COLLEGE PANHELLENIC BYLAWS

BYLAWS OF STEPHEN F. AUSTIN STATE UNIVERSITY PANHELLENIC ASSOCIATION

Article I. Name

The name of this organization shall be the Stephen F. Austin State University Panhellenic Association.

Article II. Object

The object of the College Panhellenic Association shall be to:
1. Conduct the business of the College Panhellenic only during the campus academic year.
2. Promote the growth of individual chapters and the sorority community.
3. Organize and sponsor a women’s only membership recruitment program.
4. Encourage the highest possible academic, social and moral standards.
5. Coordinate activities, establish orderly procedures and provide programming in addition to recruitment.
6. Adjudicate all matters related to the NPC Unanimous Agreements, College Panhellenic bylaws and/or other governing documents, College Panhellenic membership recruitment rules, College Panhellenic code of ethics and College Panhellenic standing rules.
7. Actively support the mission of Stephen F. Austin State University.
8. Promote good public relations.
9. Give service to the community and campus.
10. Promote friendship, harmony and unity among members, chapters, faculty, administrators and campus groups.

Article III. Membership

Section 1. Membership classes
There shall be three classes of membership: regular, provisional and associate.

A. Regular membership. The regular membership of the Stephen F. Austin State University College Panhellenic Association shall be composed of all installed chapters of NPC sororities at Stephen F. Austin State University. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council.

B. Provisional membership. The provisional membership of the Stephen F. Austin State University College Panhellenic Association shall be composed of all colonies of NPC sororities at Stephen F. Austin State University. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.

C. Associate membership. The associate membership of the Stephen F. Austin State University College Panhellenic Association shall be composed of women’s only local sororities or inter/national or regional non-NPC member organizations. The membership eligibility
requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If they do not participate in the primary recruitment process, they shall not have a vote on recruitment rules and the establishment or the modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

a. **Criteria for Associate Membership:**
   i. Must be a registered student organization of Stephen F. Austin State University for a minimum of two years.
   ii. Must have a minimum of 7 members, and can provide proof of consistently having 7 or more members throughout its existence.
   iii. Must formally apply with the SFAPA Advisor indicating interest in being a member of the SFASU Panhellenic Council.
   iv. Must prepare a presentation for the Panhellenic Council.
   v. Must be voted in by a majority of the Panhellenic Council.
   vi. Must agree to abide by the Fraternity and Sorority Guidelines distributed by the Greek Life Office.
   vii. Must agree to abide by the Success through Accountability and Recognition (STAR) program, developed and distributed by the Greek Life Office.

**NOTE:** See the **College Panhellenic Organization section in the Manual of Information, for additional information on membership classes (statuses).**

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

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

**Section 3. Dues**

A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
B. College Panhellenic Association membership dues shall be an assessment per member and new member.
   a. Roster numbers will be determined by reviewing ICS to encourage accurate and up to date reporting.
   b. The amount of such dues for the spring and fall semesters of the Executive Officers’ terms shall be determined by the Executive Council no later than February of that year.
   c. Dues will be paid once per semester, spring and fall, of the calendar year.
   d. The dues of each College Panhellenic Association member sorority shall be payable on or before the third Panhellenic Council meeting of each semester of the regular academic year.
e. Delinquent payment: Failure to submit payment on or by the due date will incur a $100 late fee per week that payment is late. Exceptions will be granted to those who provide official documentation from their inter/national office explaining why they are unable to pay by/on the due date.

Article IV. Officers and Duties

Section 1. Officers
The officers of the Stephen F. Austin Panhellenic Association shall be president, vice president, secretary, treasurer, public relations and programs coordinator.

Section 2. Duties of officers

A. The president is expected to:

- Preside at all meetings of the Panhellenic Council
- Preside at all meetings of the Executive Board
- Expected to attend campus events to represent SFAPA
- Serve on campus committees when asked
- Serve as an ex-officio member of all Panhellenic Association committees
- Sign all SFAPA contracts and legal papers
- Approved signer for the bank account at SFAPA at Community Bank of Texas (CBTX)
- Ensure that the NPC annual report is completed
- Meet regularly with the Panhellenic Advisor
- Communicate regularly with the NPC area advisor
- Maintain current copies of the following:
  - Stephen F. Austin Panhellenic Association bylaws and standing rules
  - Panhellenic Association budget
  - Contracts executed on behalf of the Panhellenic Association
  - Correspondence and materials received from the NPC area advisor
  - College Panhellenic reports to NPC
  - Other pertinent materials
- Attend regular chapter events of each of the 5 sororities
- Create and maintain positive relationships with university staff, faculty, and all other employees
- Perform all other duties as assigned

B. The vice president of recruitment is expected to:

- Perform the duties of the President in her absence
- Attend all regular and special meetings of the Panhellenic Council and Executive Board
- Be responsible for all aspects of recruitment (both primary and informal)
  - Set recruitment dates
  - Enforce the rules established by the recruitment committee
  - Maintain consistent communication with chapter recruitment chairs and advisors for both primary and informal recruitment
  - Review chapter recruitment budgets to ensure they are in line with budget expectations as decided by the SFAPA
  - Work specifically with the Public Relations chair to develop a marketing campaign for social media and print
• Plan and implement the selection and training of Rho Gammas
• Serve as the main point of contact between Rho Gammas and SFAPA as well as the Panhellenic Advisor
• Work within the recruitment budget.
• Plan and implement a recruitment orientation program for summer orientation
• Approved signer for the bank account at SFAPA at CBTX
• Report to the Executive Council weekly
• Report to the Panhellenic Council weekly
• Perform all other duties as assigned

C. The secretary is expected to:
• Serve as a recruitment counselor in primary fall recruitment
• Serve as Chair of the Judiciary Committee
• Record minutes of all meetings of the Panhellenic Council and the Executive Board
• Send meeting minutes within 48 hours to:
  o NPC area advisor
  o Chapter advisors
  o Chapter presidents
  o Panhellenic Delegates
  o Panhellenic Advisor
• Maintain a complete and up-to-date file that includes the minutes of all meetings from the organization and current correspondence
• Maintain supplies such as letterhead, thank you notes, etc.
• Report to the Executive Council weekly
• Report to the Panhellenic Council weekly
• Perform all other duties as assigned

D. The treasurer is expected to:
• Serve as a recruitment counselor in primary fall recruitment
• Supervise the finances of the SFAPA
• Prepare the annual budget and, after its approval by the SFAPA, provide a copy to each SFAPA member organization
• Manage all payments and associated finances of the SFAPA, including:
  o Collecting membership dues to the SFAPA
  o Promptly paying annual NPC dues
  o Promptly paying all bills incurred by the SFAPA
  o Monitoring deposits to the SFAPA
  o Providing receipts to those who make payments or donations to the SFAPA
• Maintain up-to-date financial records
• Give a financial report at each regular meeting of the Executive Board and Panhellenic Council and an annual report at the close of her term of office
• Responsible for balancing the accounts monthly
• Assure on a monthly basis all committees and officers are aware of their budget allotment and work within it
• Serve as an approved signer for the SFAPA bank account at CBTX
• Report to the Executive Council weekly
• Report to the Panhellenic Council weekly
• Perform all other duties as assigned

E. The programs coordinator is expected to:
• Serve as a recruitment counselor in primary fall recruitment
• Plan a minimum of two Panhellenic-wide events per semester
• Develop positive relationships with various campus constituents to ensure ease of event planning
• Gather feedback from SFAPA member organizations on planned events
• Work with fellow Executive Council officers to find opportunities to cross-program events
• Provide information about upcoming campus events which should be supported by SFAPA
• Report to the Executive Council weekly
• Report to the Panhellenic Council weekly
• Perform all other duties as assigned.

F. The public relations coordinator is expected to:
• Be familiar with social media platforms and their management including, but not limited to:
  ○ Instagram
  ○ Facebook
  ○ Twitter
• Be comfortable taking photos and videos at events, and then editing and uploading the completed materials
• Serve as a Rho Gam in primary fall recruitment
• Serve as a liaison between the SFAPA and the Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC), and Multicultural Greek Council (MGC)
• Develop and implement a primary recruitment advertising campaign
• Develop and implement an informal recruitment advertising campaign
• Maintain the SFAPA website, and all social media accounts
• Report to the Executive Council weekly
• Report to the Panhellenic Council weekly
• Perform all other duties as assigned

Section 3. Eligibility
Eligibility to serve as an officer shall depend on the class of membership:
A. Regular membership. Members from women’s only sororities holding regular membership in the Stephen F. Austin State University College Panhellenic Association shall be eligible to serve as any officer.
B. Provisional membership. Members from women’s only sororities holding provisional membership in the Stephen F. Austin State University College Panhellenic Association shall not be eligible to serve as an officer.
C. Associate membership. Members from women’s only sororities holding associate membership in the Stephen F. Austin State University College Panhellenic Association shall not be eligible to serve as an officer.

To be elected to serve in and maintain an officer position, the member in question must:
A. Have a minimum 2.50 cumulative GPA.
B. Be in good standing with their chapter.
C. Be in good standing with Stephen F. Austin State University.
Section 4. Selection of Officers
The offices of president, vice president of recruitment, secretary, treasurer, programs coordinator and public relations of the Stephen F. Austin Panhellenic Association shall be elected by ballot, except if there is only one nominee for an office that nominee shall be declared elected.

Section 5. Office-holding limitations
No more than 2 member(s) from the same women’s sorority shall hold office during the same term. The positions of president and vice president cannot be held by women of the same sorority.

Section 6. Nomination procedure
A nominating committee made up of the 5 Stephen F. Austin State University Panhellenic Delegates will individually, and privately, nominate candidates for each position following the completion of candidates’ speeches and presentations for their preferred office(s). The Panhellenic advisor, serving as an unbiased, non-voting member, will privately tally the results to determine the elected officers.

Section 6. Term
A. The officers shall serve for a term of one year or until their successors are selected.
B. The term of office will begin no later than 3 weeks before the end of the academic year.

Section 7. Removal
Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.

Section 8. Vacancies
Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.

Article V. The Panhellenic Council

Section 1. Authority
The governing body of the Stephen F. Austin 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 Stephen F. Austin Panhellenic Association including, but not limited to: every regular academic term 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 Stephen F. Austin Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member organization at Stephen F. Austin 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 and alternates to the Panhellenic Council shall be selected by their respective women’s sorority chapters to serve for a term of one year commencing the first class day of the spring semester and ending the last day of the fall semester.

Section 4. Delegate vacancies
When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within 2 weeks and to notify the Panhellenic Association secretary of her name, email, and telephone number.

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

Section 6. Regular meetings
Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term.

Section 7. Annual meeting
The annual meeting of the Panhellenic Council shall be held during the month of November. The purpose of the annual meeting shall be for the election of officers and any other business that may properly come before the delegates.

Section 8. 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 less than one-fourth of the member women’s sororities of the Stephen F. Austin 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 9. Quorum
Two-thirds of the delegates from the member sororities of the SFA Panhellenic Association shall constitute a quorum for the transaction of business.

Section 10. Vote Requirements
A. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.
B. A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes.
C. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the president, vice president, secretary, treasurer, public relations, and programs coordinator.

Section 2. Duties

The Executive Board shall administer routine business before 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 secretary, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.

Section 3. Regular meetings

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

Section 4. Special meetings

Special meetings of the Executive Board may be called by the president when necessary and shall be called by her upon the electronic or written request of three members of the Executive Board. Electronic or written notice of each special meeting of the Executive Board shall be sent to each member of the Executive Board at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 5. Quorum

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

Article VII. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of the Stephen F. Austin State University College Panhellenic Association shall be appointed by the Stephen F. Austin State University administration.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Stephen F. Austin State University College Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board.

Article VIII. Committees
Section 1. Standing committees

A. The standing committees of the Stephen F. Austin Panhellenic Association shall be the Judicial Board and Membership Recruitment Committee and any committees deemed necessary by Panhellenic president.

B. 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 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 and the Alumnae Advisory Council.

Section 3. Judicial Board

The Judicial Board shall consist of the secretary as chairman and 5 members from the College Panhellenic member organizations. 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 Stephen F. Austin State University College Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless the Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall be led by the vice president of recruitment, in coordination with the SFAPA advisor, and with the president encouraged, but not required, to attend. It will be required that each chapter’s recruitment chair (or equivalent) be in attendance, with other officers relevant to the recruitment process, such as recruitment co-chairs, encouraged to attend. 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 membership recruitment period. After each membership recruitment period, the SFAPA advisor will provide this committee a compilation of recruitment data including, but not limited to, the amount of women registered for primary recruitment, the amount of women withdrawn, amount of women released, and comparative data from years’ past. Recommendations will be discussed in person at the committee meeting. Changes to the Membership Recruitment Rules will be voted on at the second Panhellenic Council meeting following the Membership Recruitment Committee Meeting.
Section 9. Other committees
Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council.

Article VII. Finances

Section 1. Fiscal Year
The fiscal year of the Stephen F. Austin Panhellenic Association shall be from January 1st to December 31st inclusive.

Section 2. Contracts
Dual signatures of either the president, vice president, or Panhellenic advisor shall be required to bind the Stephen F. Austin State University College Panhellenic Association on any contract.

Section 3. Checks
All checks and electronic payments issued on behalf of the Stephen F. Austin College Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: president, vice president, treasurer, or Panhellenic advisor.

Section 4. Payments
All payments due to the Stephen F. Austin Panhellenic Association shall be received by the treasurer, who shall record them. Checks for payments shall be made payable to the College Panhellenic Association. Further, it is preferred that checks be hand delivered to either the treasurer at the Panhellenic Council meeting, or to the SFAPA advisor.

Section 5. Fines
To ensure transparency, below you will find a list of fines.

- Fines specifically related to recruitment will be listed in the Membership Recruitment Standing Rules.
  A. Late payment will result in a late fee of $100 per week.
  B. Mandatory Events
     a. SFAPA designates mandatory events throughout the academic year to promote Panhellenic unity and provide an opportunity for Panhellenic women to build relationships with other campus areas.
     b. It is expected that each SFAPA chapter will send 80% of its membership to each Mandatory Event.
     c. Failure to do so will result in a $200 fine.
  C. Large-Scale Philanthropic Events
     a. In the spirit of Panhellenic unity, SFAPA chapters are expected to support one another in their philanthropic efforts.
     b. SFAPA chapters are expected to have 20% of their membership attend each SFAPA chapter's large-scale philanthropic event.
     c. Failure to do so will result in a $200 fine.
     d. If a chapter expects that they will not be able to meet 20% for a chapter’s event, they are expected to make a monetary donation to that chapter totaling the amount of tickets or the cost of one team it would have been had they attended.
i. Example 1: Sorority A has 100 women, 20% of that is 20 women. Sorority B’s event is selling tickets for $2. Sorority A would donate $40 to that chapter.

ii. Example 2: It costs $20 to create a team for Sorority A’s event. Sorority B would donate $20 to Sorority A.

Section 6. Executive Board Philanthropic Support
A. To show support to the Panhellenic Community the Executive Board will provide a monetary donation each calendar year, in alignment with SFAPA Executive Board officer terms, to each SFAPA member organization.
   1. The amount per calendar year will be determined by the Executive Board, and communicated to the chapters in the spring semester.
   2. It is up to the chapter when they would like to receive the donation (fall or spring semester).
   3. It is the chapter’s responsibility to notify either the SFAPA advisor or a member of the Executive Board as to when they would like to receive the donation, failure to do so will result in them not receiving the donation for that calendar year.

Section 7. Fees and assessments
The fines described in Sections 5 and 6 will not be wavered from. However, the Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary outside of the described realms, such as part of judicial sanctions or as designated by the Office of Greek Life.

Article IX. Extension

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

The Stephen F. Austin State University College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the NPC Manual of Information.

Section 2. Voting rights
Only regular members of the Panhellenic Council shall vote on extension matters.

Article X. Violation Resolution

Section 1. Violation
Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the National Panhellenic Council Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the Stephen F. Austin 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
The Stephen F. Austin State University College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC guidelines for the judicial process found in the NPC Manual of Information.

**Article XI. Hazing**

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

**Article XII. Inclusion Statement**

Stephen F. Austin State University College Panhellenic Association does not categorically deny membership to an individual, based on race, color, religion, age, national origin, ancestry, sexual orientation, gender identity and expression, military or veteran status, the presence of a disability, genetic information, familial status, political affiliation or participation in protected activities (discrimination based on sex is allowed through Title IX of the Educational Amendments of 1972).

**Article XIII. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Stephen F. Austin State University College Panhellenic Association when applicable and when they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the Stephen F. Austin State University College Panhellenic Association may adopt.

**Article XIV. Amendment of Bylaws**

These bylaws may be amended at any regular or special meeting of the Stephen F. Austin 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 Stephen F. Austin State University. In the event of the dissolution, none of the assets of the Association shall be distributed to any members of the Association, but after payment of all debts, its assets shall be given to NPC unless otherwise required by state law.