Constitution of the College Panhellenic Council at University of Texas at Dallas

Article I. Name

The name of this organization shall be the College Panhellenic Council at the University of Texas at Dallas.

Article II. Object

The object of the College Panhellenic Council shall be to develop and maintain fraternity life and interfraternity relations at a high level of accomplishment and in so doing to:

A. Consider the goals and ideals of member chapters as continually applicable to campus and personal life.
B. Promote superior scholarship as the basis to intellectual achievement.
C. Cooperate with member fraternities and the university administration in concern for and maintenance of high social and moral standards.
D. Act in accordance with the National Panhellenic Conference (NPC) Unanimous Agreements, policies, and best practices.
E. Act in accordance with such rules established by the College Panhellenic Council as to not violate the sovereignty, rights and privileges of member fraternities.

Article III. Membership

Section 1. Membership classes
There shall be two classes of membership: Regular and Associate.

A. Regular membership. The regular membership of the College Panhellenic Council at the University of Texas at Dallas shall be composed of all chapter members in good standing of NPC fraternities at The University of Texas at Dallas. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and vote on all matters.
B. Associate membership. Local sororities or inter/national or regional non-NPC member organizations may apply for associate membership of the College Panhellenic Council at the University of Texas at Dallas. 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 College Panhellenic Council at University of Texas at Dallas 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.

Article IV. Officers and Duties

Section 1. Officers
The officers of the College Panhellenic Council at the University of Texas at Dallas shall be President, Vice President of Judicial Affairs, Vice President of Administration, Vice President of Finance, Vice President of Recruitment, and Vice President of Public Relations.

Section 2. Eligibility
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 College Panhellenic Council at the University of Texas at Dallas shall be eligible to serve as any officer.

B. Associate membership. Members from women’s fraternities holding associate membership in the College Panhellenic Council at the University of Texas at Dallas shall be eligible to serve as an officer except President or Vice President of Recruitment.

C. To hold office, a member must be a full-time student (12 hours or more) with at least a 2.8 cumulative grade point average and must be in good financial standing with her chapter to be eligible for selection. These requirements must remain fulfilled for the entirety of the term.

Section 3. Selection of officers
The selection process will include an application and interview conducted by the outgoing officers. The selection process will be completed by Dec 1st.

Section 4. Office-holding limitations
No more than 3 members from the same women’s sorority shall hold office during the same term.
Section 5. Term
The officers shall serve for a term of one year or until their successors are selected. The term of office will begin no later than the last College Panhellenic Council meeting of the fall semester.

Section 6. Removal
Any officer may be removed with justifiable cause by a vote of two-thirds of the Panhellenic Council.

Section 7. Vacancies
  A. Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.
  B. When a vacancy occurs in the Presidency, the Vice President shall step up to fill it.

Article V. The Panhellenic Council

Section 1. Authority
The governing body of the College Panhellenic Council at the University of Texas at Dallas shall be the Panhellenic Council Executive board. It shall be the duty of the College Panhellenic Council to administer all business related to the overall welfare of the College Panhellenic Council at The University of Texas at Dallas 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 College 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 College Panhellenic Council at the University of Texas at Dallas shall be composed of one delegate from each regular and associate member organization at the University of Texas at Dallas 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. If the delegate is absent, the vote may be cast by a member of the sorority, providing her credentials have been presented to the Council President.

Section 3. Selection of delegates
Delegates to the Panhellenic Council shall be selected by their respective women’s fraternity chapters to serve for a term of one year upon selection by the chapter.
Section 4. Delegate vacancies
When a delegate vacancy occurs, it shall be the responsibility of the women’s fraternity affected to select a replacement within 4 weeks and to notify the Panhellenic Council secretary of her name, email, and telephone number.

Section 5. Regular meetings
Regular meetings of the Panhellenic Council shall be held once a month on Mondays at noon in the Ritual Room. The dates shall be given at the beginning of each semester.

Section 6. Special meetings
Special meetings of the Panhellenic Council may be called by the Council 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 College Panhellenic Council at the University of Texas at Dallas. 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
Three-fourths of the delegates from the member sororities of the College Panhellenic Council at the University of Texas at Dallas 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 three-fourths 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.
C. When a vote of 50/50 occurs, the deciding vote will go to either an unbiased administrator or to The University of Texas at Dallas’s NPC advisor.

Article VI. Panhellenic Advisor

Section 1. Appointment
The Panhellenic Advisor shall be appointed by:
A. The college or university administration or
B. The College Panhellenic Council and the Alumnae Advisory Council or
C. The Alumnae Advisory Council
Section 2. Authority
The Panhellenic advisor shall serve in an advisory capacity to the College Panhellenic Council at the University of Texas at Dallas. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council.

Article VII. Standing Committees

Such standing committees and special officers as may be necessary to carry out the work of the College Panhellenic Council at the University of Texas at Dallas shall be appointed by its Executive Board to serve during the tenure of the Board, which appoints them.

A. Membership Recruitment Committee
The Membership Recruitment Committee shall consist of the Vice President of Recruitment 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.

Article VIII. Finances

Section 1. Fiscal Year
The fiscal year of the College Panhellenic Council at the University of Texas at Dallas shall be from January 1 to December 31 inclusive.

Section 2. Contracts
Dual signatures of the President and the Vice President of Finance shall be required to bind the College Panhellenic Council at the University of Texas at Dallas on any contract.

Section 3. Checks
All checks issued on behalf of the College Panhellenic Council at the University of Texas at Dallas shall bear an authorized signature. The following shall be authorized sign: the President, Vice President of Finance, or the Panhellenic Advisor.
Section 4. Payments
All payments due to the College Panhellenic Council at the University of Texas at Dallas shall be received by the Vice President of Finance, who shall record them. Checks for payments shall be made payable to the College Panhellenic Council at the University of Texas at Dallas.

Section 5. Budget
A. The Vice President of Finance will present a projected annual budget at the start of each new term. This budget shall change accordingly throughout the year at the discretion of the Panhellenic Council Executive Board.

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 amount of such dues for the next academic year shall be determined by the Panhellenic Council Executive Board no later than February of that year.
   b. The dues of each Panhellenic Association member sorority shall be payable date disclosed by the Vice President of Finance.

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

Article IX. Extension

Section 1. Extension
Extension is the process of adding an NPC women’s sorority. The College Panhellenic Council at the University of Texas at Dallas 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 X. Violation Resolution

Section 1. Violation
Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these constitution and bylaws, the Panhellenic code of ethics, standing rules and/or
membership recruitment regulations of the College Panhellenic Council at the University of Texas at Dallas 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 College Panhellenic Council at the University of Texas at Dallas shall follow all judicial procedures found in NPC Unanimous Agreement VII.

A. Mediation. Mediation is the first step of the judicial process. The College Panhellenic Council at the University of Texas at Dallas 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 Panhellenic Judicial Appeals Committee. The College Panhellenic Council at the University of Texas at Dallas shall follow all NPC Unanimous Agreements concerning the appeals process.

Article XI. Hazing

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

Article XII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the College Panhellenic Council at the University of Texas at Dallas when applicable and when they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the College Panhellenic Council at the University of Texas at Dallas may adopt.
Article XIII. Unanimous Agreements and Policies

A. All members of the College Panhellenic Council at The University of Texas at Dallas 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 Panhellenic Agreements, Agreement on Questionnaires and Constitutions, and The Jurisdiction of a College Panhellenic Council).

B. National Panhellenic Conference shall be in harmony with all currently established rules and policies of the College Panhellenic Council at The University of Texas at Dallas.

Article XIV. Amendment of Bylaws

This Constitution may be amended by a two-thirds vote of the voting members of the College Panhellenic Council at the University of Texas at Dallas, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.
College Panhellenic Council at the University of Texas at Dallas

Bylaws

Article I. Finance

Section 1. Fiscal Year
The fiscal year of the College Panhellenic Council shall be from January 1 to December 31 inclusive.

Section 2. Contracts
The signature of the President and the Vice President of Finance are required to bind the College Panhellenic Council at The University of Texas at Dallas.

Section 3. Checks
The President or Vice President of Finance shall sign all checks issued on behalf of the College Panhellenic Council at The University of Texas at Dallas.

Section 4. Payments
All payments due to the College Panhellenic Council at The University of Texas at Dallas shall be made to the Vice President of Finance, who shall record them. Checks for payments shall be made payable to the College Panhellenic Council at The University of Texas at Dallas.

A. Membership Dues
1. The dues of each Panhellenic Association member fraternity shall be an assessment per member and new member. The amount of such dues shall be determined annually by College Panhellenic Council at the first meeting of the fall semester.
   a. Dues shall be fifteen (15) dollars per active and new member.
      i. An active member is defined per the respective sorority.
   b. Dues are payable by a single check per chapter.
2. Time of Payment. The dues of each Panhellenic Association member fraternity shall be payable by a date set by the Vice President of Finance each semester.
3. Failure to pay dues shall result in a five percent (5%) additional weekly fee. Any chapter that fails to pay fines or dues within 30 days of receiving a bill will have various privileges revoked by the Executive Board.

B. Chapter/Membership Fines.
1. Each chapter must have ninety five percent (95%) of its chapter present at the Mandatory dates set forth on the College Panhellenic Council calendar. The chapter will be fined $100.00 per mandatory event if a chapter does not have ninety five percent (95%) of its members present. The members present must stay through the duration of the event.
   a. Excused absences include class, documented medical emergencies, and family emergencies or anything else deemed appropriate by the College Panhellenic Executive Board.
      i. All excuses turned in after the due date regardless of nature will be excused at the discretion of the College Panhellenic Executive Board.
   b. Each chapter must be provided a Panhellenic Calendar and must be given three (3) weeks’ notice of all mandatory events.
   c. Fines are payable by a single check per chapter.
2. Delegates or alternate delegates should notify the Panhellenic Advisor or the Vice President of Administration at least two hours prior to the General Body meeting time.
if they are unable to attend the meeting. At the time of notification, the respective chapter must also name a suitable delegate replacement. There is a $50.00 chapter fine for missing a meeting with an unexcused absence.

a. Excused absences include illness, family emergencies, and anything else deemed appropriate by the Executive Board or Panhellenic Advisor.

b. Each chapter is responsible for paying fines, which need to be paid in full within two (2) weeks of receiving an invoice from the College Panhellenic Council.

3. When a chapter fails to fulfill their minimum Panhellenic commitments; i.e. Rho Gamma Applications, fundraisers, etc., a flat fine of $100.00 will be assessed to the respective chapter.

4. Fines will be assessed if the items are not turned in by the specific due date. The fine will be announced when the due date is announced. The College Panhellenic Council allows the Executive Board the ability to determine the amount of the fine on a case-by-case basis.

5. All payments will be presented to the Vice President of Finance, President, or Greek Advisor at the beginning of General Body meetings.

6. A service charge of $25.00 will be added to all returned checks, personal, or chapter.

**Article II. Selection of Officers**

Section 1. Qualifications.

A. The same sorority shall not hold the office of President for 2 years consecutively. The candidate for President must have served one (1) year on the Panhellenic Executive Council Board prior to being elected. In the event that no candidates meet this requirement, a candidate for President must have served one (1) year in Panhellenic as a delegate or chairperson prior to being elected.

B. All Panhellenic Executive Officers must be in good standing with their respective chapters and the Panhellenic Council; having fulfilled all financial and scholastic obligations. Each elected officer must be a member of a National Panhellenic Conference chapter.

Section 2. Procedures for election.

A. Applications/letters for the Executive Board offices must be received from each delegate/candidate running for office and should be turned in to the current College Panhellenic Council Executive Board. Applications will be accepted until a specified date that will be designated by the College Panhellenic Executive Board.

B. The Executive Board will interview each applicant during this allotted time and then will prepare a slate.

C. At the time of the next Panhellenic meeting, the Executive Board will present the slate, and additional nominations may be taken from the floor. Nominations from the floor must have an application letter on file. If a woman does not submit a letter for the College Panhellenic Council Slate of Elections, then she cannot run off the floor.

D. Slate will be voted on one (1) week after its presentation.

E. Officers will be in training until the last Panhellenic fall semester meeting at which they will be installed.
Article III. Officer Duties

1. The President shall:
   A. Have overall responsibility for the operation of the College Panhellenic Council
   B. Call and preside at all regular and special meetings of the Panhellenic Association
   C. Preside at all regular meetings of the College Panhellenic Council and call and preside at its special meetings
   D. Call and Preside at all College Panhellenic Executive Board meetings
   E. Review, approve, and sign all Panhellenic Association checks and contracts
   F. Serve as an ex-officio of all College Panhellenic Council Committees
   G. Report as required to the NPC Area Advisor and Fraternity and Sorority Life Advisor
   H. Maintain a complete and up-to-date President’s file which will include a copy of the current Panhellenic Association Constitution, Bylaws, and Standing Rules; the current Panhellenic Association budget; the current NPC Manual of Information and related materials, current correspondence and materials received from the NPC Area Advisor; copies of the College Panhellenic Council Reports to the Area Advisor and other pertinent materials
   I. Revise and Update Constitution and Bylaws
   J. Complete National Reports and turn in before due date
   K. Attend Greek All-Presidents meetings
   L. Be a representative of the College Panhellenic Council Body having an unbiased opinion at all times, and guiding the College Panhellenic Council Body in a direction that promotes Greek Life, Greek Unity, and the betterment of members as a whole
   M. Attend SOC meetings or assign a CPC representative
   N. Oversee all CPC officers, and assisting them in all ways, and completing any unfinished duties as needed
   O. Ensure all officers have updated resource materials
   P. Help with any programs presented by the Office of Greek Life
   Q. Hold an officer workshop to set goals, discuss major events of the semester, determine “theme”, etc.
   R. Check College Panhellenic Council email frequently
   S. Be a Recruitment Team member
   T. Check the College Panhellenic Council mailbox weekly

2. The Vice President of Judicial Affairs shall:
   A. Perform all duties of the President in her absence, inability to serve, or at her call
   B. Serve as Chairman of the Judiciary Committee
   C. Perform all other duties usually pertaining to this office
   D. Plan and organize at least one social event a year (may be planned in conjunction with recruitment rules session)
   E. Be a Recruitment Team member
   F. Plan and execute an education seminar each semester over National Panhellenic Council-minded topics, may be done in conjunction with another National Panhellenic Council activity; Recruitment Rules. Suggested topics include Drug/Alcohol Awareness, Rape Prevention, Building Leadership within the chapter, Recruiting Basics, and Greek Unity
   G. Educate all officers of job responsibilities, National Panhellenic Council guidelines, etc.
3. The Vice President of Finance shall:
   A. Be responsible for the general supervision of the finances of the College Panhellenic Council
   B. Be responsible for the preparation of the annual budget and, following its approval by the College Panhellenic Council, for providing a copy to each Panhellenic member fraternity
   C. Present the annual budget at the start of each new term
   D. Adjust the budget throughout the year as needed
   E. Receive all payments due to the Panhellenic Association, collect all dues, and give receipts
   F. Be responsible for the prompt payment of all bills
   G. Maintain up-to-date financial records, give a financial report at each regular meeting of the College Panhellenic Council and an annual report at the close of her term of office
   H. Be responsible for all banking and other financial transactions
   I. Be responsible for creating and balancing a budget
   J. Change names on the bank account
   K. Receive bank statements
   L. Write all checks for purchases and reimbursements
   M. Report all transactions and banking matters at the next CPC meeting
   N. Give bills out and fine members according to the Constitution guidelines
   O. Oversee all purchases (ex. Food, CPC jewelry, t-shirts)
   P. Plan with College Panhellenic Executive Council the number of fundraising events and scale of each event (utilize Rho Gammas as needed)
   Q. Perform all other duties pertaining to this officer

4. The Vice President of Administration shall:
   A. Keep an up-to-date roll of the members of College Panhellenic Council and take attendance at all council meetings
   B. Keep current statistics concerning the number of initiated members and new members of each Panhellenic Association member fraternity
   C. Keep full minutes of all meetings of the College Panhellenic Council and a record of all action taken by the Executive Board
   D. Maintain a complete and up-to-date file which will include the meeting minutes of the College Panhellenic Council from date of its organization; copies of all contracts made by the College Panhellenic Council and current correspondence
   E. Be responsible for the official correspondence of the College Panhellenic Council unless provided for otherwise
   F. Perform all other duties usually pertaining to this office
   G. Type and e-mail the minutes to all Executive Board officers and delegates
   H. Reserve all facilities and equipment for all College Panhellenic Council events, including completion of required forms
   I. Maintain and update a College Panhellenic Council calendar with all social, fundraising, education, recruitment, and public relations events; and College Panhellenic Council meeting times
   J. Obtain a calendar from each College Panhellenic Council chapter to be reviewed when setting any College Panhellenic Council dates
K. After each calendar event keep a summary of the event to be used as reference for future years
L. Create with College Panhellenic Executive Council, a suitable statement regarding fall recruitment, and College Panhellenic Council to be posted on each chapter’s website by a date established by the Executive Council
M. Periodically check the College Panhellenic Council chapter websites to ensure chapters are following College Panhellenic Council guidelines, including removal of disaffiliated members, etc.
N. Register CPC as a Student Organization each academic year

5. The Vice President of Recruitment shall
A. Chair the Recruitment Team
B. Oversee the Rho Gamma (Recruitment Counselor) selection process including: updating Rho Gamma applications, setting deadlines for applications, conducting interviews, etc.
C. With College Panhellenic Executive Board, outline disciplinary actions for Rho Gammas that are not fulfilling responsibilities
D. Oversee all Rho Gammas and maintain weekly contact with each Rho Gamma
E. Schedule and conduct the Rho Gamma retreat and workshops
F. Perform all other duties pertaining to this officer
G. Schedule and conduct the Panhellenic disaffiliation ceremony
H. With Rho Gammas, create activities for each day of recruitment, and create pamphlets to be given each day, including a schedule and explanation of the day’s events, a glimpse into tomorrow’s events, important info, and room for notes
I. Organize recruitment orientation including: (responsibilities should be delegated)
   a. Recruitment booklet that contains information on College Panhellenic Council, recruitment events, all chapters, etc.
   b. Presentations of important topics (dues, scholastic requirements, group background info)
   c. Group activity for Rho Gammas to do with PNMs
   d. Receiving transcripts and registration forms
   e. Number of parties will be determined by how many PNMs the chapters think that they can accommodate
   f. Preference party schedule will be assigned based on invitation lists turned in by chapters
J. After each orientation:
   a. Assign a Rho Gamma to contact each woman within a week of receiving the interest card
   b. Establish contact with the women every few weeks. For example, possibly in the form of an e-newsletter, that could be emailed to the women containing valuable college tips
   c. After each calendar event, keep a summary of the event to be used as reference for future years
6. The Vice President of Public Relations shall:
   A. Create and execute a public relations plan for the year, including a schedule of public relations events
   B. Perform all other duties pertaining to this office
   C. Public relations events should be scheduled throughout the spring, summer and fall, with at least one event each semester
   D. Be responsible for all flyers and printed materials for any public relations event
   E. Be responsible for updating the College Panhellenic Council Display Board and overseeing new student orientations, as well as other organization fairs in which our College Panhellenic Council participates
   F. Notify the relevant campus organizations of public relations events
   G. Advertise as necessary in printed publications; i.e. school newspapers, community newsletters, “This Week at UTD,” etc…
   H. Work closely with Vice President of Recruitment
   I. Maintain all Panhellenic social media outlets
   J. Oversee the creation and maintenance of a College Panhellenic Council website

Article IV. The Executive Board

1. The Executive Board shall:
   B. Consist of six (6) officers: President, Vice President of Judicial Affairs, Vice President of Administration, Vice President of Finance, Vice President of Recruitment, and Vice President of Public Relations, and shall have such powers as are prescribed in the Bylaws of The University of Texas at Dallas College Panhellenic Council. They shall oversee all business related to the overall welfare of the College Panhellenic Council including recruitment (which do not violate the sovereignty, rights and privileges of member chapters).
   C. Appoint all Standing and Special Committees and their Chairmen and, in making these appointments, recognize equal representation from all member fraternities.
   D. Administer routine business between meetings of the College Panhellenic Council when advisable and such other business as has been approved for action by the College Panhellenic Council vote.
   E. Report all action taken by the Executive Board at the next regular meeting of the College Panhellenic Council through the Vice President of Administration and record the action in the minutes of that meeting.

2. When a delegate vacancy occurs, it shall be the responsibility of the chapter concerned to select a replacement within four (4) weeks and to notify the College Panhellenic Council Secretary of her name, email address, and telephone number. When a meeting of College Panhellenic Council occurs while a delegate vacancy exists, the alternate delegate of the chapter concerned shall fulfill the duties of the delegate in all cases. The group will provide alternates until a replacement is found.
   A. When an elected officer vacancy occurs, regular election procedures will be followed

3. Meetings. Regular meetings of the College Panhellenic Council shall be held at a time and place established at the beginning of each college term or semester.
4. Special meetings of the College Panhellenic Council may be called by the President when necessary and shall be called by her upon the written request of any member delegate of the College Panhellenic Council.

5. Agreements. The Unanimous Agreements (the Panhellenic Compact, Standards of Ethical Conduct, College Panhellenics Agreement, Agreement on Questionnaires and Constitutions and The Jurisdiction of a College Panhellenic Council) shall be the occasion for penalties established by the College Panhellenic Council at The University of Texas at Dallas in conformity with those recommended by National Panhellenic Conference (See College Panhellenics Agreement).

6. Quorum. Three-quarters of the voting delegates shall constitute a quorum for the transaction of business.

**Article V. Standing Committees**

1. The Standing Committees of the College Panhellenic Council at The University of Texas at Dallas shall be: Judiciary, Membership Selection Publicity, Scholarship, Social and Standards. These will be formed on an as need basis each year by the National Panhellenic Council Executive Council.

2. The Standing Committees shall serve for a term of one year. Such term of office is to begin no later than six weeks before the end of the school year. A committee chairman or member may be appointed to serve for a further term of office. Immediately following the selection of officers for the ensuing year, the President-elect shall call a meeting of the National Panhellenic Council Executive Board to appoint committee chairmen and members.

**Article VI. Administration of Membership Selection**

1. An early fall member recruitment shall be held.

2. The National Panhellenic Conference Quota-Total system shall be followed.

3. The preferential bidding system shall be used.

4. Except during the formal recruitment period, continuous open bidding shall be in effect during the school year (fall through spring) for all eligible women students.

5. Chapters which do not fill basic quota during formal recruitment may continue to bid and pledge to quota in continuous open bidding even though reaching quota puts them over total.

6. All formal membership selection events shall be held in a facility deemed appropriate by the Executive Committee.

7. Every regularly enrolled new member, initiate, or affiliate of a chapter shall be counted in the chapter total.

8. A roster of pledged, initiated and affiliated members shall be filed with the President of the College Panhellenic Council and with the Panhellenic Advisor according to the guidelines set by the recruitment rules and following chapter initiation.

9. Any de-pledging, termination or other change in membership shall be reported to the President of the Panhellenic Association and the Panhellenic Advisor no later than seventy-two hours after it has occurred.

10. Summer Contact Guidelines
A. During the summer, the College Panhellenic Council may write letters of welcome to prospective university students and/or prospective members provided that they write as Panhellenic members, and not as individual fraternity members.
B. Fraternity members may contact Alumnae Panhellenic in their area to organize recruitment information parties for prospective students at The University of Texas at Dallas.
C. All other rules shall be determined annually by the College Panhellenic Executive Council and shall be outlined in the recruitment rules.

**Article VII. Pledging and Initiation**

1. A woman must be a regularly matriculated student to be eligible for recruitment and pledging.
2. A College Panhellenic Council member fraternity may not issue an invitation to membership or formally pledge a woman during any school recess.
3. A pledge may be initiated whenever she has met the requirements of the fraternity to which she is pledged.

**Article VIII. Hazing**

1. All forms of hazing, pledge day and/or pre-initiation activities, which are defined, as hazing shall be banned.
2. 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 a 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. And all member groups will affirm their policies on hazing and inform their membership of this NPC position on hazing through mailings and through their inter/national magazines.

**Article IX. Extension**

1. When all NPC chapters at the University of Texas at Dallas are close to or over total, the College Panhellenic Council shall consider raising total or adding another chapter.
2. Such a chapter shall be organized through colonization by an NPC fraternity or through organization of a local sorority, which may petition an NPC fraternity or chapter.
3. Consideration should be given to NPC fraternities that have previously had chapters on the campus and to those NPC fraternities, which have filed letters expressing an interest in the campus.

**Article X. Violations**

1. Any dispute arising out of the violation of Panhellenic Association rules and regulations shall be addressed through mediation.
2. If an agreement is not reached through the mediation process, the matter shall be referred to the Judiciary Committee.
3. If the decision of the Judiciary Committee is not acceptable, the matter may be appealed. Notice of the intention to appeal shall be given to the College Panhellenic Council President. All requirements as stated in the NPC Manual of Information shall be met. (See UNANIMOUS AGREEMENTS-The College Panhellenic Agreement).

Article XI. Rules of Order

The University of Texas at Dallas Panhellenic Association and its College Panhellenic Council shall be governed by Robert’s Rules of Order Newly Revised except in matters specifically provided for in the Constitution, Bylaws, and Standing Rules.

ARTICLE XII. AMENDMENTS

These Bylaws may be amended by three-fourths vote of the voting members of the College Panhellenic Council, provided notice of the proposal amendment has been given in writing at the preceding regular meeting.

CONSTITUTION AND BYLAWS AMENDED: 31 May 2016