

**Governing Documents
of
California State University San Marcos Panhellenic Association**

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Bylaws of California State University San Marcos Panhellenic Association

Article I. Name

The name of this organization shall be the California State University San Marcos Panhellenic Association.

Article II. Object

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

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

Article III. Membership

Section 1. Membership classes

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

- A. Regular membership. The regular membership of the California State University San Marcos Panhellenic Association shall be composed of all chapters of NPC sororities at California State University San Marcos. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council. Each special member shall have a voice and one vote on all matters.
- B. Provisional membership. The provisional membership of the California State University San Marcos Panhellenic Association shall be composed of all colonies of NPC sororities at California State University San Marcos. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.

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

Section 2. Privileges and responsibilities of membership

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

Article IV. Officers and Duties

Section 1. Officers

The officers of the California State University San Marcos Panhellenic Association shall be President, Vice President of Membership and Recruitment, Vice President of Finance, Vice President of Philanthropy and Service, and Vice President of Programming and Records.

Section 2. Eligibility

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

A. Regular membership. Members from women's sororities holding regular membership in the California State University San Marcos Panhellenic Association shall be eligible to serve as any officer.

B. Provisional membership. Members from women's sororities holding provisional membership in the California State University San Marcos Panhellenic Association shall not be eligible to serve as an officer.

C. Associate membership. Members from women's sororities holding associate membership in the California State University San Marcos Panhellenic Association shall not be eligible to serve as an officer.

Section 3. Selection of Officers

The offices of president, vice president of membership and recruitment, vice president of finance, vice president of philanthropy and service, and vice president of programming and records of the California State University San Marcos Panhellenic Association shall be elected by ballot, except if there is only one nominee for an office that nominee shall be declared elected.

Section 4. Office-holding limitations

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

Section 5. Nomination procedure

A nominating committee of two members per NPC organization members shall be elected by ballot by the Panhellenic Council. A majority vote shall elect. The members of the nominating committee shall elect their own chairman. The nominating committee shall consider the qualifications of all candidates for elected officers and shall nominate at least one name for each elected officer position. The Panhellenic advisor shall serve as a non voting ex-officio member of the nominating committee.

Section 6. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin at the beginning of the Spring academic term.

Section 7. Removal

Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council. A Member of the Executive board shall forfeit her office immediately for any of the following reasons:

- i. She is no longer in Good Standing with California State University San Marcos.
- ii. She is no longer enrolled as a full-time student at California State University San Marcos.
- iii. She is no longer an active member in good standing with her chapter.
- iv. Her cumulative GPA falls below 2.7.
- v. She is determined by a $\frac{3}{4}$ vote of the Panhellenic Council to have violated material policies of this Association.

Section 8. Vacancies

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

Section 9. Duties of officers

A. The President shall:

- Preside at all meetings of the Panhellenic Council.
- Preside at all meetings of the Executive Board.
- Serve as an ex-officio member of all Panhellenic Association committees, except the judicial board.
- Communicate regularly with the Panhellenic advisor.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Ensure that the NPC College Panhellenic annual report is completed.
- Communicate regularly with the NPC area advisor.
- Maintain current copies of the following: California State University San Marcos Panhellenic Association bylaws and standing rules, the Panhellenic Association budget, contracts executed on behalf of the Panhellenic Association, correspondence and materials received from the NPC area advisor, all NPC College Panhellenic reports, and other pertinent materials.
- Perform all other duties as assigned.

B. The Vice President of Membership and Recruitment shall:

- Perform the duties of the president in her absence.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Be responsible for all aspects of women's recruitment, set and regulate the recruitment calendar, and procedure, and regularly evaluate the marketing, rules, and overall process of sorority recruitment with input from all member sororities.
- [Plan and execute at least one recruitment event during each fall semester showcasing all NPC chapters.]
- Perform all other duties as assigned.

C. The Vice President of Finance shall:

- Supervise the finances of the California State University San Marcos Panhellenic Association.
- Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each California State University San Marcos Panhellenic Association member sorority.
- Receive all payments due to the Panhellenic Association, collect all dues and give receipts.

- Pay promptly the annual NPC dues and all bills of the California State University San Marcos Panhellenic Association.
- Maintain current financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Perform all other duties as assigned.

D. Vice President of Philanthropy and Service shall:

- Work with the Vice President of Programming and Records to promote philanthropic and/or service work among individual Association sorority members.
- Coordinate and organize at least one (1) Association-wide event each year promoting philanthropy and community service.
- Oversee implementation of Association programs related to promoting philanthropy, service, and community support and involvement.

E. The Vice President of Communication shall:

- Serve as the secretary of the Association.
- Keep an accurate roll of the members of Panhellenic Council.
- Attend and record minutes of all meetings of the California State University San Marcos Panhellenic Council and of the Executive Board.
- Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
- Send meeting minutes to the NPC area advisor and ensure that they are available on the Association's NPC website dashboard.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Perform all other duties as assigned.

F. The Vice President of Public Relations shall:

- Maintain Panhellenic Council Instagram account and any additional social media platforms
- Create electronic and hard copy flyers for all Panhellenic events including Recruitment
- Coordinate a-frames: print copies, reserve, put together, place, pick-up, return
- Assist in the promotion of all Panhellenic chapter's events including but not limited to: philanthropy, Founders' days, fundraisers, etc.
- Perform all other duties as assigned.

G. The Vice President of Diversity, Equity, and Inclusion shall:

- Manage the College Panhellenic equity, inclusion and diversity plan.
- Create partnerships with campus and community entities to promote new and existing opportunities and programming to the community
- Serve as a resource for chapter equity, inclusion and diversity officers.
- Review all College Panhellenic operations such as recruitment, governing documents, officer selection, finances, etc. to improve accessibility and inclusivity.
- Foster and promote a culture of inclusion that welcomes and celebrates Panhellenic members from diverse backgrounds and experiences.
- Perform all other duties as assigned.

Chairwomen Positions:

A. Wellness chairwoman:

- Organize at least one program a semester focusing on mental/physical health
- Helping to organize social media posts regarding positive wellness
- Utilize campus resources to organize panhellenic meeting presentations on wellness topics
- Collaborate with chapters wellness chairwomen to hold a campus-wide activity or mental health day
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Perform all other duties as assigned.

B. Academic chairwoman:

- Create communication between chapters to create study dates/study buddies
- Provide incentive to chapters to encourage academic excellence
- Look into founding Rho Lambda, panhellenic honors society
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Perform all other duties as assigned.

C. Recruitment counselor chairwoman:

- Lead recruitment counselor trainings and other meetings
- Collect and assess recruitment counselor application and interviews
- Coordinate with PC VP Membership and Recruitment with tabling for recruitment weekend

- Point person for recruitment counselors for recruitment
- Assist PC VP Membership and Recruitment with organizing RC groups and Leads
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Perform all other duties as assigned.

D. Standards chairwoman:

- Manage minor member discipline matters according to panhellenic council guidelines
- Shadow panhellenic president
- Track, coordinate, and facilitate infraction processes
- Teach chapters and their members recruitment rules and other important policies and standards
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Perform all other duties as assigned.

Article V. The Panhellenic Council

Section 1. Authority

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

Section 2. Composition and privileges

The California State University San Marcos Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member organization at California State University San Marcos as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when

the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the sorority, providing her credentials have been presented to the Association president.

Section 3. Selection of delegates and alternates

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

Section 4. Delegate vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within two weeks and to notify the vice president of programming and records of her name, address, email 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 Association president when necessary and shall be called by her upon the written request of no fewer than one-fourth of the member women's sororities of the California State University San Marcos Panhellenic Association. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 8. Quorum

Two-thirds of the delegates from the member sororities of the California State University San Marcos Panhellenic Association shall constitute a quorum for the transaction of business.

Section 9. Vote Requirements

- A. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.

B. A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the president, vice president of membership and recruitment, vice president of finance, vice president of philanthropy and service, and vice president of programming and records.

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.

Article VII. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of the California State University San Marcos Panhellenic Association shall be the Coordinator of Fraternity and Sorority Life employed by the California State University San Marcos administration.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the California State University San Marcos Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council.

Article VIII. Committees

Section 1. Standing committees

A. The standing committees of the California State University San Marcos Panhellenic Association shall be the Judicial Board, the Membership Recruitment Committee and Election Committee.

B. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

Section 2. Appointment of committee membership

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

Section 3. Judicial Board

The Judicial Board shall consist of the vice president of programming and records as chairman and one representative per chapter from the College Panhellenic member organizations. The Panhellenic advisor shall serve as a nonvoting, ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member sororities about the Panhellenic judicial procedure.

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

Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall 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 organization and chapter advisor.

Section 9. Other committees

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

Article IX. Finances

Section 1. Fiscal Year

The fiscal year of the California State University San Marcos Panhellenic Association shall be from January 1st to December 31th inclusive.

Section 2. Contracts

Dual signatures from among the president, the vice president finance and the Panhellenic advisor shall be required to bind the California State University San Marcos Panhellenic Association on any contract.

Section 3. Checks

All checks issued on behalf of the California State University San Marcos Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: president, the vice president finance and the Panhellenic advisor.

Section 4. Payments

All payments due to the California State University San Marcos Panhellenic Association shall be received by the VP Finance, who shall record them. Checks for payments shall be made payable to the California State University San Marcos Panhellenic Association.

Section 5. Dues

- A. NPC College Panhellenic dues shall be paid annually as invoiced by the NPC office.
- B. Panhellenic Association membership dues shall be an assessment per member per semester
 - The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
 - The dues of each Panhellenic Association member sorority shall be payable on or before March 30th and November 30th.

Section 6. Fees and assessments

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

Article X. Extension

Section 1. Extension

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

The California State University San Marcos Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

Section 2. Voting rights

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

Article XI. Violation Resolution

Section 1. Violation

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

Section 2. Informal resolution

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

Section 3. Judicial process

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

A. Mediation. Mediation is the first step of the judicial process. The California State University San Marcos Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process.

B. Judicial Board hearing. When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.

C. Appeal of Judicial Board decision. A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeals Committee. The California State University San Marcos Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process.

Article XII. Hazing

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

Article XIII. Parliamentary Authority

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

Article XIV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the California State University San Marcos Panhellenic Council by a two-thirds vote, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting, allowing an opportunity for chapter input.

Article XV. Dissolution

This Association shall be dissolved when only one regular member exists at California State University San Marcos. In the event of the dissolution, none of the assets of the Association shall be distributed to any members of the Association, but after payment of all debts, its assets shall be given to the National Panhellenic Conference.

Article XVI. Agreements

- A. Membership in the organization will not be denied to anyone on the basis of race, color, national origin, disability, age, ethnicity, religion, sexual orientation, pregnancy, marital status, citizenship, or veteran's status, except as sanctioned by the law (California Administrative Code, Title 5, Section 41500, Education amendments of 1972, Title IX).
- B. All members of the California State University, San Marcos Panhellenic Association shall act in accordance with fundamental Panhellenic policies established by National Panhellenic Conference in the UNANIMOUS AGREEMENTS (The Panhellenic Compact, Standards of Ethical Conduct, College Panhellenics Agreements, Agreement on Questionnaires and Constitutions, and The Jurisdiction of a College Panhellenic Council).
- C. All California State University, San Marcos Panhellenic Association rules and policies shall be in harmony with those currently established by National Panhellenic Conference.
- D. The bylaws of the California State University San Marcos Panhellenic Association shall not supersede the Fraternity and Sorority handbook/Student Life and Leadership handbook distributed by the University. In the event of any conflict between the two, the President and, if necessary, the NPC Area Advisor, shall endeavor to resolve the conflict and propose appropriate bylaws amendments to the Panhellenic Council.

STANDING RULES

RECRUITMENT CODE OF ETHICS CALIFORNIA STATE UNIVERSITY SAN MARCOS COLLEGE PANHellenic ASSOCIATION

We, the members of women's sororities at California State University San Marcos, 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 California State University San Marcos, agree on and commit to:

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

We, as Panhellenic women of California State University San Marcos, also agree on and commit to:

- Respectfully adhere to the bylaws and recruitment rules of the California State University San Marcos Panhellenic Association.
- Abide by all local and federal laws and NPC inter/national member organization bylaws.
- 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.

As Panhellenic women of California State University San Marcos, these are the tenets by which we strive to live.