COLLEGE PANHELLENIC MODEL BYLAWS

BYLAWS OF SAM HOUSTON STATE UNIVERSITY PANHELLENIC ASSOCIATION

Article I. Name

The name of this organization shall be the Sam Houston State University Panhellenic Association.

Article II. Object

The object of the Panhellenic Association shall be to:

- Conduct the business of the College Panhellenic only during the campus academic year.
- Promote the growth of individual chapters and the sorority community.
- Organize and sponsor a women's only membership recruitment program.
- Encourage the highest possible academic, social and moral standards.
- Coordinate activities, establish orderly procedures and provide programming in addition to recruitment.
- Adjudicate all matters related to the NPC Unanimous Agreements, College Panhellenic bylaws and/or other governing documents, College Panhellenic membership recruitment rules, College Panhellenic code of ethics and College Panhellenic standing rules.
- Actively support the mission of its host institution.
- Promote good public relations.
- Give service to the community and campus.
- Sponsor Junior Panhellenic, if appropriate, for specialized programming efforts.
- Promote friendship, harmony and unity among members, chapters, faculty, administrators and campus groups.

Article III. Membership

Section 1. Membership

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

Section 2. Privileges and responsibilities of membership

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

Section 3. Dues

A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
B. College Panhellenic Association membership dues shall be an assessment per member and new member.

- **Amount:** The dues of each Panhellenic Association member fraternity shall be an assessment per member and new member to be paid each semester.
  1. **Regular:** The amount of such dues shall be nine dollars ($9) per member/new member and a one hundred and twenty-dollar ($120) chapter fee.
  2. **Provisional:** The amount of such dues shall be four dollars ($4) per member/new member and sixty dollars ($60) per chapter.

- **Time of Payment:** The dues of each Panhellenic Association member fraternity shall be paid on or before the second Panhellenic meeting of each semester.

- **Tardiness in Payment:** The fine shall be a standard rate of $20.00 for a late check and $2.00 per day fine after the due date. Chapter will unable to vote until dues and the fine are paid.

Section 4. Fees and assessments
The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.

**Article IV. Officers and Duties**

**Section 1. Officers**
The officers of the Sam Houston State University Panhellenic Association shall be president, vice president, secretary, treasurer, recruitment director, assistant recruitment director, university relations, sisterhood chair, philanthropy chair, and historian.

**Section 2. 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 College 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 all NPC College Panhellenic reports are completed on time.
- Communicate regularly with the NPC area advisor.
- Maintain current copies of the following: Sam Houston State University Panhellenic Association bylaws and standing rules, the College Panhellenic Association budget, contracts executed on behalf of the College 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 applicable to the office as prescribed by the parliamentary authority adopted by the Association.

B. The vice president shall:

- Perform the duties of the president in her absence.
- Assist the President in the direction of Panhellenic Affairs.
- Be responsible for correct parliamentary procedure during any Council meeting.
• Be responsible for maintaining communication with all committee chairs, collect agendas from each committee meeting, and report to the Panhellenic Council all activity of the committees.

• Providing for a Greek 101 training seminar for all new members with the help of the University Relations Officer early every Fall.

• Sign Panhellenic Association contracts when authorized to do so.

• Work with sisterhood chair to implement philanthropy events throughout the year.

• Provide an Anti-Hazing presentation for Recruitment Orientation

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

• Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

C. The secretary shall:

• Keep an up-to-date roll of the members of Panhellenic Council and call it at all Council meetings, including updating the College Panhellenic officer roster on FS Central.

• Keep current statistics concerning the number of initiated members and new members of each Panhellenic Association member fraternities.

• Keep full minutes of all meetings of the Sam Houston State University Panhellenic Association, the Panhellenic Council, and a record of all action taken by the Executive Board.

• Distribute to each chapter’s Panhellenic Officer, Delegate, Junior Delegate, and Advisor a copy of the minutes.

• Maintain a complete and up-to-date file which will include the minutes of the meetings of the Sam Houston State University Panhellenic Association, the Panhellenic Council from the date of its organization; copies of all contracts made by the Panhellenic Council; current correspondence.

• Provide meeting minutes to Area Advisor and Chapter Presidents.

• Be responsible for all official correspondence of the Panhellenic Council unless provided for otherwise.

• Sign Panhellenic Association contracts when authorized to do so.

• Be responsible for working with the Sisterhood Chair in organizing an award ceremony or banquet each Fall semester to honor Chapters who display outstanding scholarship and academic dedication.

• Act as scholarship chairman by recognizing and awarding the high achieving sorority women & presenting scholarship opportunities available each year.

D. The treasurer shall:

• Act as supervisor of all fundraising events.

• Be responsible for the general supervision of the finances of the Sam Houston State University Panhellenic Association.

• Be responsible for the preparation of the annual budget and following its approval by the Panhellenic Council, for providing a copy for each Sam Houston State University Panhellenic member fraternity.

• Receive all payments due to the Panhellenic Association, collect all dues, and give receipts via the receipt book upon request.
• Be responsible for the prompt payment of all bills of the Sam Houston State University Panhellenic Association.
• Maintain up-to-date financial records; give a financial report at each regular meeting of the Panhellenic Council, and an annual report at the close of her term in office.
• Be responsible for organizing two scholarship opportunities per calendar year.
• Sign Panhellenic Association contracts when authorized to do so.
• Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

E. The officer in charge of recruitment shall:
• Preside over all meetings of the Recruitment Committee.
• Oversee all recruitment activities and events.
• Oversee all recruitment publication efforts.
• Oversee Panhellenic recruitment registration.
• Provide primary recruitment recommendations.
• Plan primary recruitment and informal recruitment schedules to be approved by the Recruitment Committee and the Panhellenic Council and execute activities during recruitment week.
• Be in charge of revisions of primary, informal, and Continuous Open Recruitment rules as deemed necessary by the Panhellenic Council.
• Plan and implement recruiting strategies aimed to increase recruitment numbers.
• Facilitate an informative program about Informal Recruitment at least one week prior to the first chapter party.

F. The assistant recruitment director shall:
• Oversee the materials, meetings, and information relating to Rho Gammas.
• Provide applications and selection of the Rho Gamma Team.
• Ensure that the Rho Gamma team is prepared for the week of recruitment.
• Plan and implement Rho Gamma retreat prior to primary recruitment week.
• Assist the Recruitment Director with all other duties as needed.
• The Assistant Recruitment Director can remove Rho Gammas from the Rho Gamma team due to violations of conduct or grade.

G. The university relations chair shall:
• Be responsible for planning and implementing all Risk Management programs and shall work with each Executive Officer in planning and implementing their specific events.
• Act as representative for Greek Week, Homecoming Week, Welcome Week, and any other campus activity in which Panhellenic involvement would be beneficial to the Panhellenic Association, by creating information stations, promotional opportunities, etc.
• Serve as the liaison for the Association to IFC, NPHC, and MGC.
• Work with the Historian in creating all promotional material for campus distribution.
• Obtain a campus-wide activities calendar in order to keep the Panhellenic Association updated on all campus events.
• Sign Panhellenic Association contracts when authorized to do so.
• Be given access to social media to post about other organizations hosting events.

H. The sisterhood chair shall:
• Plan and coordinates sisterhood events for all of Panhellenic to attend each semester.
• Should monitor sorority relations, the overall well-being of Panhellenic, and promote Panhellenic spirit.
• Should meet with representatives from each chapter to discuss chapter events that will be occurring during the semester. This will allow every chapter to be aware of each chapter’s major events in hopes to obtain more support for Panhellenic Spirit.
• Coordinate a philanthropy event each semester, one of which is dedicated to fundraising for the circle of sisterhood.
• Organize and distribute a Panhellenic calendar each semester.

I. The philanthropy chair shall:
• Promote and raise awareness for the Circle of Sisterhood Foundation.
• Plan at least one fundraising event per semester benefitting the Circle of Sisterhood Foundation.
• Organize an educational/awareness event for Circle of Sisterhood once a semester.
• Assist the Panhellenic Sisterhood chair in planning and organizing events.

J. The historian shall:
• Document Panhellenic and chapter events with pictures and a short summary of the event.
• Assist the Vice President to relay positive Public Relations and marketing regarding Panhellenic and promote Panhellenic Spirit alongside the University Relations chair.
• Assist to ensure the Panhellenic brochure, web pages, and social media are up to date.

Section 3. Eligibility
A. Members from women’s only sororities holding regular membership in the Sam Houston State University College Panhellenic Association shall be eligible to serve as any officer.
B. All Panhellenic Executive Officers shall be required to maintain a 2.5 SHSU cumulative GPA at all times, be a full time student at SHSU, and that all officers, delegates and committee members, shall be in good standing with their member groups, be active participants in the college chapter and shall be enrolled in the institution where the chapter is located.

Section 4. Selection of Officers
The offices of president, vice president, secretary, treasurer, recruitment, assistance recruitment director of rho gammas, philanthropy, sisterhood, historian, and university relations chair of the Sam Houston State University College Panhellenic Association shall be elected by ballot, except if there is only one nominee for an office that nominee shall be declared elected.

Section 5. Office-holding limitations
There shall be no limit to the number of same women’s only sorority holding office during the same term.

Section 6. Nomination procedure
A Nominating Committee of 5 members shall be the Panhellenic Delegates from each Chapter. 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 nonvoting ex-officio member of the Nominating Committee.

Section 7. Term
A. The officers shall serve for a term of one year or until their successors are selected.
B. The term of office will begin at the beginning of the Spring academic term.

Section 8. Removal
Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.

Section 9. Vacancies
Vacancies shall be filled in the same manner of selection as provided in Section 4 of this article.

Article V. The Panhellenic Council

Section 1. Authority
The governing body of the Sam Houston State University Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the Sam Houston State University Panhellenic Association including, but not limited to: annual review of the parameters as adopted in the recruitment rules for the automatic adjustment of total every regular academic term, annual determination of dues, approval of the annual budget, consideration of extension, setting a calendar of events, determining programming and establishing recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the College Panhellenic Association that do not violate the sovereignty, rights and privileges of member women’s only sororities.

Section 2. Composition and privileges
The Sam Houston State University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate woman’s only member organization at Sam Houston State University as identified in Article III. The delegates shall be the voting members of the Panhellenic Council. 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 only 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 2 weeks and to notify the College Panhellenic Association secretary of her name, address, email and telephone number.

Section 5. Duties and responsibilities
Panhellenic delegate duties and responsibilities
Must attend all Panhellenic Council meetings.
Must support NPC Unanimous Agreements, policies and procedures.
Must understand local College Panhellenic Association policies and procedures.
Should know when to consult her sorority’s NPC delegate for assistance and advice regarding Panhellenic concerns.
Should be prepared and knowledgeable about Panhellenic concerns, the view of her member organization and chapter, and how to voice concerns to the Council.
Should present regular College Panhellenic Association reports at chapter meetings.
Serve as the voting delegates of the Panhellenic Council.
Serve on the Judiciary Board as voting bodies.
Share with the Association information about each chapter and its events when appropriate.
See that chapter dues are paid to Panhellenic Treasurer.
Help formulate proposals to be presented to the voting body of the Panhellenic Council.

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

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 electronic or written request of no fewer than one-fourth of the member women's sororities of the Sam Houston State University Panhellenic Association. Electronic or written 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 Sam Houston State University Panhellenic Association shall constitute a quorum for the transaction of business.

Section 9. Vote Requirements
A. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.
B. A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes.
C. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.
NOTE: See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.

Article VI. The Panhellenic Advisor

Section 1. Appointment
The Panhellenic advisor of the Sam Houston State University Panhellenic Association shall be appointed by Sam Houston State University.
Section 2. Authority
The Panhellenic advisor shall serve in an advisory capacity to the Sam Houston State University Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council.

Article VII. Committees

Section 1. Standing committees
A. The standing committees of the Sam Houston State University Panhellenic Association shall be the Judicial Board, Membership Recruitment Committee, Scholarship, and Junior Panhellenic Delegate Board.
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 only sororities as much as possible.

Section 3. Judicial Board
The Judicial Board shall consist of the vice president as chairman and 5 members from the College Panhellenic Association 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 College 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 Sam Houston State University 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. Recruitment Committee
The Recruitment Committee shall consist of the Panhellenic Recruitment Director as Chairman and the Recruitment Chair of each sorority. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the primary membership recruitment period. After each primary membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member organization and chapter advisor.
Section 5. Scholarship Committee
The Scholarship Committee shall consist of a chairman and 2 members. The Scholarship Committee shall be responsible for all matters pertaining to the promotion of superior scholarship and intellectual achievement.

Article VIII. The Executive Board

Section 1. Composition
The composition of the Executive Board shall be the president, vice president, secretary, treasurer, recruitment director, assistant recruitment director, university relations, sisterhood chair, philanthropy chair, and historian.

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

Section 5. Quorum
A majority of Executive Board members shall constitute a quorum for the transaction of business.

Article IX. Finances

Section 1. Fiscal Year
The fiscal year of the Sam Houston State University Panhellenic Association shall be from January 1st to December 31st.

Section 2. Contracts
Dual signatures of the Panhellenic President, Advisor, and Treasurer shall be required to bind the Sam Houston State University Panhellenic Association on any contract.

Section 3. Checks
All checks and electronic payments issued on behalf of the Sam Houston State University Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: Panhellenic Association Advisor, President, and Treasurer.
Section 4. Payments
All payments due to the Sam Houston State University College Panhellenic Association shall be received by the treasurer, who shall record them. Checks for payments shall be made payable to the Sam Houston State University Panhellenic Association.

Section 5. Budget
The Executive Committee and Advisor are to prepare and recommend the fiscal budget and it must be voted on at a regular meeting and passed with a majority vote from the Panhellenic Council.
   a. In order for the Panhellenic Association to spend an amount over $5000 it must be voted on and passed with a majority vote.

Article X. Recruitment Rules and Procedures

Section 1: Membership Recruitment Rules
   A. All NPC UNANIMOUS AGREEMENTS shall be upheld.
      • Each College Panhellenic Association shall prohibit the use of alcoholic beverages in membership recruitment and Bid Day activities.
      • Each College Panhellenic Association shall prohibit the participation of men in membership recruitment and Bid Day activities.
   B. All members, including alumnae and new members, are responsible for understanding and observing the membership recruitment rules.
   C. A potential new member shall attend orientation and all membership recruitment events to which she has accepted invitations. If she does not attend an event to which she has accepted an invitation, she will be withdrawn from Recruitment. In case of illness or other emergency the woman shall notify the Panhellenic Recruitment Director and/or Panhellenic Advisor. The Panhellenic Recruitment Director and/or Panhellenic Advisor shall notify the fraternities involved.
   D. Women must provide their own transportation to and from all events during Formal Recruitment.
   E. No potential new member may leave a fraternity house with any favor or gift. This includes, but is not limited to, letters, napkins, cups, flowers, etc., unless approved by the Panhellenic board.
   F. All membership recruitment events shall be held in the Lowman Student Center. Placement is specified by Panhellenic.
   G. Panhellenic will provide name tags for potential new members and must be worn at all Recruitment events.
   H. Membership Recruitment Acceptance Binding Agreements (MRABA) will be signed immediately after the last event the woman attends.
   I. There will be no promising of bids directly or indirectly by any member, new member, or alumna of a fraternity before or during Formal Recruitment. Be cautious of your farewells to potential new members.
   J. Throughout the period of Fall Recruitment, a sorority member, including new members or alumnae, may only mention another sorority in a positive manner.
   K. Only factual information about the national fraternity may be told and/or shown to potential new members during formal membership recruitment.
   L. Only national fraternity representatives, house directors, alumnae, new members, and initiated members of the fraternity may assist the chapter with recruitment during formal membership recruitment. Only active members of a chapter may recruit potential new members. National fraternity representatives, house directors, chapter advisors, or alumnae may not recruit potential new members at any Formal Recruitment event. Approved family members may assist with food preparation, serving, set up, and clean up, while not conflicting with the recruitment process. Alumnae mothers of Potential New Members may not assist in
the party their daughter is attending.
M. Quota will be set by the NPC RFM specialist.
N. All Bid Day t-shirts must be approved by the Panhellenic Executive Board at least three (3) weeks prior to the distribution to new members.
O. Each chapter must nominate a minimum of four (4) candidates for recruitment counselor positions.

Section 2. Membership Recruitment Procedures

A. After the first set of invitational events, each group should invite back according to the number provided by the RFM specialist.
B. Panhellenic requires each fraternity to invite to the preference event only those women they will place on the bid list.
C. Membership recruitment infraction penalties shall be the ones recommended in the UNANAMOUS AGREEMENTS.
D. Photographs of the Panhellenic Executive officers and Recruitment Guides (Rho Gammas), in the composites, videos, and other photos shall be covered completely meaning no part of the girl should be showing, including face, neck, hair, or body during the Recruitment period. It is the chapter’s responsibility to do everything necessary to keep these affiliations anonymous during the Recruitment period. Failure to completely cover Panhellenic Executive officers and Recruitment Guides photos will result in the denial of using the photo, as well as an infraction, filed against the chapter.
E. Panhellenic strongly recommends and urges each fraternity to use good judgment, discretion, common sense and maturity in planning and maintaining a realistic and sound financial budget for formal membership recruitment. The total budget for Formal Recruitment is $1,750.00 per chapter.
F. No pictures shall be taken of Potential New Members during any party.
G. Males, excluding approved family members, are not allowed on the hill or in the chapter houses beginning the day after move in (the first day of work/spirit week) until the end of recruitment with the exception of an approved time on Bid Day while the New Members are entering their new chapter houses.
H. Bid Day begins once bids are accepted and ends at 8 a.m. the following morning.
I. The ending period of Bid Day marks the end of formal recruitment.

Section 3. Summer Contact Guidelines

A. While a fraternity house is closed during the summer, alumnae and/or members shall not use the house for recruiting purposes, only to practice in preparation for recruitment.
B. Each chapter is responsible for the action and attendance for the Recruitment Guides. Panhellenic will notify the chapter recruitment chair and Advisor about any problems with a Recruitment Guide. The Panhellenic Executive Board reserves the right to remove a Recruitment Guide from office should she violate any of the Recruitment Guide rules and procedures. All extenuating circumstance will be evaluated by the Panhellenic Executive Board on a case-by-case basis.
C. Silence rules begin the first day of Fall Formal Recruitment and end on Bid Day. During the period of silence there shall be no contact or conversation between a potential new member and sorority member(s)/alumnae except at SHSU Recruitment Events.
D. Strict silence begins after the last party has ended and ends when bids are accepted. Strict silence is the designated period of time from the end of a woman’s last event until she reports to the fraternity from which she has accepted a bid. During this period there will be no conversation or contact, direct or indirect, with potential new members by fraternity member, new members, and alumnae. This includes all reference to fraternity-verbal, written, printed, or typed.
E. The Panhellenic Recruitment Director must be notified immediately upon knowledge of residence with a potential new member. Exceptions will not be made after (date designated
by current Panhellenic Recruitment Director) at midnight. Failure to do so will result in the automatic dismissal of the potential new member from Recruitment and sanctions after the offending sorority woman and/or chapter.

F. No fraternity member may purchase anything for a potential new member (meal, soft drink, etc). No potential new member may purchase anything for a fraternity member.

G. No fraternity members, including new members and alumnae, may visit a potential new member and/or family of a potential new member in her place of residence or employment during formal membership recruitment.

H. Sorority women may speak with women who are enrolled at SHSU and are not yet registered for Fall Recruitment. However, discussion will only be of Greek life and Panhellenic Recruitment, not individual sororities. While in a school setting, one-on-one conversation is allowed only if it is regarding Greek and Panhellenic life.

I. No sorority member or alumnae may issue an invitation of any sort to meet a potential new member anywhere or contact them via any method to obtain information (i.e. letters of recommendation, resume, telephone calls, e-mails, etc.) for any reason. Requests for this information must go through a member of the executive committee or the Panhellenic Advisor.

J. Beginning with the end of classes of the Spring semester no individual chapter may recruit for their chapter and may only recruit for Panhellenic. Only information about Panhellenic Recruitment as a whole should be discussed with Potential New Members or those considering going through recruitment.

K. Car tagging or shoe polishing will not be allowed.

L. No member shall have pictures posted of or with any recruitment guide or executive board member beginning June 1 until Formal Recruitment is over.

Section 4. Disaffiliation Rules

Sub-Section 1. Partial Disaffiliation

A. Partial disaffiliation begins on June 1.

B. Recruitment Guides and members of the Panhellenic Executive Board shall not wear the Greek letters or any identifying insignia of their affiliation. They also may not have them displayed on their car.

C. If a recruitment guide or executive member has a profile on Facebook.com, mySpace.com, or any other online social network they must not have their affiliation, or any reference of their affiliation posted (including photographs).

D. The affiliation of Recruitment Guides and Executive Board should not be revealed to any Potential New Member.

E. All sorority women shall recruit only for Panhellenic as a whole and not for their individual chapter during the summer.

Sub-Section 2. Complete Disaffiliation

A. Complete disaffiliation begins 30 days prior to Formal Recruitment.

B. Recruitment Guides and members of the Panhellenic Executive Board shall have no contact whatsoever with any affiliated member of any chapter whether it be verbal, written, typed, or inferred.

C. Recruitment Guides and members of the Panhellenic Executive Board shall not reveal their affiliation to anyone during this time.

D. Recruitment Guides and members of the Panhellenic Board shall remain neutral and unbiased during the time of recruitment.
Article XI. Extension

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

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

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

Article XII. 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 Sam Houston State University Panhellenic Association shall be considered a violation.

Section 2. Informal resolution
Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

Section 3. Judicial process
The Sam Houston State University Panhellenic Association shall follow all NPC Unanimous Agreements and NPC guidelines for the judicial process found in the NPC Manual of Information.

Article XIII. Hazing

Per the Unanimous Agreements, NPC supports all efforts to eliminate hazing. All forms of hazing Bid Day and/or pre-initiation activities, which are defined as hazing, shall be banned.

Hazing is defined as any action or situation with or without consent which recklessly, intentionally or unintentionally endangers the mental or physical health or safety of the student, or creates risk of injury, or causes discomfort, embarrassment, harassment or ridicule or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in a chapter or colony of an NPC member fraternity.

Such activities and situations include, but are not limited to, creation of excessive fatigue, physical and psychological shocks, wearing publicly, apparel which is conspicuous and not normally in good taste, engaging in public stunts and jokes, participating in treasurer or scavenger hunts, morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities or normal sleep patterns; and any other activities which are not consistent with fraternal law, ritual, or the regulations and policies of the member fraternity or the educational institution. And all member groups will affirm their policies on hazing and inform their members of this NPC position on hazing through mailings and through their international magazines.
Article XIV. Social Activities

Section 1. Risk Management

Each member fraternity shall follow their individual National Risk Management Policies as well as Sam Houston State University Risk Management Policies regarding all social events. All social events have to be filed with the Panhellenic Advisor 2 weeks prior to the event, and a copy of each Fraternity’s Risk Management Policies must be filed with the Panhellenic President before the second week of school.

Section 2. SHSU Panhellenic Council Risk Management Agreement

Any social risk management paperwork (involving alcohol or not) must be turned into the SHSU Greek Life Office at least 14 days or 2 weeks before the event that the chapter is hosting. If paperwork is turned in late the chapter will be fined $75. Additionally, the chapter will be charged an extra $25 per day after the event if paperwork is not yet submitted. All payments should be made out to the SHSU Panhellenic Association and turned in to the SHSU Greek Life Office.

| Late paperwork | $75 |
| Late paperwork after event | $25 per day after event |

Section 3. Panhellenic Activities

1. Each chapter is responsible for ensuring that all chapter members attend all Panhellenic events.
2. Greek Week will be held annually each academic year. No events will be held at third party vendors. One member from each respective chapter should be present for all planning meetings involving Greek Week (will be notified by respective Greek Week chairs). Greek Week will involve all aspects of Greek Life, including NPC, NPHC, IFC, MGC and any other Greek councils that are established in the future.
3. Panhellenic will support any and all Panhellenic women that choose to participate in running for homecoming queen.
4. It is up to the Panhellenic Executive Council to determine what Panhellenic events are mandatory for chapters to attend.

Article XV. Inclusion Statement

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

Article XVI. Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Sam Houston State University Panhellenic Association when applicable and when they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the Sam Houston State University Panhellenic Association may adopt.
Article XVII. Amendment of Bylaws

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

Article XVIII. Dissolution

This College Panhellenic Association shall be dissolved when only one regular member exists at Sam Houston State University. In the event of the dissolution, none of the assets of the Association shall be distributed to any members of the Association, but after payment of all debts, its assets shall be given to NPC unless otherwise required by state law.
STANDING RULES

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.

The following topics [as well as others] are best suited for standing rules:

- Time and dates of meetings
- Dues specific information
- Election procedure
- Awards
- Financial considerations (e.g., fraternity/sorority user fees)
- Judicial process NOTE: The Panhellenic Council shall adopt procedures that are consistent with the NPC Unanimous Agreements and NPC guidelines for the judicial process found in the NPC Manual of Information
- Office procedures
- Recruitment counselor selection, requirements and expectations
- Social events
- Traditions (e.g., homecoming, advisors, installation, service projects, etc.)

RECRUITMENT RULES

A College Panhellenic Association should adopt rules that pertain to recruitment of members to the Association. Recruitment rules are written as a separate document from the bylaws. A template for recruitment rules can be found on the NPC website.

CODE OF ETHICS

A College Panhellenic Association should adopt a code of ethics for the conduct of members in the Association. The code of ethics is the suggested introduction to the recruitment rules template. A template for a code of ethics can be found on the NPC website.