to participate in the primary recruitment process in any role, and the judicial process being set in motion.

## Section 3. Regular meetings

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

## Section 4. Special meetings

Special meetings of the Executive Council may be called by the president when necessary and shall be called by her upon the written request of three members of the Executive Council.

## Section 5. Quorum

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

# Article VII. The Panhellenic Advisor

## Section 1. Appointment

The Panhellenic advisor of the Florida Gulf Coast University Panhellenic Association shall be appointed by the Florida Gulf Coast University administration.

## Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Florida Gulf Coast University Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council

# Article VIII. Committees

## Section 1. Standing committees

- A. The standing committees of the Florida Gulf Coast University Panhellenic Association shall be the Judicial Board, Membership Recruitment, and President's Council
- B. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

## Section 2. Appointment of committee membership

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

## Section 3. Judicial board

The judicial board shall consist of the Vice President of Internal Affairs as chairman, a Vice Judicial Board Chairman, one member from each College Panhellenic member organization, and two alternates from each College Panhellenic member organization (one of which will be a Panhellenic Delegate). The Panhellenic advisor shall serve as a nonvoting, ex-officio member. The judicial board members shall participate in training to be educated about the purpose of the board, the rules and regulations the judicial board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The judicial board shall educate member sororities about the Panhellenic judicial procedure.

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



#### Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of the Vice President of Membership as the chairwoman, and the recruitment officer of each College Panhellenic member organization. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the primary membership recruitment period. After each membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member organization and chapter advisor.

#### Section 5. President's Council

The President's Council shall consist of the Panhellenic President as the chairwoman and the President of each member organization. The Council shall meet once per month on a date and time determined by the Panhellenic President to discuss brainstorm potential solutions to current issues within the community.

#### Section 6.

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

### Article IX. Finances

#### Section 1. Fiscal Year

The fiscal year of the Florida Gulf Coast University Panhellenic Association shall be from January 1 to December 31 inclusive.

#### Section 2. Contracts

Dual signatures of the Vice President of Operations and Panhellenic Advisor shall be required to bind the Florida Gulf Coast University Panhellenic Association on any contract.

#### Section 3. Checks

All checks issued on behalf of the Florida Gulf Coast University Panhellenic Association shall bear the dual signatures of the ~~the~~ Vice President of Operations and Panhellenic Association advisor.

#### Section 4. Payments

All payments due to the Florida Gulf Coast University Panhellenic Association should be sent to the Vice President of Operations. She shall record them and deposit them into the Panhellenic Association bank account within 48 hours. Checks for payments shall be made payable to the Eagles Chapter Panhellenic Association.

#### Section 5. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. Panhellenic Association membership dues shall be an assessment per member and new member.
  - The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than April 15 of that year.
  - The dues of each Panhellenic Association member sorority shall be payable on or before the date set by the Vice President of Operations on an annual or academic term basis.
- C. Each Panhellenic chapter shall be assessed an additional \$5 per member and new member each semester for Greek Development Council dues

#### Section 6. Fees and assessments

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

### Article X. Extension

#### Section 1. Extension

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

The Florida Gulf Coast University Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

## Section 2. Voting rights

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

## Article XI. Violation Resolution

### Section 1. Violation

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the Florida Gulf Coast University Panhellenic Association shall be considered a violation.

### Section 2. Informal resolution

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

### Section 3. Judicial process

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The Florida Gulf Coast University Panhellenic Association shall follow all judicial procedures found in NPC Unanimous Agreement VII.

- A. Mediation. Mediation is the first step of the judicial process. The Florida Gulf Coast University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process.
- B. Judicial board hearing. When a violation is not settled informally or through mediation, the judicial board shall resolve the issue in a judicial board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.
- C. Appeal of judicial board decision. A decision of the judicial board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeals Committee. The Florida Gulf Coast University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process.

## Article XII. Hazing

Per the Unanimous Agreements, NPC supports all efforts to eliminate hazing. All forms of hazing shall be banned, and any allegations of such will be investigated and adjudicated through the Florida Gulf Coast University Office of Student Conduct.

## Article XIII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Florida Gulf Coast University Panhellenic Association when applicable and when they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the Florida Gulf Coast University Panhellenic Association may adopt. Relaxed Robert's Rules may be voted on and implemented by the Panhellenic Council so long as there are 12 or less member organization delegates.

## Article XIV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Florida Gulf Coast University 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 XV. Dissolution

This Association shall be dissolved when only one regular member exists at Florida Gulf Coast University. In the event of the dissolution, none of the assets of the Association shall be distributed to any members of the Association, but after payment of all debts, its assets shall be given to NPC.

**Standing Rules of the  
Florida Gulf Coast University Panhellenic Association**

**Standing Rules of the Bylaws**

- |              |                             |
|--------------|-----------------------------|
| Article I.   | Code of Ethics              |
| Article II.  | Financial Guidelines        |
| Article III. | Attendance                  |
| Article IV.  | Judicial Board              |
| Article V.   | Recruitment Counselors      |
| Article VI.  | Amendment of Standing Rules |

## Article I. Code of Ethics

We, the members of women's sororities at Florida Gulf Coast University agree to promote honesty, respect, sisterhood and cooperation within the College Panhellenic, our respective chapters and in our daily lives. This code of ethics is designed to inspire our members, reinforce exemplary conduct and values-based leadership, and perpetuate lifelong membership to enrich the sorority and Panhellenic experience.

We, as Panhellenic women of Florida Gulf Coast University agree on and commit to:

- Uphold and demonstrate the Panhellenic spirit in thought, word and action through our chapters as well as individual members.
- Demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the College Panhellenic, each inter/national organization and our university.
- Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference.
- Avoid disparaging remarks about any sorority or collegiate woman and refrain from discussing Panhellenic matters with nonmembers, in accordance with the dignity and good manners of sorority women.
- Recognize friendly relations with all collegiate women, both sorority members and nonmembers, realizing the importance of creating and building friendships.
- Plan recruitment events that provide opportunities for the greatest possible number of women to become sorority members while protecting the rights and privileges of individuals and the chapters.
- Provide a safe, positive and enriching recruitment experience, understanding that membership is a social experience arrived at by mutual selection.
- Strive to be truthful, honorable, open and friendly to all potential new members during all recruitment events.
- Be respectful of the rights of every potential new member to make her own choices, including the right not to join the women's sorority community.
- Refrain from limiting a potential new member's chances of becoming a member of the Panhellenic community by encouraging her to make a single intentional preference or to limit her choices.

We, as Panhellenic women of Florida Gulf Coast University also agree on and commit to:

- Respectfully adhere to the bylaws, standing rules, and recruitment rules of the Florida Gulf Coast University Panhellenic Council.
- Abide by all local and federal laws and NPC inter/national member organization bylaws.
- Represent the Panhellenic Association in a positive and respectable way.
- Comply with University and office policies and guidelines.
- Hold one another accountable to these standards, remembering at all times that we represent not only our individual chapters but also the Panhellenic community as a whole.

## Article II. Panhellenic Financial Guidelines

### A. Panhellenic Debit Cards

- a. The only individuals that will have a Panhellenic debit card and access to the Panhellenic bank account will be the Panhellenic Advisor and the Panhellenic Treasurer, neither of whom are permitted to lend their card to anyone.

### B. Purchase Order Requests

- a. A purchase order form must be submitted to the Panhellenic Treasurer at least one week prior to the purchase being made.
- b. All purchase orders must be approved by the Panhellenic Treasurer and Panhellenic Advisor
- c. All purchase orders must be kept in the year's financial binder for proper record keeping for at least 5 years.

### C. Reimbursements

- a. Reimbursements may only be given if a purchase order was submitted and approved by the Panhellenic Treasurer and Panhellenic Advisor in advance of the purchase, and if a reimbursement form was turned in with the purchase receipt(s).
- b. Reimbursements may only be given via check

### D. Checks

- a. All checks must be signed by both the Panhellenic Treasurer and Panhellenic Advisor

#### **E. Cash**

- a. No cash may be withdrawn from the ATM or through debit cashback without a purchase order form being submitted and approved, a petty cash request being submitted and approved, and express written permission via email from the Panhellenic Advisor.

#### **F. Purchases**

- a. No money may be spent that is not allocated for in the budget approved by the Member Organizations at a formal General Assembly Meeting
  - i. Should a purchase need to be made outside of the allocated budget, the purchase must be brought to the member organizations either in a formal or special general assembly meeting and voted on.
- b. No purchase may be made on behalf of the College Panhellenic prior to the receipt and approval of a purchase order form
- c. The Panhellenic Advisor or the Panhellenic Treasurer must be present for all purchases made on behalf of the College Panhellenic.

#### **G. Payments**

- a. Chapter payments must be submitted to the Panhellenic Treasurer at either a Panhellenic general assembly meeting or an Executive Council meeting.
- b. Payments made to the College Panhellenic must be deposited by the Vice President of Operations or the Panhellenic Advisor within two (2) business days of receipt
- c. All payments made on behalf of the College Panhellenic must be made by check or credit/debit.
  - i. In the event in which cash is the only form of tender accepted, petty cash may be withdrawn after submitting the purchase order request, petty cash request, and receiving approval from the Panhellenic Treasurer and the Panhellenic Advisor.

#### **H. Receipts**

- a. A receipt must be given immediately to all payees to the College Panhellenic
- b. All receipts from purchases made personally by anyone on behalf the College Panhellenic must be submitted to the Panhellenic Treasurer within forty-eight (48) hours of purchase along with a completed reimbursement request, given that the purchase order request was submitted and approved in advance of the purchase.
- c. Should an individual not have an original receipt or provide an incomplete receipt, the individual must notify the Panhellenic Treasurer and/or the Panhellenic Advisor and attempt to obtain a reprinted receipt from the vendor. If a good faith attempt to obtain a replacement is unsuccessful they must fill out and submit a "Missing or Incomplete Receipt Form" within forty-eight (48) hours from purchase.
- d. All receipts must be saved and documented by the Panhellenic Treasurer, and kept in Panhellenic storage for a minimum of 5 years.

#### **I. Meals**

- a. Meals may only be purchased with College Panhellenic funds should it be part of an event or program (recruitment, retreats, trainings, Panhellenic Pride week, etc.).
- b. College Panhellenic funds will not be used towards business meals (business meeting breakfasts, brunches, lunches, and/or dinners).
- c. In the event that the College Panhellenic sends women to a conference, the women will adhere to the following conference meal allowance (per conference attendee, per day) in congruence with the FGCU Per Diem Policy:
  - i. Breakfast: \$6.00
  - ii. Lunch: \$11.00

iii. Dinner: \$19.00

#### J. Failure to Adhere to Guidelines

- a. Any true act of embezzlement will result in the immediate removal of officer position, and an infraction being filed against the individual's respective chapter.
- b. A first offense of these guidelines that is not found to be embezzlement will result in a meeting with the Panhellenic Advisor and a written warning.
- c. A second offense within the same year will result in an infraction being filed against the individual's respective chapter.
- d. A third offense within the same year may result in removal of position by the Panhellenic Advisor.
- e. Actions that also violate the Student Code of Conduct, local, federal, and/or state laws, etc. will also be adjudicated separately (via the Office of Student Conduct, law enforcement, etc.).

### Article III. Attendance

#### A. Panhellenic Programming

- a. Chapters must have **at least 10%** of their chapter present at all mandatory Panhellenic functions, unless another percentage requirement is announced at least two-weeks in advance.
- b. Panhellenic is required to give at least two weeks' notice before making a Panhellenic function mandatory.
- c. Should a member fraternity not meet the attendance requirement at Panhellenic functions, they are subject to a \$10 fine per member that the chapter is under the percentage.

#### B. Panhellenic Recruitment Rules Workshops

- a. Panhellenic must give at least two weeks' notice for any required recruitment workshop
- b. Chapters must have 100% of recruiting members attend all Panhellenic recruitment rules workshops.
- c. The Vice President of Operations shall record attendance at Panhellenic recruitment rules workshops.
- d. Chapter members who do not attend the required recruitment workshops will not be permitted to participate in the formal recruitment process.

### Article IV. Judicial

#### A. Eligibility

- a. Judicial Board applicant must have a 2.75 cumulative GPA.
- b. Judicial Board applicant must be an initiated member for at least one semester.
- c. Judicial Board applicant must be in good standing with their chapter and Florida Gulf Coast University.
- d. Judicial Board applicant should be enrolled full time at Florida Gulf Coast University
- e. Judicial Board applicant must be free of any holds on University record.

#### B. Requirements

- a. Judicial Board members must attend the mandatory training each semester.
- b. Judicial Board members must be Panhellenically minded.
- c. Judicial Board members must remain unbiased and confidential in all circumstances.
- d. Judicial Board members required to adhere to all governing documents of the Florida Gulf Coast University Panhellenic Association, as well as all NPC governing documents.

#### C. Selection of Judicial Board

- a. The Vice President of Internal Affairs will serve as the chairman for the Judicial Board.
- b. The Vice President of Internal Affairs will chair the selection process for the Judicial Board.
- c. APPLICATIONS. Applications for the Judicial Board positions will be made available by the first week in January, and must be submitted by the stated deadline.
  - i. There must be two members from each chapter in the Judicial Board

## Article V. Recruitment Counselors

- A. Eligibility
  - a. Recruitment counselors must have at least a 2.75 cumulative GPA.
  - b. Recruitment counselors must have been an initiated member for at least one semester.
  - c. Recruitment counselors must be in good standing with their chapter and Florida Gulf Coast University.
  - d. Recruitment Counselors should be enrolled full time at Florida Gulf Coast University.
  - e. Recruitment counselors must be free of any holds on my University record
- B. Requirements
  - a. Recruitment counselors will be required to attend all trainings, retreats, marketing efforts (tabling, club fair, etc.), pre-recruitment functions, recruitment functions, and post-recruitment functions.
  - b. Recruitment counselors are required to adhere to all governing documents of the Florida Gulf Coast University Panhellenic Association, as well as all NPC governing documents.
- C. Selection of Recruitment Counselors
  - i. The Vice President of Internal Recruitment will chair the selection process for the recruitment counselor position. The Panhellenic Executive Council and Panhellenic advisor will serve as non-voting ex-officio members.
  - ii. APPLICATIONS. Applications for the recruitment counselor positions will be made available by the first week in January, and must be submitted by the stated deadline.
    - a. As per the Manual of Information, chapters should strive to put forth their best women for these positions.
  - iii. INTERVIEWS. Interviews will be conducted within two weeks of the application closing.
  - iv. SELECTION. The Vice President of Internal Recruitment will select the recruitment counselors after careful consideration of the application, interview, and feedback given by the Panhellenic Executive Council and Advisor.
- D. Removal of Recruitment Counselors
  - a. It will take a  $\frac{2}{3}$  vote from the Panhellenic Executive Council to remove a recruitment counselor from her position.
  - b. Failure to meet any of the Recruitment Counselor requirements and expectations will result in the recruitment counselor being subject to removal.
  - c. Violating any Florida Gulf Coast University Panhellenic Association governing documents, or any NPC governing document, University policy, federal, local, or state law will result in the recruitment counselor being subject to removal.
  - d. Should a recruitment counselor be removed before the semester of formal recruitment or in the early (May-July 1) summer, an alternate will be called in to take her place.
  - e. Should a recruitment counselor be removed in the late summer (July 2-August), the Vice President of Internal Recruitment will appoint a Panhellenic Executive Council Officer to take her place.

## Article VI. Amendment of Standing Rules

These standing rules may be amended at any regular or special meeting of the Florida Gulf Coast University 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.