

# **Bylaws of the Iowa State University Collegiate Panhellenic Council**

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**Office of Greek Affairs**

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## Article I: Name

The name of this organization shall be the Iowa State University Collegiate Panhellenic Council.

## Article II: Object

The object of the Iowa State University Collegiate Panhellenic Council shall be to develop and maintain women's fraternity life and Interfraternity relations at a high level of accomplishment and in so doing to:

- A. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
- B. Promote superior scholarship and basic intellectual development.
- C. Cooperate with member women's fraternities and the university/college administration in concern for and maintenance of high social and moral standards.
- D. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, resolutions and policies (Manual of Information).
- E. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member women's fraternities.

## Article III: Membership

### Section 1: Membership Classes

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

- A. Regular membership.** The regular membership of the Iowa State University Collegiate Panhellenic Council shall be composed of all chapters of NPC fraternities at Iowa State University. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and one vote on all matters.
- B. Provisional membership.** The provisional membership of the Iowa State University Panhellenic Council shall be composed of all colonies of NPC fraternities at Iowa 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 fraternity.
- C. Associate membership.** Local sororities or national or regional non-NPC member groups may apply for associate membership of the Iowa State University Panhellenic Council.
  - a. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council.
  - b. Associate members shall pay dues as determined by the Collegiate Panhellenic Council.
  - c. An associate member shall have voice and one vote on all matters except exten-

sion-related matters and, 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.

- d. An associate member may be expelled for cause by a majority vote of the Panhellenic Council.
- e. An associate member shall not be entitled to vote on the question of its expulsion.

## Section 2: Chapter Distinction

### A. Regular Membership

Alpha Chi Omega	Delta Zeta
Alpha Delta Pi	Gamma Phi Beta
Alpha Gamma Delta	Kappa Alpha Theta
Alpha Omicron Pi	Kappa Delta
Alpha Phi	Kappa Kappa Gamma
Chi Omega	Pi Beta Phi
Delta Delta Delta	Sigma Kappa

### B. Associate Membership

Alpha Sigma Kappa	Phi Beta Chi
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## Section 3: 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 Iowa State University Panhellenic Council bylaws, code of ethics and any additional rules this Panhellenic Council 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.

**B. Academics.** All member and associate chapters will maintain an average 2.0 GPA in accordance with Iowa State University policy. Those chapters falling below a 2.0 GPA will be subject to action deemed appropriate by Iowa State University Student Activities Center. Chapters who fall below the all women's average GPA of Iowa State University will be given the option to participate in the Greek Academic Achievement Plan (GAAP) done through the Vice President of Scholarship and Iowa State University's Academic Success Center.

**a. Iowa State University Honor Code.** Collegiate Panhellenic Council at Iowa State University adopts the Iowa State University Academic Misconduct policy that reads as follows: "The entire academic community at Iowa State University is responsible for maintaining high standards of academic integrity in research and scholarly activities in an effort to prevent academic misconduct. It is important to recognize that academic misconduct involving deception must carefully be distinguished from honest error and differences in judgment which are intrinsic parts of research and scholarly activities."

### C. All Member Sororities.

- a. All chapters will be recognized organizations in good standing with the Iowa State Bylaws of the Iowa State University Panhellenic Association

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University Student Activities Center

- b. All chapters must have internal risk management policies addressing alcohol, social functions, and hazing.
- c. All chapters must have an internal scholarship program.
- d. All chapters will pay annual dues.
- e. Application for membership process is followed as outlined in the University Committee on Fraternities and Sororities

#### **D. Provisional and Associate member sororities**

- a. Provisional member sororities will have voice but no vote on all matters.
- b. Provisional member sororities may not hold an executive office on Collegiate Panhellenic Council
- c. Associate member sororities will have voice and vote in Panhellenic business matters, excluding NPC extension and primary recruitment items.
- d. Associate member sororities may hold positions on the Collegiate Panhellenic Council Executive Board with the exception of President, Vice President of Recruitment: Programming, and Vice President of Recruitment: Education.
- e. Associate member sororities do not participate in primary recruitment with the exception of the open house round. Associate member sororities shall recruit using continuous open recruitment procedures **outlined in Appendix 9**.
- f. Associate member sororities are allowed and expected to participate in all Panhellenic Council programming. They are also eligible to apply for all honors and awards.

#### **Section 4: Representation**

All member sororities will appoint two members as Panhellenic Representatives. Member and associate sororities must send a substitute delegate if the registered representative is unable to attend.

If delegates are not able to attend, they need to contact the Vice President of Public Relations 48 hours prior to their absence.

The only excused absence is for initiation purposes, other reasons are up to the President and the Vice President of Public Relations to deem appropriate.

#### **Section 5: Voting**

Only member and associate member sororities will have voting privileges.

- A. Each member and associate member sorority is allowed one vote, and the voting representative will be identified to the Vice President of Public Relations during roll call.
- B. Each member and associate member sorority present at the meeting will have voting privileges provided that the sorority is in good standing.

- a. Attendance at two previous meetings.
- b. Member and associate member sorority has at least 1 representative present on day of voting.
- c. For proposals deemed important by the Executive Council, it is strongly suggested chapter Presidents are present during voting.

C. A chapter can vote Pass, No Pass, or Abstain. Voting will consist of one of the following:

- a. Secret ballot
- b. Show of hands
- c. Verbal confirmation through roll call

## **Article IV: Officers and Duties**

### **Section 1: Officers**

The officers of the Iowa State University Panhellenic Association shall be President, Vice President of Judicial Affairs, Vice President of Risk Prevention, Vice Presidents of Recruitment, Vice President of Public Relations, Vice President of Scholarship, Vice President of Finance, Vice President of Community Service and Philanthropy, Vice President Membership Development, and Vice President of Social Justice.

### **Section 2: Eligibility**

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

- a. Regular membership. Members from women's fraternities holding regular membership in the Iowa State University Collegiate Panhellenic Council shall be eligible to serve as any officer position.
- b. Provisional membership. Members from women's fraternities holding provisional membership in the Iowa State University Collegiate Panhellenic Council shall not be eligible to serve as an officer.
- c. Associate membership. Members from women's fraternities holding associate membership in the Iowa State University Collegiate Panhellenic Council shall be eligible to serve as an officer except president or the officers in charge of recruitment.

B. Applicants will be deemed ineligible if they will serve on the following positions during their term on the Collegiate Panhellenic Executive Council.

- a. Homecoming Central Committee
- b. Greek Week Central Committee
- c. President of their Chapter
- d. Recruitment Chair of their Chapter

C. In order to hold a Panhellenic Executive position, one must have a cumulative 2.7 Grade Point Average (GPA) or have maintained a 2.9 GPA for their previous two consecutive semesters. Throughout this executive position, it is required that one must maintain a 2.5 semester GPA during their term and failure to do so will result in actions deemed appropriate by the Assistant Dean of Students/Director of Greek Affairs. One must also be classified as a full time student at Iowa State University to hold an Executive position.

### **Section 3: Application**

All candidates seeking office, except the Student Government Representative, will submit a written application to the Panhellenic Council and present a short oral presentation to the Council. The Student Government Representative will be selected in accordance with Student Government law (Student Government Constitution Article II, Sections B and C, By-laws 15.8-15.13).

### **Section 4: Selection of Officers**

#### **A. Slating Process Procedure**

- a. Applications and job descriptions will be made available at a predetermined date by the Collegiate Panhellenic Executive Council and sent out to all Panhellenic chapters.
- b. Applications will be due on a date communicated by the Executive Council.
- c. The Executive Council will form a Selections Committee to review all application materials and conduct all slating interviews two weeks prior to elections.

#### **B. Defining the slate**

- a. The slate will consist of a formal recommendation of candidate(s) from the Selections Committee for the upcoming Executive Council elections.

#### **C. The Selections Committee shall consist of:**

- a. Collegiate Panhellenic Council Graduate Advisor (required)
- b. Vice President of Judicial Affairs
- c. Executive Council officer(s) of the position being interviewed.
- d. Nominated current Chapter President
- e. One alternate, to be chosen by the Selection Committee as seen appropriate

D. The Vice President of Judicial Affairs will be the chair of the Selection Committee.

E. The Panhellenic President will fill in for the Vice President of Judicial Affairs if the Vice President of Judicial Affairs chooses to run for an Executive Council position or in any situation the Slating Committee deems appropriate

F. The current Chapter President on the committee will be elected by all Panhellenic presidents, and will not be of the same affiliation of the Vice President of Judicial Affairs or the current Panhellenic President. Presidents who are running for an Executive Council office are ineligible to be on the Selection Committee.

G. The slate can consist of any number of candidates for a position, including zero, and this number is at the discretion of the Selections Committee. The Selections Committee will interview all candidates and vote whether or not to include each candidate for the slate based on a majority vote.

- a. The Selection Committee Members that are eligible to vote include the Collegiate Panhellenic Council Graduate Advisor, Vice President of Judicial Affairs, Current Chapter President and/or Collegiate Panhellenic Council President

- b. In the event of a tie vote by the Selections Committee, the Vice President of Judicial Affairs will cast the deciding vote for placing the candidate on the slate based solely on the applications for the position.
  - c. The Panhellenic chapters do not have to approve the slate candidates presented by the Selections Committee.
- H. The slate will be announced a week before elections at the delegate meeting after all candidates have been interviewed.
- I. Any candidates who participated in the slating process and are considering running from the floor must notify the Vice President of Judicial Affairs the Tuesday prior to the elections meeting so that grade checks can be completed.
- J. Election Meeting
- a. Please also refer to Appendix 3: Collegiate Panhellenic Council Election Procedure for more details on the process.
  - b. At the meeting of elections, all candidates for each Executive Council position will present her platform to the Panhellenic chapters with a five-minute time limit.
  - c. The candidate must be present during their election time to present their platform and answer questions from delegates, unless the candidate has an exam that conflicts with the election time or another academic conflict deemed as excused by the Executive Council.
  - d. The Panhellenic chapters will be allowed to ask questions for five minutes to the candidate after the five-minute speech has been completed.
  - e. The Presidential candidate will be allowed up to two supporting spokespersons on her behalf, each with a two-minute time limit. All other candidates will be allowed one supporting spokesperson for her position, with a two-minute time limit. Each candidate must leave the room during the supportive speeches.
  - f. The Vice President of Judicial Affairs will be responsible for distributing each slated applicant's application to each chapter after the slate has been selected.
  - g. Following the presentation of all candidates' platforms and supportive speeches, all candidates will be asked to leave the room. The floor will then be open for discussion for five minutes on each of the Executive Council positions.
- K. A majority vote of the quorum from the Panhellenic chapters is needed for approval of the candidate from the election meeting.
- a. If a majority vote is not attained, there will be a re-vote between the top two vote-getters.
  - b. If the top two vote-getters tie two consecutive times, the floor may be re-opened for discussion in pro-con format. The Panhellenic chapters will continue to re-vote in this fashion until one candidate receives majority.

## **Section 5: Office-Holding Limitations**

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

## **Section 6: 9Procedure**

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A majority vote shall elect 1 chapter president to serve as the nominated chapter president role on the nomination committee. The nominating committee shall consider the qualifications of all candidates for elected officers.

### **Section 7: Term**

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

### **Section 8: Removal**

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

### **Section 9. Vacancies**

All vacancies, excluding the President role (see Section 10 of this article), shall be filled in the same manner of selection as provided in Section 4 of this article.

### **Section 10. Presidential Vacancy**

In case the President resigns or leaves school before her term has expired, the Vice President of Judicial Affairs shall take her place. In this case, the Collegiate Panhellenic Council will elect a new Vice President of Judicial Affairs from members of the Greek Chapters. In the case of any other officer vacancy, an election may be held as stated above or appointed by the President or Executive Panhellenic Council, with the exception of the Student Government Representative, who will be selected in accordance with Student Government law (Student Government Bylaws 5.7.2).

### **Section 11: Duties of Officers**

A. The President shall:

- a. Have previously been a Chapter President or CPC Executive Council officer.
- b. Attend all Panhellenic and Executive Council Meetings
- c. Serve as the official student spokeswoman for the Panhellenic Community.
- d. Preside at all meetings of the Panhellenic and Executive Council meetings as the chairwoman. She shall vote only to break a tie during Executive Council meetings.
- e. Serve as a liaison to the Interfraternity Council, Multicultural Greek Council, and the National Pan-Hellenic Council unless otherwise designated.
- f. Hold individual meetings with Chapter Presidents once a semester in order to assess the needs of chapters in the Panhellenic Association.
- g. Serve as a member of the University Committee on Fraternities and Sororities, Ames Area Alumnae Panhellenic Council, and co-facilitate ISU Greek Chapter President's Council with the IFC, MGC, and NPHC Presidents.
- h. Maintain communication with the NPC Area Advisor, on an as needed basis.
- i. Maintain communication among alumnae, campus administration, and campus leadership, professional and student led, as well as other stakeholder groups.
- j. Coordinate Panhellenic Executive Officer elections, training, and transition period. Because of the importance of competent, trained officers, she shall be responsible for overseeing the training of all new officers, including her successor.

- k. Maintain a complete and up-to-date file of the Panhellenic Association Constitution, Bylaws, current budget, current correspondence and material received from NPC advisor, copies of Panhellenic reports sent to NPC advisor, minutes from Collegiate Panhellenic Council meetings, minutes from Ames Alumnae Panhellenic meetings, and minutes from University meetings.
- l. Coordinate the Panhellenic Executive Officer Installation Ceremony.
- m. Coordinate the Iowa State University Panhellenic Annual Report at the end of her term, involving all student and alumni stakeholder groups, if needed.
- n. Coordinate ISU sorority delegations to the Association of Fraternal Leadership and Values (AFLV) area and regional conferences.
- o. Coordinate AFLV Awards, including the Sutherland Award and any NPC Awards.
- p. Coordinate all courtesy correspondence of the Iowa State University Collegiate Panhellenic Council.
- q. Provide accurate information from council to other community or civic groups, such as Ames Chamber of Commerce, etc.
- r. Assist the executive council by any other means, as needed.
- s. Assist the Vice President(s) of Recruitment during all recruitment activities.
- t. Be elected the semester before their term begins in order to work with current CPC president, strategically plan upcoming year, and prepare for upcoming council.

B. The Vice President of Judicial Affairs shall:

- a. Attend all Panhellenic and Executive Council Meetings.
- b. Perform the duties of the President in her absence, inability to serve, or at her request.
- c. Serve as a liaison between the Greek community and the Office of Student Conduct for the University. Attend semi-monthly meetings with the OSC representative and the IFC VP of Judicial Affairs.
- d. Coordinate all revisions of all documents, bylaws, and constitutions.
- e. Prepare any documentation for the Office of Student Conduct (OSC) regarding violations of the Collegiate Panhellenic Council Constitution, Bylaws, Events Policy, and University Student Disciplinary Regulations as needed.
- f. Facilitate a training session at least once per semester for the Panhellenic Judicial Board.
- g. Serve as the director and chair of the Panhellenic Judicial Board and serve as liaisons for the Collegiate Panhellenic Council.
- h. Communicate and work with the Vice President of Risk Prevention on all judicial matters
- i. Assist in the preparation of the AFLV Sutherland award entry.
- j. Maintain an up-to-date notebook and/or files with current policies and procedures.
- k. Educate chapters and delegates on judicial procedures and policies.
- l. Act as an administrator for CPC as a recognized student organization through the Iowa State Student Activities Center, ensuring that the Collegiate Panhellenic Council Bylaws and Constitution meet the outcomes of the Student Organization Recognition Policy.
- m. Assist the Vice President(s) of Recruitment during all recruitment activities.

C. The Vice President of Risk Prevention shall:

- a. Attend all Panhellenic and Executive Council meetings.
- b. Coordinate all training sessions of the chapter event coordinators, risk managers, and Chapter Presidents.
- c. Coordinate scheduling of educational events on risk prevention and management with IFC.
- d. Serve as the Vice Chairman for the Panhellenic Judicial Board
- e. Be responsible for the proactive monitoring of risk and other concerns with individual chapters as well as provide counseling for individual chapters concerning risk management issues.
- f. Be responsible for promoting alcohol-free alternative programming for the Greek Community through other University programs and organizations.
- g. Coordinate workshops for the chapter house managers and Alumnae boards to update them on housing codes and inspections.
- h. Serve on the Greek Community Events Review Board and as well as on the Judiciary Team and be in communication with Iowa State Events Authorization Committee.
- h. Coordinate the registration of sorority events.
- i. Maintain and update the IFC/CPC Events Policy and handbook with the IFC Vice President of Risk Prevention as needed.
- j. Coordinate with the Judicial Team on all judicial matters.
- k. Maintain, update, and distribute a list of local third party vendors with the correct requirements for the events.
- l. Maintain official documentation of sororities' national risk management policies.
- m. Maintain an up-to-date notebook and/or files with current policies, procedures, correspondence, budgets, and programming resources.
- n. Assist in the preparation of the AFLV Sutherland Award entry.
- o. Assist the Vice President(s) of Recruitment during all recruitment activities.

D. The Vice President(s) of Recruitment shall:

- a. Attend all Panhellenic and Executive Council meetings.
- b. Be elected the semester before their term begins in order to work with the current Vice Presidents of Recruitment to plan the following year's recruitment activities.
- c. Plan, conducts, and evaluates Recruitment Procedures.
- d. Serve a role in planning and conducting Primary Recruitment.
- e. Be available to live in the Ames area throughout the summer to assist in Iowa State Orientation resource fair and Fraternities and Sororities informational session.
- f. Perform all other duties as agreed by their contract under the supervision of the Assistant Dean of Students/Director of Greek Affairs and the Assistant Director of Greek Affairs.
- g. Participate in the selection of the Recruitment Counselors.
- h. Assist in the preparation of the AFLV Sutherland Award entry.
- i. Maintain a complete and up-to-date notebook and/or files with current policies, procedures, correspondence, budgets, and programming resources.
- j. Coordinate all events relating to Experience Iowa State Days, Daily Visits, Transfer Student Orientation, ClubFest, and Destination Iowa State
- k. Vice President of Recruitment: Programming
  - 1. Have previously been a chapter recruitment chair or recruitment counselor.

2. Plan, coordinate and communicate the chapter participation of Greek Visit Day as well as other internal administrative duties associated with Greek Visit Day.
  3. Plan, coordinate and communicate the chapter participation of primary recruitment.
    - a. Communicate with National Panhellenic Conference, University Officials when necessary as well as other internal sources.
  4. Keep a running account of Recruitment finances
  5. Be responsible for educating the chapter Recruitment Chairs and Collegiate Panhellenic Council Executive Board about the Recruitment procedures and policies.
  6. Hold individual meetings with chapter Recruitment Chairs once during spring semester and once during primary recruitment.
  7. Be responsible for providing assistance to chapters with the recruiting process through open houses, workshops, and coordinating recruitment ads.
- I. Vice President of Recruitment: Education
1. Have previously been a recruitment counselor.
  2. Plan, coordinate and communicate the Potential New Member and Recruitment Counselor participation of Greek Visit Day as well as other external administrative duties associated with Greek Visit Day.
  3. Plan, coordinate and communicate the Potential New Member and Recruitment Counselor participation during primary recruitment.
    - a. Communicate with Potential New Members, family members when necessary as well as other external sources.
  4. Be responsible for aiding in development and distribution of informational literature for prospective members, parents and general community.
  5. Coordinate the selection of recruitment counselors.
  6. Coordinate all training of Recruitment counselors.

E. The Vice President of Public Relations shall:

- a. Attend all Panhellenic and Executive Council meetings.
- b. Strategically implement a communication plan for the Greek Community and its stakeholders.
- c. GREC: Select and facilitate the members of GREC to develop communication pieces
- d. Obtain sponsorship for the council to be used for marketing pieces.
- e. Encourage collaboration and involvement between alumni, parents of Greek students and the Greek Alumni Alliance
- f. Continue Relationships between ISU faculty, staff, department of residence and other departments as deemed appropriate
- g. Host two roundtables for marketing/communications chairs for chapters per term, to discuss best practices and any new information
- h. Encourage the use of chapter archives through the library archives projects as well as within their own chapter
- i. Create agendas for Executive Council and Delegate meetings. Take Minutes at

these meetings and send minutes out

- j. Create flyers and advertising materials
- k. Photograph all Greek events
- l. Assist the Vice President(s) of Recruitment during all recruitment activities.

F. The Vice President of Scholarship shall:

- a. Attend all Panhellenic and Executive Council meetings
- b. Work closely with the Vice President of Membership Development to establish academics as first priority with new members.
- c. Coordinate the development of leadership opportunities, resources, scholarship, and educational programming.
- d. Organize all GAAP planning and programming in conjunction with the Academic Success Center Staff
- e. Coordinate all-Greek scholarship programming in cooperation with respective counterparts.
- f. Coordinate roundtable discussions and workshops for chapter scholarship chairs.
- g. Organize Faculty Appreciation activities.
- h. Promote scholarship through recognition of individual member accomplishments.
- i. Assist in the preparation of the AFLV Sutherland Award entry.
- j. Maintain a complete and up-to-date notebook and/or files with current policies, procedures, correspondence, budgets, and programming resources.
- k. Assist the Vice President(s) of Recruitment during all recruitment activities.

G. The Vice President of Finance shall:

- a. Attend all Panhellenic and Executive Council meetings.
- b. Develop, recommend, and implement an itemized annual budget for the Collegiate Panhellenic Council.
- c. Develop, recommend, and implement an itemized budget for the Recruitment Executive Council.
- d. Reconcile monthly COA statements with the Collegiate Panhellenic Council budget. Keep all financial records for the Council.
- e. Collaborate with IFC VP of Chapter Operations to ensure proper handling of joint council spending.
- f. Create and send out dues invoices to each regular and associate chapter once per semester. Enforce collection of dues. Impose monetary sanctions when necessary.
- g. Sign and complete intramurals and vouchers when applicable.
- h. Instruct the Executive Council how to properly manage their individual budgets.
- i. Collaborate with Campus Organizations Accounting.
- j. Have basic knowledge of Microsoft Excel or a compatible program and be able to use this program in the creation and up-keep of the budgets.

- k. Assist other council officers in the preparation of the AFLV Sutherland Award entry.
- l. Maintain a complete and up-to-date notebook and/or files with current policies, procedures, correspondence, budgets, and programming resources.
- m. Continue to complete position duties and correspond on financial matters throughout the summer.
- n. Assist the Vice President(s) of Recruitment during all recruitment activities.
- o. Vice President of Finance will be elected during first round of elections in order to work with current Vice President of Finance on the upcoming year's budget.

H. The Vice President of Philanthropy and Community Service shall:

- a. Attend all Panhellenic and Executive Council meetings.
- b. Serve as coordinator with her IFC counterpart for the Greek Visit Day Luncheon, Greek Trick-or-Treat, Greeks Give Back and all other CPC/IFC sponsored philanthropies and community events.
- c. Coordinate roundtable discussions with chapter philanthropy chairs.
- d. Be responsible for contributing to and distributing a calendar of chapter philanthropic events.
- e. Coordinate activities surrounding the annual All-University and/or All-Greek Philanthropy, including community service events.
- f. Work with the Vice President of Communications to publicize all Greek philanthropic and service projects.
- g. Collect and approve registration forms and summary forms for philanthropy projects from Panhellenic chapters.
- h. Inform Panhellenic chapters of philanthropy events and volunteer opportunities in the community.
- i. Assist in the preparation of the AFLV Sutherland Award entry.
- j. Maintain a complete and up-to-date notebook and/or files with current policies, procedures, correspondence, budgets, and programming resources.
- k. Serve on the Event's Review Team along with her IFC counterpart, CPC Vice President of Risk Prevention, IFC Vice President of Risk Prevention, NPHC Representative, and MGC Representative.
- l. Assist the Vice President(s) of Recruitment during all recruitment activities.

I. The Vice President of Membership Development shall:

- a. Attend all Panhellenic and Executive Council meetings.
- b. Coordinate all Central Campus Bid-Day activities.
- c. Assist in recruitment efforts for counseling any withdrawals during Recruitment Week.
- d. Facilitate educational programs for new members.
- e. Devise scholarship and leadership resources for new members.

- f. Provide assistance to new member educators on topics pertinent to new members.
  - g. Coordinate roundtable discussions for new member educators.
  - h. Coordinate with her IFC counterpart, a New Member Forum in the fall semester for all new members to attend
  - i. Assist in preparation of the AFLV Sutherland Award entry.
  - j. Maintain a complete and up-to-date notebook and/or files with current policies, procedures, correspondence, budgets, and programming resources.
  - k. Coordinate roundtable discussions for membership development chairs
  - l. Assist the Vice President(s) of Recruitment during all recruitment activities.
- J. Vice President of Social Justice
- a. Attend all Panhellenic and Executive Council meetings.
  - b. Act as a liaison to on campus departments, student organizations, and Greek auxiliary groups who promote social justice.
  - c. Coordinate training on social justice for chapters on the topics of: cultural appropriation, privilege/oppression, equity, and inclusivity.
  - d. Coordinate roundtable discussions with chapter leadership representatives in regards to social justice topics.
  - e. Coordinate training for chapter leaders on cultural appropriation, privilege/oppression, equity and inclusivity in collaboration with other Collegiate Panhellenic Council board members.
  - f. Promote NCORE/ISCORE, the Social Justice Summit, and other related events to the Panhellenic Community
  - g. Attend ISCORE (Iowa State Conference on Race and Ethnicity).
  - h. Communicate with Panhellenic chapters about cultural events on and off campus.
  - i. Assist in the preparation of the AFLV Sutherland Award entry.
  - j. Assist the Vice President(s) of Recruitment during all recruitment activities.

## **Article V. The Panhellenic Community**

### **Section 1: Authority**

The governing body of the Panhellenic Community shall be the Collegiate Panhellenic Executive Council. It shall be the duty of the Collegiate Panhellenic Executive Council to conduct all business related to the overall welfare of the Iowa State University Panhellenic Community including, but not limited to: annually review and adjust total as needed; determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish recruitment rules and recruitment style. The Collegiate 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 fraternities.

### **Section 2: Composition and Privileges**

The Iowa State University Collegiate Panhellenic Delegation shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at Iowa State 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, a member of the fraternity may cast the vote, providing her credentials have been presented to the Council president.

### **Section 3: Selection of Delegates and Alternates**

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

### **Section 4. Delegate Vacancies**

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within 2 weeks and to notify the Panhellenic Association secretary of her name, address 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.

### **Section 6: 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 7: Special Meetings**

Special meetings of the Panhellenic Council may be called by the President when necessary and shall be called by her upon the written request of no less than one-fourth of the member women's fraternities of the Iowa State University Collegiate Panhellenic Council. 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 of the delegates from the member fraternities of the Iowa State University Panhellenic Council shall constitute a quorum for the transaction of business.

### **Section 9: Vote Requirements**

- A. Proposed motions on issues that impacts a chapter, as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.
- B. A two-thirds vote of the Panhellenic Council shall be required to approve a re-colonization plan and for all extension-related votes. All other votes, unless



specified in these bylaws, shall require a majority vote for adoption. (See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.)

## **Article VI. The Executive Board**

### **Section 1: Composition**

The composition of the Executive Board shall be the President, Vice President of Judicial Affairs, Vice President of Risk Prevention, Vice Presidents of Recruitment, Vice President of Public Relations, Vice President of Scholarship, Vice President of Finance, Vice President of Community Service and Philanthropy, Vice President Membership Development, and Vice President of Social Justice.

### **Section 2: Duties**

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

### **Section 3: Regular Meetings**

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

### **Section 4: Special Meetings**

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

### **Section 5: Quorum**

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

### **Section 6: Responsibilities**

- A. The Executive Council shall be responsible for executing and abiding by all policies established by the Collegiate Panhellenic Council. The Executive Council members for the Collegiate Panhellenic Council also serve as the Panhellenic Association Officers
- B. The Executive Council shall meet prior to each regular meeting to discuss the order of business and to hear reports.
- C. The Executive Council shall appoint all Standing and Special committees and their chairwomen and, in making these appointments, recognize representation of all member fraternities, where possible. All members of these committees shall be responsible to the Executive Council and shall make reports to the Executive Council when necessary.
- D. Each member of the Executive Council shall make a report of her actions and business of her office at both regular and executive meetings.
- E. Members of the Executive Council are required to attend all Executive Council meetings and regular meetings of the Council, unless her absence is excused by the President.

- F. If a member of the Executive Council is unable to fulfill the duties of her position, she shall resign or be asked to resign.
- G. All Panhellenic Council officers are required to be present at Collegiate Panhellenic Council meetings, Executive Council meetings and any other special meetings called by the Panhellenic Council President, Panhellenic Advisor, or Assistant Dean of Students/Director of Greek Affairs. If any Executive Council member has two unexcused absences during one semester, she will be asked to turn in her resignation from office.

## **Article VII: The Panhellenic Advisor**

### **Section 1: Appointment**

The Panhellenic advisor of the Collegiate Panhellenic Council shall be appointed by the Iowa State University Office of Greek Affairs Administration.

### **Section 2: Authority**

The Panhellenic advisor shall serve in an advisory capacity to the Iowa State University Collegiate Panhellenic Council. 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 Iowa State University Collegiate Panhellenic Council shall be the Panhellenic Judicial Board, Emerging Greek Leadership Council, Greek Relations Executive Council and Membership Recruitment Committee.
- 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 Executive Board of the Collegiate 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 fraternities as much as possible. The president shall be an ex-officio member of all committees except the Panhellenic Judicial Board.

### **Section 3: Panhellenic Judicial Board**

The Panhellenic Judicial Board shall consist of the Vice President of Judicial Affairs as chairman and 5 representatives from Panhellenic chapters. The Panhellenic advisor shall serve as a nonvoting ex-officio member. The Panhellenic Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Panhellenic 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 Panhellenic Judicial Board shall educate member fraternities about the Panhellenic

judicial procedure.

It shall be the Panhellenic 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 Iowa State University Collegiate Panhellenic Council that are not settled informally or through mediation. The members of the Panhellenic 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 a chairman and one representative from each regular, provisional, and associate member. 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 chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member group and chapter advisor.

#### **Section 5: Emerging Greek Leadership Council**

The Emerging Greek Leadership Council shall follow all guidelines established in the Emerging Greek Leadership Council Constitution.

Constitution found in **Appendix 13**.

### **Article IX: Finances**

#### **Section 1: Fiscal Year**

The fiscal year of the Iowa State University Panhellenic Council shall be from July 1 to June 30.

#### **Section 2: Contracts**

The signatures of the Vice President of Finance and either the Assistant Dean of Students/Director of Greek Affairs or Assistant Director of Greek Affairs shall be required to bind all contracts of the Iowa State University Panhellenic Association.

#### **Section 3: Intramurals**

All intramurals issued on behalf of the Iowa State University Panhellenic Association shall be signed by the Vice President of Finance and the Assistant Dean of Students/Director of Greek Affairs or the Assistant Director of Greek Affairs.

#### **Section 4: Payments**

All payments due to the Iowa State University Panhellenic Association shall be given to the Vice President of Finance who shall record them. Checks shall be made to the Collegiate Panhellenic Council.

## **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.
  - a. The semester dues of each Collegiate Panhellenic Council member fraternity shall be payable on a semester basis.
  - b. Associate member sororities will not be financially responsible for the expenses of Primary Recruitment and will be assessed dues based on the total Panhellenic expenses without primary recruitment (They will be assessed 75% of the regular member chapter dues, which is proportionate to the total budget excluding primary recruitment costs).
  - c. In the fall semester, each regular member sorority and associate member sorority will be assessed dues at a flat rate via invoice on the day which lands exactly two weeks after each chapter's respective formal acceptance of new members (i.e. bid day, induction ceremony, candidate ceremony). Dues must be submitted to the Vice President of Finance exactly two weeks after the date of assessment. It is the responsibility of each chapter to communicate their respective dates with the Vice President of Finance at the beginning of the semester. These dates are subject to change under extenuating circumstances.
  - d. In the spring semester, each regular member sorority and associate member sorority will be assessed dues at a flat rate via invoice no later than the day that lands exactly four weeks after the first day of spring semester classes after fall grades have been released. Dues must be submitted to the Vice President of Finance exactly two weeks after the date of assessment. These dates are subject to change under extenuating circumstances.
  - e. The semester rate will not exceed \$34 per member and new member for regular member sororities and \$25.50 per member and new member for associate member sororities. These rates will be reviewed again in Spring 2018. These rates are subject to change under extenuating circumstances.
  - f. A \$20 per day fee will be added to dues for each day they are late to the Panhellenic Vice President of Finance.
  - g. Failure to pay dues two weeks after a letter of notification to the chapter's treasurer will result in sanctions including the loss of that chapter's right to vote in Iowa State University Collegiate Panhellenic Council meetings (including Council, Executive Board, and Panhellenic Judicial Board Hearings). Voting rights will be withheld until payment is made to the Iowa State University Collegiate Panhellenic Council. Any chapter who does not update their roster numbers by the date assigned by the Fiscal Director will be assessed according to a standard of chapter total.

- h. Failure to pay dues two weeks after a letter of notification to the chapter's treasurer will result in sanctions including the loss of that chapter's right to vote in Iowa State University Collegiate Panhellenic Council meetings (including Council, Executive Board, and Panhellenic Judicial Board Hearings). Voting rights will be withheld until payment is made to the Iowa State University Collegiate Panhellenic Council. Any chapter who does not update their roster numbers by the date assigned by the Fiscal Director will be assessed according to a standard of chapter total.

### **Section 6: Payment Plan**

If a payment cannot be paid in full by the date set by the Vice President of Finance, a payment of fifty percent of the total will be paid on that date. The remainder fifty percent will be paid three weeks from the initial date set by the Vice President of Finance. The payment plan must be brought to the attention of the Vice President of Finance prior to the initial due date.

### **Section 7: Controlled Substances**

No Iowa State University Panhellenic Association funds shall be used to purchase any controlled substances.

### **Section 8: Fees and Assessments**

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

### **Section 9: Excess Funds**

- A. Any item or purchase with the use of excess or rollover funds over \$100 and not explicitly outlined in the Collegiate Panhellenic Council budget, must be proposed, voted on, and approved by the Collegiate Panhellenic Council Executive Board through a written proposal.
- B. Approval of the use of the rollover budget or any reserve funds will be a majority vote.

### **Section 10: Purchasing Card**

All purchases external to Iowa State University shall be made using a purchasing card (p-card) registered through ISU Campus Organizations Accounting (COA).

Upon making purchases, the Vice President of Finance is required to:

1. Obtain an itemized receipt of the purchase
2. Attach the itemized receipt and validate the purchase through COA via AccessPlus

## **Article X. Extension**

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

The Iowa State University Collegiate Panhellenic Council shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual

of Information.

## **Section 2. s**

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, and the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the Iowa State University Collegiate Panhellenic Council 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 Iowa State University Collegiate Panhellenic Council shall follow all mediation guidelines found in the Manual of Information.

- A. **Mediation.** Mediation is the first step of the judicial process. The Iowa State University Collegiate Panhellenic Council shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.
- B. **Panhellenic Judicial Board hearing.** When a violation is not settled informally or through mediation, the Panhellenic Judicial Board shall resolve the issue in a Panhellenic 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 Panhellenic Judicial Board decision.** A decision of the Panhellenic Judicial Board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeal Committee. The Iowa State University Collegiate Panhellenic Council shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

## **Article XII. Hazing**

### **Section 1: Hazing**

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

### **Section 2: Definition**

Hazing is defined as any action taken or situation created, intentionally, whether on or off fraternity property, to produce mental or physical discomfort, embarrassment, harassment, or ridi-

cule. Such activities include but are not limited to, creation of excessive fatigue; physical and psychological shocks; wearing publicly or privately apparel which is conspicuous and not normally in good taste; engaging in public stunts or jokes; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities which are not consistent with the regulations and policies of the educational institution.

### **Article XIII. Parliamentary Authority**

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

### **Article XIV. Amendment of Bylaws**

These bylaws may be amended at any regular or special meeting of the Iowa State University Collegiate 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 Council shall be dissolved when only one regular member exists at Iowa State University. In the event of the dissolution of this Council none of the assets of the Council shall be distributed to any members of the Council, but after payment of the debts of the Council its assets shall be given to the National Panhellenic Conference.

# **Appendix of the Iowa State University**

## **Panhellenic Association**

### **-Standing Rules-**

#### **Appendix 1: Code of Ethics**

We, as the Undergraduate Members of women's fraternities at Iowa State University, strive to exemplify scholarship, leadership, service, and sisterhood by abiding by all UNANIMOUS AGREEMENTS of the National Panhellenic Conference. We will work to promote the best interests of Iowa State University and to ensure that the Panhellenic community is an asset to our institution.

We foster good relationships with all of our peers and we emphasize strengthening relationships with all Greek and non-Greek organizations. We shall keep all information pertaining to Panhellenic business private.

We will be fair and democratic in all procedures. We recognize that the Panhellenic community is a unique opportunity for women to learn how to live a life of meaning. We embrace differences among our fellow sisters and we will be fair-minded in all of our interactions. Because we recognize that every member sorority is an integral part of our community we refrain from making disparaging remarks about any member sorority. Because all members' actions are a reflection of the community, every member shall present herself in the best manner possible and conduct herself with irreproachable moral conduct.

The standards that we have set forth shall guide our everyday actions and ensure success of our community.

#### **Appendix 2: Order of Business**

##### **Section 1**

The Iowa State University Collegiate Panhellenic Council shall be governed by Robert's Rules of Order-Newly Revised, except in matters that are specifically provided for in the Constitution, Bylaws, and Standing Rules.



## **Section 2**

The order of business of the Iowa State University Collegiate Panhellenic council shall be as follows:

- A. Speakers
- B. Creed
- C. Roll Call
- D. Minutes and Approval
- E. Reports
  - a. President
  - b. Vice President of Judicial Affairs
  - c. Vice President of Risk Prevention
  - d. Vice President of Recruitment: Programming
  - e. Vice President of Recruitment: Education
  - f. Vice President of Public Relations
  - g. Vice President of Scholarship
  - h. Vice President of Finance
  - i. Vice President of Philanthropy and Community Service
  - j. Vice President of Membership Development
  - k. Vice President of Social Justice
  - l. Student Government Representative
  - m. Greek Week Coordinator
  - n. Standing Committees
  - o. Assistant Dean of Students/Director of Greek Affairs, Panhellenic Advisor
- F. Old Business
- G. New Business
- H. Announcements
- I. Adjournment

## **Appendix 3: Collegiate Panhellenic Council Election Procedure**

### **Section 1: Election Procedure**

- A. Nominations
- B. Candidates leave
- C. Candidate 1 Speech
- D. Candidate 1 Questions
- E. Candidate 1 leaves
- F. Candidate 1 Speakers 1 and 2
- G. Candidate 2 Speech
- H. Candidate 2 Questions
- I. Candidate 2 leaves
- J. Candidate 2 Speakers 1 and 2
- K. Etc. until all candidates are finished
- L. Open the floor for 3 minutes max of discussion

- M. Move to a secret ballot vote
- N. Tally votes – majority needed to win
- O. Winner announced

## **Section 2: Nomination Procedure**

Candidates running from the floor need to be nominated at the meeting. The Vice President of Judicial Affairs will read the list of candidates previously nominated and ask for any nominations from the floor. The candidate will raise her hand, be called upon, and say, “I nominate (insert name here).” If the candidate is not in attendance, a delegate may nominate her. No candidate is eligible to be nominated if they have not turned in their application by noon the day of the election. After all nominations have been made, the President will entertain a motion to cease nominations. The candidates will then leave the room.

## **Section 3: Speaker Procedure**

Anyone, with the exception of current CPC officers, may be one of the two speakers for the candidates; this is not limited to women of the Panhellenic community. The Candidate has 5 minutes to give her speech, the chapters then have 5 minutes for a question and answer session. The Candidates speakers then have 2 minutes each to speak.

## **Section 4: Discussion Procedure**

The discussion period is a chance to voice any concerns your chapter may have about any of the candidates, or to express strong chapter support of a certain candidate. Each discussion speaker will be limited to 30 seconds. The total discussion period will be a maximum of 5 minutes; however, this time period may be extended if it is deemed necessary. Panhellenic does not use a pro/con/pro format, this is open discussion. As a Panhellenic community, the concerns of other chapters play an important role in your chapter decisions. While comments of strong support for a candidate will be entertained, please keep in mind that this is the only opportunity chapters will have to voice their concerns. It is imperative that all comments made during the discussion period are kept strictly confidential.

Discussion is limited only to those who answer roll call as a chapter delegate or substitute delegate. If anyone other than your usual delegates wishes to speak during the discussion period, they need to answer roll call in place of one of their delegates as a substitute. Only those listed on the roll call sheet will be called upon during the discussion period. When called upon for discussion, please stand and state your name and chapter before continuing.

## **Section 5: Voting procedure**

Each chapter will have 3 minutes to confer and decide on their vote. Ballots are brought forward by a chapter delegate to the Vice President of Judicial Affairs, and are counted by the President, the Vice President of Judicial Affairs, and the Panhellenic Graduate Advisor. A majority of the votes is necessary to be elected to any position. A vote of ABSTAIN is treated as a vote of no-confidence for any candidate on the ballot, and is not applied to the necessary 9 votes.

In the case of 3 or more candidates on the ballot, in which no candidate receives a majority of the vote, there will be a re-vote between the top two vote-getters.

The required number of people from each chapter will be 15% of the chapter (with a maximum of 5, minimum of 3) which must include the 2 delegates and the president. The number required per chapter will be announced the week before voting.

In the case of a tie between two candidates, the vote will be recast once. In the case of a tie during a re-vote, the floor may be re-opened for discussion in pro-con format. The Panhellenic chapters will continue to re-vote in this fashion until one candidate receives majority.

## **Appendix 4: Risk Management**

### **Section 1: Alcohol and Drugs**

- A. While on chapter premises, during a sorority event, in any situation sponsored or endorsed by the chapter, or in any event an observer would associate with the fraternity, all activities must be in compliance with any and all applicable laws of the state, province, county, city, and Iowa State University, and must also comply with the CPC Risk Management Policy.
- B. In accordance with the National Panhellenic Conference Resolution on SUBSTANCE FREE HOUSING, no alcohol shall be permitted on chapter premises.
- C. In accordance with the National Panhellenic Conference Resolution on SUBSTANCE FREE CO-SPONSORED SOCIAL EVENTS, no sorority chapter may co-sponsor an alcoholic event on fraternity property.
- D. No alcoholic beverages may be purchased through chapter funds nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter.
- E. No chapter may co-sponsor or co-finance an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present.
- F. Council funds shall not be used to purchase of alcohol.
- G. Presence or use of alcohol at council-sponsored events is prohibited.

### **Section 2: Appearance**

Items will not be displayed that can be considered as racial, sexist, or insensitive by any ethnic group. All images, marketing, and communication must be consistent with Panhellenic values and portray an overall positive image. These items include but are not limited to, banners, t-shirts, billboards, signs, house party themes, Web site material, etc.

### **Section 3: Sexual Abuse and Harassment**

In accordance with the National Panhellenic Conference Resolution on HARRASSMENT AND HUMAN DIGNITY, no chapter will tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include

any actions, which are demeaning to women or men including but not limited to date rape, gang rape, or verbal harassment.

#### **Section 4: Fire Health and Safety**

- A. All chapter houses should meet all local fire and health codes and standards.
- B. All chapters should have posted by common phones emergency numbers for fire, police, and ambulance and should have posted evacuation routes on the back of each sleeping room door.
- C. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house are expressly forbidden.

#### **Section 5: Enforcement**

Chapters who violate these policies will be subject to sanctions set by the respective Panhellenic Judicial Board and/or the Student Conduct Hearing Board. University and Greek liaisons as defined by the Iowa State University Student disciplinary handbook will review all violations and if deemed necessary will recommend such violations to the proper judicial process.

### **Appendix 5: Collegiate Panhellenic Council Events Policy**

#### **Section 1: Purpose**

- A. We, the women of the Panhellenic Council at Iowa State University use this document as a reflection of the high standard we uphold. We place high value and esteem on the Greek Community and thus respect each member's individual chapter, its property, and its member's safety. We understand the right for each member to take responsibility for her own actions and understand every individual is a representation of the Greek Community as a whole.
- B. This document is an addition to each Chapter's national/international policies, the laws of the state, and of the university.
- C. All Chapters and colonies recognized by the CPC fall under the jurisdiction of the Collegiate Panhellenic Council Events Policy and are expected to abide by its regulations.
- D. Forms, as referred to in this Article, may be found online at the Office of Greek Affairs website.

#### **Section 2: Definition of Terms**

- A. The term "event" will be interpreted as any function sponsored by a Chapter at Iowa State University.
- B. The term "premeditated" will be interpreted as planned or deliberated.

#### **Section 3: Event Types**

- A. All premeditated social events with a third party vendor.
- B. All premeditated social events without a third party vendor where alcohol is present.
- C. All events for philanthropic or community service projects.
- D. All premeditated social events where alcohol is not present.

- E. All pairing events including, but not limited to, all events associated with Homecoming, Varieties, and Greek Week.

#### **Section 4: Registration of Social Events**

- A. All events must be registered with the Collegiate Panhellenic Council. Events with alcohol must be registered by 5:00 p.m. at least 14 calendar days before the event. Events without alcohol using a Form C must be registered by 5:00 p.m. at least 14 calendar days before the event. All philanthropic or community service projects must be registered at least 2 weeks prior to the event with the Vice President of Philanthropy and Community Service. Events using a Form D must be registered by a time determined by the events review board at the beginning of each semester. This time will not change throughout the semester. The Vice President of Risk Prevention along with the Events Review Board will review the registration forms and approve or deny the event. In the case of philanthropic or community service projects, the Vice President of Philanthropy and Community Service will review the registration forms with the Events Review Board.
- B. It is advised that each chapter notifies the Vice President of Risk Prevention with their choice of third party vendor as soon as it is decided. Events may be denied because of the venue being too close to another previously registered event.
- C. Each Chapter sponsoring the event must individually register group or combined events. All judicial processes will apply equally to each co-sponsoring chapter. In the case of violations, all chapters will be held equally responsible.
- D. Events occurring with a third party vendor must be registered with the Collegiate Panhellenic Council using "Form A."
- E. Alcoholic events occurring without a third party vendor are not allowed by the Collegiate Panhellenic Council.
- F. Events registered with alcohol using the "Form A" are to include with the form the "CPC/IFC Third Party Vendor Contract" signed and dated by the Third Party Vendor, and a copy of the vendor's Certificate of Insurance. The Certificate of Insurance must have "General Aggregate" and "Each Occurrence" amounting to \$1,000,000. These must be turned into the Collegiate Panhellenic Council by Friday at 5:00 p.m. 14 days before the event with the Form A.

#### **Section 5: Requirements of All Social Events**

- A. The following acts are prohibited: binge drinking, kegs, hazing, peer pressure, or drinking games as well as other drinking activities not listed.
- B. Each named Chapter sponsoring any activity regardless of location is held responsible for any and all persons attending.
- C. The unauthorized possession, sale, and/or use of any illegal drugs or controlled substances are strictly prohibited.
- D. No Chapter may sponsor an event with an alcohol distributor or establishment where 50 percent of their proceeds come from alcohol.
- E. The event's theme shall not have any suggestion of being racial, alcoholic, sexist, dangerous, or insensitive of any group. The Events Review Board has the ability

to ask the chapter(s) involved to change the theme. If the theme is not changed, the chapter(s) may be sent through the Events Judicial Process.

- F. Before hosting an event, the chapter officers of Risk Management and Social Chair(s) and any other event coordinators, and Chapter Presidents must complete Events Policy Training. Failure of these officers to be present will result in the Chapter being prohibited from hosting any events.
- G. No more than 500 total guests shall be allowed at an event at one time.
- H. The number of people at the event must not exceed the fire code or guest-to-active ratio as defined by an individual Chapter's national, international, or local association.
- I. All registered events must end by 2 a.m. and be cleaned up by 9 a.m. the following day. (Homecoming displays within 2 weeks.) All registered events held at third party vendor location shall end at the discretion of the Events Review Board.
- J. Alcohol shall not be present at any council-sponsored event.

### **Section 6: Requirements of all Social Events with Alcohol**

- A. No alcoholic beverages may be purchased through the Chapter treasury or on behalf of the Chapter.
- B. No alcoholic beverages may be purchased with Collegiate Panhellenic Council funds.
- C. No one under the age of 21 shall consume or possess alcohol.
- D. Each event shall have 5 alcohol free monitors from each Chapter and one additional monitor from each Chapter for every 50 additional people over 300 guests.
- E. All events with alcohol must be held off Chapter property, and hired transportation for all members attending must be provided.
- F. All chapters must submit their choice for their third party venue to the Vice President of Risk Prevention as soon as it is decided. The Vice President of Risk Prevention retains the right to deny the location of a third party event due to its close proximity to a previously registered event. The location may be switched and then later approved if appropriate.

### **Section 7: Requirements of Philanthropy and Community Service Events**

- A. All philanthropic and community service events must be registered using the IFC/CPC Philanthropy Registration form.
- B. All philanthropies and community service events shall be registered with the Collegiate Panhellenic Council by 5:00 p.m. 3 weeks prior to the event.
- C. All philanthropy and community service events are substance-free events (i.e. no alcohol, drugs, etc.) and must follow the Iowa State University Student Code of Conduct. A chapter may submit a request to the Collegiate Panhellenic Council to include the sale of alcohol at their event. The chapter must obtain written approval from the chapter's inter/national headquarters as well as approval from the Greek Community's Event's Re-

view Board and the Collegiate Panhellenic Council in regards to selling of alcohol. Only wine and beer may be served at the event and the members hosting the event should not consume any alcohol at any point during the event. No proceeds from alcohol can go towards the philanthropic donation or the individual CPC chapter hosting the event.

- D. Within three weeks after the event, all IFC/CPC evaluations as well as copy of the check to the benefiting organization must be submitted to Greek Affairs.
- E. By the end of each semester, each chapter will turn a log of each member's community service hours.

### **Section 8: Serenade Policy**

- A. The purpose of this policy is to ensure that a safe, comfortable, and respectful environment is provided for all members of the Greek Community during our traditional serenades for Bid Day, Homecoming, Varieties, Greek Week, Bus/House Parties, and Formals.
- B. The following are a set of guidelines and conduct expectations that all Chapters are required to follow in order to participate in serenades:
  - a. Appropriate lyrics
  - b. Appropriate dress/costumes
  - c. Appropriate/minimal physical contact
  - d. Obey Federal/State/Local/University law
  - e. Stay in line with normal standards of decency
  - f. Respect your audience and their facilities
- C. Violations of the above listed guidelines should be reported to the Judicial Team, consisting of the Vice President of Judicial Affairs and Risk Prevention.
- D. Upon notification of a policy violation, a case will be opened, reviewed, and the Chapter notified.

### **Section 9: Enforcement**

- A. The Chapter(s) who violates the Collegiate Panhellenic Council Events Policy or demonstrates action deemed inappropriate by the Collegiate Panhellenic Council shall be sent through the judicial process as outline in Article XI.
- B. The Chapter(s) who violates the philanthropy and community service events policy will receive no promotional nor organization aid for the philanthropy or community service event from the Collegiate Panhellenic Council. Furthermore, the event will not qualify as a "fundraising philanthropy" as referenced in the Fraternal Awards of Excellence guidelines. In the event of unforeseen circumstances regarding this violation, the Director of Special Projects and the Vice President of Judicial Affairs may agree to grant an exception to this rule if the need arises.
- C. The University bears the right to close any sponsored function by a Chapter if the event has the potential of threatening the health and safety of its members or others in attendance by recommendation of the Collegiate Panhellenic Council, Greek Affairs, or University Offi-

cials.

## **Section 10: Good Faith**

It is recognized that this policy cannot address, in specific fashion, all possible social situations that may occur. When this policy is not specific on a particular point, the Collegiate Panhellenic Council Chapters and their members are expected to conduct their events and themselves in the spirit of social responsibility expressed in this policy.

## **Appendix 6: Philanthropy and Community Service**

- A. No chapter shall hold their philanthropic event on the same day as another chapter's philanthropic event. If events must be held on the same day, given that there is no other appropriate day, no chapter shall hold their philanthropic event at the same time as another chapter's philanthropic event.
- B. All philanthropy registration forms must be turned in three weeks prior to the event.

## **Appendix 7: Collegiate Panhellenic Recruitment Code of Ethics**

The Iowa State University Panhellenic Council is established to ensure that each Panhellenic sorority woman and chapter upholds their ethical responsibilities of Recruitment. Each chapter is given an equal opportunity to recruit new members. The needs of the potential members should always take precedence over the individual chapter needs. Each potential member needs to receive a positive impression as possible at all times. As members of the Panhellenic Council, it is our responsibility to recruit new women to strengthen, preserve and promote Panhellenic spirit in our Greek community. In addition, all Unanimous Agreements of the National Panhellenic Conference must be followed in accordance with the NPC Manual of Information.

## **Appendix 8: Administration of Membership Selection**

### **Section 1: An early Fall Recruitment shall be held**

### **Section 2: Quota-Total System**

The Iowa State University Quota-Total system as described in "Policies, Rules and Practices" of the National Panhellenic Conference Manual of Information shall be followed. To allow groups to achieve parity as quickly as possible at the conclusion of primary recruitment, total will be automatically adjusted annual no later than 72 hours following bid distribution. The adjustment will be to average chapter size unless the Collegiate Panhellenic adopts an acceptable alternative formula according to the Manual of Information.

### **Section 3: The preferential bidding system shall be used**

### **Section 4: Continuous Open Bidding**

Except for Primary Recruitment periods, Continuous Open Bidding (COB) shall be in effect during the school year (Fall through Spring) for all eligible women students.



## **Section 5: Chapter Total**

Every regularly enrolled new member, initiate, or affiliate shall be included in the chapter total except women designated by the chapter as inactive members and/or mid-year graduates. A list of pledged, initiated, and affiliated members shall be filed with the Assistant Dean of Students/Director of Greek Affairs at the beginning of each semester.

Any de-pledging, termination, or other change in membership shall be reported to the Assistant Dean of Students/Director of Greek Affairs no later than twenty-four hours after it has occurred.

## **Section 6: Representation**

Representatives shall be nominated by each member chapter to apply for Panhellenic Recruitment Counselor during the Primary Recruitment period. All applicants must have a 2.5 GPA to apply and serve as a Recruitment Counselor. The Vice Presidents of Recruitment will designate a set number of nominees. The final Recruitment Counselors shall be selected through interviews with the Vice Presidents of Recruitment.

## **Section 7: Code of Ethics**

We, the members of women's sororities at Iowa State University agree to promote honesty, respect, sisterhood and cooperation within the College Panhellenic and 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 Iowa State University, agree on and commit to:

- a. Uphold and demonstrate the Panhellenic spirit in thought, word and action through our chapters as well as individual members.
- b. 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 institution.
- c. Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference.
- d. 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.
- e. Recognize friendly relations with all collegiate women, both sorority members and nonmembers, realizing the importance of creating and building friendships.

- f. 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.
- g. Provide a safe, positive and enriching recruitment experience, understanding that membership is a social experience arrived at by mutual selection.
- h. Strive to be truthful, honorable, open, and friendly to all potential new members during all recruitment events.
- i. 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.
- j. 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 Iowa State University, also agree on and commit to:

- a. Respectfully adhere to the bylaws and recruitment rules of the Iowa State University Panhellenic Association.
- b. Abide by all local and federal laws and NPC inter/national member organization by-laws.
- c. 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.
- d. Understand that the Primary Recruitment Rules and Code of Ethics will be reviewed and revised as necessary by the fraternity recruitment chairs and approved with a two-thirds vote of the Collegiate Panhellenic Council.

## **Section 8: Advising**

The Assistant Dean of Students/Director of Greek Affairs and the Panhellenic Advisor shall oversee all Recruitment procedures.

## **\ Appendix 10: Pledging and Initiation**

- A. A woman must be a regularly matriculated student to be eligible for Recruitment and pledging.
- B. A Panhellenic Association member fraternity may not issue an invitation of membership or formally pledge a woman during any school recess.
- C. A new member may be initiated whenever she has met the requirements of the fraternity to which she is pledged.

## **Appendix 11: Iowa State University Fraternal Award of Excellence**

**Award Period:** January 1 – December 31

### **Section 1: Good Standing**

- A. For those chapters wishing to apply for the Fraternal Award of Excellence, to be considered in good standing with the Collegiate Panhellenic Council the following criteria must be met.
- a. Chapter President or chapter representative must attend all President's Council Meetings
  - b. Chapters Philanthropy Chairs must meet with the Collegiate Panhellenic Council Vice President of Philanthropy and Community Service two weeks before holding a philanthropic event as well as turn in pre-and post-philanthropy forms and check-lists.
  - c. Chapters have required representatives at all Collegiate Panhellenic Council Roundtables.

## **Appendix 12: Panhellenic Judicial Board Constitution**

### **Section 1: Purpose**

The Iowa State University Panhellenic Judicial Board is established to regulate and enforce all Panhellenic rules/policies of all chapters and to ensure that the Panhellenic Judicial Board constitution, Rules for Recruitment, Code of Ethics, Events Policy, Panhellenic Bylaws, and all other Panhellenic Policies are followed. The Panhellenic Judicial Board is set up to provide the self-disciplinary action necessary for a strong Panhellenic Community and to ensure an equal and fair judicial system.

### **Section 2: Jurisdiction**

The Panhellenic Judicial Board handles judicial matters that deal with the actions of members of the Greek Community. Each chapter may be held responsible for any of its members or new members.

The Panhellenic Judicial Board hears cases involving violations of the rules of the Panhellenic Council. Pursuant to the Iowa State University Student Disciplinary Regulations, cases involving violations of the rules of the University Conduct Code will be referred to the Office of Student Conduct for a determination of the proper board to hear the case (SDR, Section 5).

### **Section 3: Ethical Expectations**

The Panhellenic Judicial Board shall keep all matters in strict confidence, including speaking on or about the case pending to anyone outside the selected committee for said trial.

- A. Each active Panhellenic Judicial Board member has the responsibility to vote at each hearing in which they serve. They will also decide on proper sanctions in a
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fair and unbiased manner, while upholding the policies involved.

- B. Each Panhellenic Judicial Board member must also appear at all hearings as requested to ensure due process to the chapter involved. If a Panhellenic Judicial Board member has conflicts with the scheduled hearing, he/she must contact the Panhellenic Judicial Board Chair of that hearing no later than 24 hours prior to the hearing so an alternate member can be found.

#### Section 4: Membership

##### A. Members of the Panhellenic Judicial Board

###### a. Judicial Liaisons

- i. The CPC Vice President of Judicial Affairs shall be designated as the liaison to the Office of Student Conduct.

###### b. Chairpersons

- i. The chairman shall be the CPC Vice President of Judicial Affairs.
- ii. The vice chairman shall be the CPC Vice President of Risk Prevention.

###### c. Justices

- i. At the beginning of each spring semester, the chairman and vice chairman shall appoint 5 justices, with a maximum of 1 justice per chapter, based on an application process. Justices shall not be from the same chapter as the chairman or vice chairman.
- ii. This person must be in their second year of membership, and are appointed for a minimum of 2 semesters, not to exceed 4 semesters.
- iii. A member is ineligible if they hold any of the following positions:
  - 1. Chapter President
  - 2. Chapter Vice President
  - 3. Any Recruitment Executive Officer
  - 4. Members of the Events Review Board
  - 5. Any Executive Officer of CPC

###### d. Chairpersons

- i. Coordinate the scheduling of hearings of the Panhellenic Judicial Board.
- ii. Preside over all hearings of the Panhellenic Judicial Board.
- iii. Conduct all deliberations of the Panhellenic Judicial Board in a manner that is efficient and fair to all parties involved.

###### e. Justices

- i. Attend training and hearings when designated.
- ii. Hear cases brought before the Panhellenic Judicial Board.
- iii. Participate in deliberations and in making recommendations to OSC.

###### f. Panhellenic Judicial Board Membership Criteria

- i. All Panhellenic Judicial Board members must have a cumulative GPA of 2.5 or higher.
- ii. Each member must be in good standings with Iowa State University.
- iii. Each member must be in good standings with his or her chapter.

###### g. Dismissal of Panhellenic Judicial Board Members

- i. If any chapter or Panhellenic Judicial Board member believes that any Panhellenic Judicial Board member is not fulfilling his or her responsibilities as outlined in this

constitution or in the Panhellenic Judicial Board manual, they may file a report with one of the chairpersons.

- ii. At that time, the chairpersons will meet with the advisor to evaluate the complaint and determine if further action should be initiated.
- iii. If further action is taken, the chairperson will meet with that individual to discuss the report.
  1. The Panhellenic Judicial Board member will be given an opportunity to respond.
  2. The chairperson will evaluate the complaint and response, and make a determination.
- iv. If a Panhellenic Judicial Board member is asked to step down from his or her position, he or she must do so immediately.
- v. All vacancies will be filled through an application and appointment process by the chairman and vice chairman.

## Section 5: Violations Procedure

### A. Filing a Complaint

- a. An individual or organization may register a complaint about a member organization of the Iowa State Greek Community. To do so, a formal report must be filed with the Vice President of Judicial Affairs for Panhellenic, in accordance with the Infraction Procedures outlined in the Judicial Procedures of the NPC Manual of Information. The report must include the accused actions, specific dates of alleged actions, and any other supporting information. A copy of the witness(es) report shall be given to the CPC Vice President of Judicial Affairs.
- b. Upon receiving a complaint, the CPC Vice President of Judicial Affairs and the Office of Student Conduct shall decide whether a violation of Panhellenic policy or University policy has occurred and if it is within the jurisdiction of the Panhellenic Judicial Board. If not, it will be resolved in accordance with the Iowa State University Student Disciplinary Regulations.
- c. If the violation is within the jurisdiction of the Panhellenic Judicial Board, they will proceed through the Judicial Procedure as specified by NPC Guidelines.
- d. Chapter presidents and chapter advisors will be notified of the charges filed against them as well as the date and time of the judicial hearing. The Vice President of Judicial Affairs will contact the national/international headquarters with the hearing details. It is highly recommended that the chapter contact their NPC delegate as well as their national/international headquarters with the hearing details.
- e. Panhellenic Judicial Board Participation in Panhellenic Judicial Board Hearings
  - i. There will be 3 members of the Panhellenic Judicial Board present for each hearing.
  - ii. These members will be determined at random by the chairperson.
  - iii. There will be 2 members from the respective council for each hearing.
  - iv. Members of the chapter(s) involved will not participate for that hearing.

## Section 6: Panhellenic Judicial Board Hearing Process

- A. The Panhellenic Judicial Board Chair prepares a roster of participants/witnesses in the hearing
- B. The Panhellenic Judicial Board Chair calls the hearing to order.
  - a. A written record will be kept of all Panhellenic Judicial Board hearings
  - b. The Chair shall name the respondent and the complainant(s)
  - c. The Chair shall state which alleged policy and/or rule(s) has been violated.
  - d. The Chair shall state the summary of the allegations
- C. The Chair gives instructions and introductions in the following order:
  - a. Panhellenic Judicial Board members.
  - b. Representatives of the complainant(s).
  - c. Representatives of the respondent.
  - d. Additional witnesses.
  - e. Review outline of hearing procedures.
  - f. Review due process rights.
  - g. Entertain procedural questions from the hearing participants.
- D. Procedures
  - a. The Chair shall respond to the respondent's challenge of the hearing committee membership (if challenged)
  - b. The Chair shall list the contents of the case file
  - c. The respondent shall enter a plea of responsible or not responsible to each of the charges
- E. Presentations and questioning
  - a. Opening of the Hearing by Panhellenic Judicial Board Chair
  - b. Description of the Charges by Advisor
  - c. Response to Charges by Respondent Chapter
  - d. Verbal Accounts of all Witnesses
  - e. Questioning and Submission
  - f. General Questioning of Involved Persons
  - g. Closing Summary by Respondent
  - h. Closing of the Hearing by Panhellenic Judicial Board Chair
  - i. The Panhellenic Judicial Board Members shall deliberate in private and reach a decision. Each member will vote on responsible/not responsible for the respective group(s), sanctions will then be discussed.
    - i. All decisions must be passed with a simple majority (two of those present) with a quorum of three members present. Each person receives one vote.
  - j. The Chair will notify charged chapter of the decisions of the board and the sanctions set in place. The Chair will also notify the chapter when their sanctions have been completed.

## Section 7: Agreed Resolutions

Agreed Resolutions provide an alternative resolution process in which the accused chapter admits responsibility for the alleged violations and agrees to the proposed terms and sanctions presented by the Panhellenic Judicial Board. This is viewed as a positive alternative to the

sometimes-confrontational nature of the Panhellenic Judicial Board hearing. In this process, members of the Panhellenic Judicial Board meet with chapter leadership to hear, review, and discuss the chapter's proposed sanctions and stipulations for the incident(s) in question.

#### Section 8: Definition of Possible Sanctions

##### A. Collegiate Panhellenic council members

- i. The Vice President of Judicial Affairs, Greek Affairs Director, and the Panhellenic Judicial Board reserves the right to give any sanction they deem necessary for any violation brought before them in accordance with due process rights and the NPC Manual of Information (13 ed.)
- ii. For more serious violations or repeated violations, multiple sanctions may be given.
- iii. Failure to comply with any sanctions may result in additional charges or sanctions as deemed necessary by the Panhellenic Judicial Board.

#### Section 9: Appeal Process

A decision of the Panhellenic Judicial Board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeal Committee. The Iowa State University Collegiate Panhellenic Council shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

#### Section 10: Chapter Rights and Responsibilities

##### A. Chapter Rights

- a. Every chapter has the right to keep confidential or to disclose any information they deem necessary about the charges brought upon them, the proceedings, or the sanctions they receive.
- b. Each individual chapter is responsible for informing all their members of the charges being brought forth against them.

#### Section 11: Good Faith

It is recognized that this policy cannot address, in specific fashion, all possible social situations that may occur. When this policy is not specific on a particular point, the Collegiate Panhellenic Council chapters and their members are expected to conduct their events and themselves in the spirit of social responsibility expressed in this policy.

## **Appendix 13: Constitution of the Emerging Greek Leadership Council**

### **Emerging Greek Leadership Council Mission Statement**

*As members of Emerging Greek Leadership Council, our purpose is to provide a stimulating environment for new members of the Greek community and to project a positive image of the Greek community to all members of Iowa State University. We will work in conjunction with the Panhellenic and Interfraternity Councils to build a strong foundation for future Greek involvement by encouraging*

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*the development of leadership skills, citizenship, character, and camaraderie. The Council will serve as a stepping-stone for future involvement both throughout the Greek community and the campus as a whole.*

## **Section I: Members**

- A. Application: The members of Emerging Greek Leadership Council shall be chosen as follows:
  - a. A written application, created by the previous executive council, will be distributed to chapters in the middle of each fall semester.
  - b. Completed applications will be reviewed by the council, and should the need arise, narrowed down to a reasonable number.
  - c. Personal interviews will be held according to a schedule decided upon by the executive council. The V.P.'s of New Member Education and members of the executive council will conduct these interviews.
- B. Selections: Selections will be limited to no more than three members per chapter.
  - a. The Council will consist of no more than thirty-two total.
- C. Membership Requirements:
  - a. Members of Emerging Greek Leadership Council must maintain a 2.5 Grade Point average each semester (2) of their term. Failure to maintain this G.P.A will result in the actions deemed appropriate by the Emerging Greek Leadership Council Executive board and V.P.'s of New Member Education.
  - b. If he/she obtains an IFC/CPC executive council position they will be automatically removed from Emerging Greek Leadership Council.

## **Section 2: Officers**

- A. Election
  - a. Officers shall be elected by a popular vote of the entire Council
  - b. Nominations will be accepted from the Council.
- B. Officer Positions
  - a. The Executive Board shall consist of the offices of;
    - i. Co-Presidents
    - ii. Philanthropy and Community Service Co-chairs
    - iii. Secretary/Treasurer
    - iv. Professional Development Co-chairs
    - v. Event Management Co-chairs
    - vi. Sponsorship Co-chairs, Social Co-chairs
    - vii. Public Relations Co-chairs.
  - b. The council as a whole will elect all positions.
  - c. Each position of the Emerging Greek Leadership Council will include two members per position with the exception of Secretary/Treasurer (1) and Professional Development (3).
  - d. All positions will be responsible for holding each other responsible for their duties and actions.
- C. Resignation/Removal



- a. An officer may be removed from his/her office for any of the following reasons:
  - i. Non-Performance of duties, including but not limited to excessive unexcused absences from Emerging Greek Leadership Council meetings, while his/her term is in session.
  - ii. Conduct not befitting of an officer of Emerging Greek Leadership Council.
  - iii. He/She fails to maintain full time student status at Iowa State University.
  - iv. Any member of Emerging Greek Leadership Council may initiate removal procedures.
  - v. The Emerging Greek Leadership Council Co-Presidents shall inform the officer in question of the proceedings.
  - vi. Written notice to impeach an officer must be presented to the Emerging Greek Leadership Council Co-Presidents, and V.P.'s of New Member Education.
  - vii. A two-thirds majority vote of the Emerging Greek Leadership Council members is needed to remove the officer from him/her position.
  - viii. Any officer may resign from his/her position after submitting a letter of resignation to the Co-Presidents and V.P.'s of New Member Education.
  - ix. In the event that one or both of the Co-Presidents resigns or leaves school before his/her term has expired, an election will be held to decide who will take his/her place. In the case of any other officer vacancy, an election will be held for that position.

### **Section 3: Meetings**

#### **A. Meetings**

- a. The Emerging Greek Leadership Council will meet once a week.
- b. Meeting times will be set by the IFC and CPC Student Advisors and the council.

#### **B. Absences**

- a. No member shall have more than two (2) unexcused absences; they will receive a warning from the first unexcused absence and asked to step down from their position on Emerging Greek Leadership Council if acquiring a second absence.
- b. Excused absences 24 hours in advance include: tests, class, laboratory section, and emergencies, to be decided on by advisors.
- c. Members are expected to contact the Secretary before the meeting they are to miss. If they have to miss for an emergency they must contact the Secretary within the 24 hours following the absence.
- d. All appeals can be addressed to the Executive Board (with  $\frac{1}{2}$  (one-half) of board members presiding, including the Co-Presidents.)
- e. All attendance information is public knowledge and all knowledge will be forwarded to the respective governing bodies.

### **Section 4: Policies**

#### **A. Alcohol**

- a. Emerging Greek Leadership Council will not allow the consumption or promotion of

alcohol at any Council-sponsored event.

B. University Policy

- a. It is recognized that this constitution cannot address, in specific fashion all possible situations to occur. If this constitution, its related bylaws, is not specific on a particular point, members of Emerging Greek Leadership Council are expected to conduct themselves in accordance with the expectations of the University and the spirit of social responsibility expressed in this policy.

C. Code of Conduct

- a. All Emerging Greek Leadership Council members and Executive Council Members will sign the Emerging Greek Leadership Council Code of Conduct and abide by its rules.

**Section 5: Amendments**

A. Amendments to the Constitution may be proposed at any time, but must be passed by 2/3 vote of the entire Council.

B. Amendments must be proposed in writing at the meeting previous to the vote.

**Section 6: Legislation**

A. All members of the council, both elected and non-elected may bring motions before the Emerging Greek Leadership Council and participate in all discussion.