A College Panhellenic Association may wish to adopt additional rules that pertain to the administration of the Association. These types of rules belong in the standing rules rather than in the bylaws. Standing rules are written as a separate document from the bylaws, but should be attached to and distributed with the bylaws.

Article I. Officer Structure
1. The officers of the Sam Houston State University Panhellenic Association will be elected each year from the Panhellenic Association member women’s fraternities and sororities. The officers shall serve for one year. The term of office is to begin in December and end upon the installation of officers the following December.

2. The positions that make up the Sam Houston State University Panhellenic Association Executive Board are as follows:
   a. President
   b. Vice President
   c. Vice President of Recruitment
   d. Director of Rho Gammas
   e. Secretary
   f. Treasurer
   g. Historian
   h. Philanthropy
   i. Sisterhood
   j. University Relations

Article II. Meetings
1. The Sam Houston State University Panhellenic Council shall hold its meetings at a time, date, and location determined at the beginning of each semester.

2. In the event of a change in meeting time or place, the Sam Houston State University Panhellenic Association Secretary will be responsible for contacting all member women’s fraternities and sororities.

3. In the event of a special meeting, the Secretary will be responsible for contacting all member women’s fraternities and sororities.

4. The Panhellenic Executive Board shall hold its meetings at a date and time to be determined by the Panhellenic President based on Executive Board member availability.
5. In the event of consistent absence of a chapter delegate (two or more per semester), the women’s fraternity or sorority will be referred to the Judiciary Committee.

6. In the event of two unexcused absences per semester of an officer, the officer will be fined $15 per meeting missed, unless excused by the Panhellenic President.

**Article III. Election of Officers**

1. *Panhellenic Executive Board Officers*
   
   A. Required qualifications of Elected and Appointed Officers:
      
      a. She shall meet the eligibility requirements of the office she is seeking as stated in Bylaws.
      
      b. She shall submit an application for the term of office she is seeking.
   
   B. Procedures for election of the Executive Board:
      
      a. A woman does not have to be nominated by her respected chapter to apply for a position on the Executive Committee Council.
      
      b. A slating committee will be created to select the slate for the Executive Board. The slate committee will consist of the current Panhellenic Executive Board, the Panhellenic Delegate, and the Panhellenic Advisor.
      
      c. Following an interview and examination of each applicant’s qualifications, the slating committee will go over the information they were presented with.
      
      d. The Panhellenic Delegates and their Assistants will vote on the candidate they believe fits the position the best.
      
      e. A majority vote is needed to vote a candidate into the position.
   
   C. Restriction:
      
      a. The only restriction on what women’s fraternity or sorority shall hold the office of President of Sam Houston State University Panhellenic Association, is that the officer must have been on the Panhellenic Executive Board for one term or more prior.
      
      b. No undergraduate member or graduate member with alumna status can hold office.
      
      c. If an officer obtains alumna status during her term, leaves her sorority, or becomes unenrolled at Sam Houston State University, the office will be vacated and reappointed by the Executive Board.
   
   D. Impeachment/Resignation Procedures:
      
      a. Officers shall be removed from office for failure to uphold the National Panhellenic Conference Resolutions; Panhellenic Bylaws, Constitution, Standing Rules, Creed, and Oath; Sam Houston State University policies and student codes.
      
      b. In the event an officer violates any of the above mentioned, the impeachment/resignation procedures will begin. The Executive Board holds the power to remove her from office by a two-thirds vote.
      
      c. All items in the Greek Life Office which belong to the Sam Houston State University Panhellenic Association are considered property of the Sam Houston State University Panhellenic Association. All items must be returned in the event of resignation, impeachment, or end of the term.
Article IV. Judicial process

1. Judicial Board
   A. The Judicial Board shall consist of the Vice President of and one-appointed member from each chapter. The Vice President shall serve as an ex-officio member.
   B. The duties and responsibilities of the Judicial Board must be consistent with all NPC Unanimous Agreements.
   C. The NPC Judicial forms shall be used to ensure proper documentation and adherence to the NPC Unanimous Agreements. The forms are:
      i. College Panhellenic Violation Report
      ii. College Panhellenic Notice of Infraction
      iii. College Panhellenic Record of Judicial Board Hearing
      iv. College Panhellenic Record of Mediation
      v. College Panhellenic Judicial Board Hearing Minutes
      vi. College Panhellenic Notice of Appeal
   D. Documentation of all Judicial proceedings shall be retained by the Sam Houston State University Panhellenic Association for a period of three years, and will be sent to the chapter advisors to keep for a period of three years.

2. Judicial Process Overview
   A. Women' fraternities and sororities are encouraged to resolve alleged infractions through informal discussion with the involved parties. Should the informal discussions be unsuccessful, the judicial processes will be set in motion by the filing of a report of an alleged violation. Violations must be reported in the following manner on the College Panhellenic Violation Report, available from the College Panhellenic and the NPC website.
   B. Timing
      i. The College Panhellenic Violation Report shall be completed and presented to the President of the Sam Houston State University Panhellenic Association in a timely manner, but not more than 30 calendar days from the date of occurrence. If the Sam Houston State University Panhellenic Association President is unavailable or the violation is against her fraternity, the report shall be presented to the Sam Houston State University Panhellenic Association Vice President.
      ii. The Sam Houston State University Panhellenic Association President and Panhellenic Advisor shall review the College Panhellenic Violation Report to ensure that it has been filled out completely, including proper signatures and indication of rule/policy violated. An incomplete report shall be returned to the reporting party for completion prior to proceeding.
   C. Proper Reporting Authority
      i. Infractions, excluding recruitment infractions, must be reported and signed by the president of a member group on behalf of her chapter.
      ii. The report will then be sent to the Panhellenic President for review before being given to the Vice President, which will begin the Judicial Process.
   D. Notice
      i. When a report of an infraction is properly received by the Sam Houston State University Panhellenic Association, the accused fraternity shall be given formal notification in writing. The Sam Houston State University Panhellenic Association President shall notify the member group using the College Panhellenic Notice of Infraction. The College Panhellenic Violation Report is retained by the College Panhellenic president or Panhellenic Advisor and is available on request
from the accused fraternity. A copy of the College Panhellenic Violation Report shall be given to the NPC Area Advisor.

ii. The College Panhellenic Notice of Infraction shall be delivered to the president of the accused fraternity within one week of the Sam Houston State University Panhellenic Association Panhellenic President’s receipt of the College Panhellenic Violation Report. If the president of the accused fraternity is unavailable, delivery may be made to another appropriate fraternity officer or advisor. The record of delivery shall be documented on the report. A copy of the College Panhellenic Notice of Infraction shall be given to the Panhellenic Advisor and the NPC Area Advisor within the same time period.

iii. Upon receipt of the College Panhellenic Notice of Infraction, the accused fraternity shall contact the Sam Houston State University Panhellenic Association President (or in the case of a recruitment infraction, Panhellenic Vice President of Recruitment) within one week to schedule mediation or choose to proceed directly to a Judicial Board hearing.

   1. If the College Panhellenic Notice of Infraction is delivered during a college/university break, the mediation or the Judicial Hearing may be scheduled after classes resume.
   2. On those campuses where the small size of the College Panhellenic makes a Judicial Board hearing ineffective because of conflicts of interest, and mediation has proved ineffective, an appeal may be made directly to the NPC College Panhellenic Judicial Appeals Committee who will serve as a hearing board.

E. Mediation shall be closed to the public. All participants in the mediation shall keep strict confidentiality. The participants shall be representatives from each fraternity involved, including a chapter advisor (if he or she is available) or the complaining party if other than a fraternity. In cases of recruitment infractions, the Sam Houston State University Panhellenic Association Vice President of Recruitment shall attend only if she has information that explains the violation. After she presents her information, she shall be excused from the mediation.

   i. The Mediator selected must not be related to Greek Life. A Resident Assistant (RA), member of the Dean of Students Office, or faculty member may be selected.

F. Mediations will follow the process outlined in the most current edition of the Manual of Information.

G. Judicial Board Hearing

   i. If mediation is not successful, a judicial board hearing shall be held.

H. The College Panhellenic shall establish procedures to be followed during a judicial board hearing. The procedures shall be adopted in accordance with the College Panhellenic Association bylaws.

I. Judicial Board hearings shall be closed to the public. The participants in the Judicial Board hearing shall be representatives from each women’s fraternity or sorority involved, including a chapter advisor or the complaining party if other than a fraternity, the Sam Houston State University Panhellenic Association President, the Panhellenic Advisor, the Panhellenic Vice President and her Judicial Board, and in cases of recruitment infractions, the Panhellenic Vice President of Recruitment.

3. Penalties

The Sam Houston State University Panhellenic Association shall strive to achieve a fair and reasonable resolution for infractions. Penalties should be assessed to fit the nature and degree of the offence.

A. Inappropriate Penalties Monetary fines shall be acceptable only for measurable recruitment infractions (i.e., breaking silence rules, late events, etc). The amounts shall be predetermined by a vote of the Sam Houston State University Panhellenic Association and stated in the Recruitment Rules document.

B. Infractions must never:
i. Forbid primary recruitment or continuous open bidding activities or the observance of an inter/national sorority event such as an educational program, ritual ceremony or historical celebration.
   ii. Affect a chapter’s quota or total.
   iii. Affect the time of new member acceptance and/or initiation.
   iv. Forbid the right of an NPC member organization to vote in College Panhellenic meetings.
   v. Include removal from the College Panhellenic

C. Duration of Penalties
The duration of any penalty imposed shall not exceed one calendar year from the time the decision is final.

D. NPC Notification of Penalties Within 24 hours of the successful completion of a judicial board hearing, the Sam Houston State University Panhellenic Association President shall send a copy of the College Panhellenic Judicial Board Hearing Minutes to the NPC Area Advisor, the NPC Delegate and the Inter/National President.

4. Appeals
A. Judicial board decision.
   i. A decision of the Sam Houston State University Panhellenic Association College Panhellenic Association Judicial Board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeals chairman. An appeal shall be filed with the Sam Houston State University Panhellenic Association President using the College Panhellenic Notice of Appeal within one week of the decision. A penalty shall begin only after all properly filed appeals have been decided; however, should a sanctioned women’s fraternity or sorority choose to begin fulfilling all or part of the stipulations of the sanction pending the outcome of filed appeals, the women’s fraternity or sorority shall have that option.

B. NPC College Panhellenic Judicial Appeals Committee.
   i. If the NPC College Panhellenic Judicial Appeals Committee is unable to resolve the appeal, the committee chairman shall be responsible for the further conduct of the case. She shall submit by certified mail, return receipt requested, all data regarding the appeal to the inter/national president(s) of the fraternity(s) involved.

C. Inter/national presidents.
   i. If the inter/national presidents cannot resolve the case by discussions among themselves, the case may be referred by any inter/national president involved to the NPC Executive Committee

D. NPC Executive Committee.
   i. If the NPC Executive Committee cannot resolve the case, it may be appealed either by the inter/national president or by the NPC Executive Committee to the National Panhellenic Conference.

**Article V. Women’s Fraternity and Sorority Members Refraining from Participating in Fraternity Recruitment**

1. Sam Houston State University’s Panhellenic Association will follow NPC Unanimous Agreement X, protecting the right of NPC member organizations to remain women-only organizations. This supports the recommendations from the National Panhellenic Conference that in order to secure the single sex designation of our organization, members should refrain from participating in men’s recruitment in all capacities including serving as hostesses or as guests.
   A. Chapters will be expected to monitor their own members and hold them to a standard of excellence.
B. Participation includes but is not limited to being present at official Interfraternity Council recruitment events, preparing or buying food and/or drinks to be used as refreshments during rush events to be distributed to one or more fraternities during Interfraternity Council recruitment, creating banners/cards, etc. that promote one fraternity over another to be displaying during rush recruitment events, or endorsing one fraternity over another on social media outlets (e.g. FaceBook, Twitter, Instagram, etc.) during rush recruitment.

C. Panhellenic women may not be present during Fraternity Recruitment Events.

D. Panhellenic women may resume interactions with fraternity men after IFC Fraternity Recruitment Bid Day as defined by the Interfraternity Council.

E. Unanimous Agreements
   i. Auxiliaries. Each College Panhellenic shall denounce the participation of undergraduate Panhellenic women in auxiliary groups to men’s fraternities.

**Article VI. Recruitment counselor selection, requirements and expectations**

1. **Requirements to become a Rho Gamma at Sam Houston State University include:**
   A. Upholding the GPA requirements aligning with Sam Houston State University policy (2.6 or higher). Not meeting academic expectations may result in the removal from the Rho Gamma program.
   B. Being a member of a Panhellenic women’s fraternity or sorority that has not yet attained alumnae status.
   C. Having gone through recruitment as both a potential new member, as well as a member of a women’s fraternity or sorority.

2. **Expectations of being a Rho Gamma at Sam Houston State University include:**
   A. Disaffiliating from the woman’s own chapter, including taking down social media posts and turning off comments that may reveal her affiliation.
   B. Becoming impartial to, or not participating in conversations regarding recruitment, the chapters on the Sam Houston State University campus, or anything that may reveal her affiliation.
   C. Striving to help potential new members find the best fit for them, not pushing their own chapter.
   D. Using terms like “top house,” “best on the hill,” or other non-Greek Unity sayings will be prohibited by any and all members of the Rho Gamma program as well as by the Recruitment Team.
   E. Revealing her affiliation prior to Bid Day after the potential new members bids have been distributed is prohibited.
   F. Failing to uphold any of the expectations listed above or given to Rho Gammas by the Rho Gamma Director, will result in the removal from the Rho Gamma program. If a Rho Gamma is removed for anything but her GPA, she will not be allowed to talk to potential new members during her chapter’s recruitment.

**Article VII. Panhellenic Standards and Ethics**

1. I will know and understand the ideals expressed in my chapter Ritual and will strive to incorporate them in my daily life.
2. I will strive for academic achievement and practice academic integrity.
3. I will respect the dignity of all persons; therefore, I will not physically, mentally, psychologically abuse or haze any human being.
4. I will protect the health and safety of all human beings.
5. I will respect my property and the property of others; therefore, I will neither abuse nor tolerate the abuse of property.
6. I will meet my financial obligations in a timely manner.

7. I will respect myself in a manner that upholds the moral and ethical values of my chapter and Sam Houston State University.
   A. Panhellenic sororities will not participate or donate in fraternity philanthropy events that do not match sorority standards and ethics codes.

8. I will uphold loyalty to a fellow member, chapter, fraternity, school, and community.

9. I will uphold morality in work and deed through truth, honor, virtue, integrity and justice.

10. I will maintain responsibility to myself through healthful living and upright action and to others through positive leadership, emotional support, open communication, and sound fiscal management.

11. I further promise to challenge my chapter members to abide by these fraternal expect