

Constitution and Bylaws of the College Station Panhellenic Association

at Texas A&M University College Station, Texas



2025 Panhellenic Bylaw Table of Contents

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Standing Rules of the Collegiate Council

Bylaws of College Station Texas A&M University Panhellenic Association

(afterwards referred to as Panhellenic Council, Collegiate Panhellenic Council, Collegiate Council, Executive Board)

ARTICLE I. NAME

The name of this organization shall be the College Station/Texas A&M University Panhellenic Association.

ARTICLE II. OBJECT

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

1. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
2. Promote superior scholarship as basic to intellectual achievement.
3. Cooperate with member-fraternities and the University administration in concern for the maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference Unanimous Agreements and in cooperation with policies and recommendations.
5. Act in accordance with all rules established by the Texas A&M Collegiate Panhellenic Association which do not violate the sovereignty, rights, and privileges of member-fraternities.

ARTICLE III. MEMBERSHIP

Section 1. Membership Classes

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

- A. Regular membership. The regular membership of the Panhellenic Association shall be composed of all chapters of NPC fraternities at Texas A&M University. Regular members of the Collegiate Panhellenic Association shall pay dues as determined by the College Panhellenic Council. Each regular member shall have a voice and one vote on all matters.
- B. Provisional membership. The provisional membership of the Panhellenic Association shall be composed of all colonies of NPC fraternities at Texas A&M University. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC fraternity.
- C. Associated membership. The Panhellenic Association shall not accept associate members. The Panhellenic Association shall only accept membership to National Panhellenic Conference member groups.

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 Texas A&M University Panhellenic Association Bylaws, Code of Ethics,

Recruitment Rules, and any additional rules this Panhellenic Association may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Association in conflict with NPC Unanimous Agreements shall be void.

- B. The Panhellenic Council shall vote either for or against endorsement of Panhellenic participation in events of a competitive nature sponsored by organizations or agencies that are not members of the council. A vote for endorsement indicates that an event is Panhellenic-spirited in nature, and participation by member organizations is in accordance with the values of the Collegiate Panhellenic Council. A member organization may choose to participate in events that the Council has voted not to endorse, but is encouraged to discuss participation in the event with the active members of the chapter at large.

ARTICLE IV. OFFICERS AND DUTIES

Section 1. Officers

The Collegiate Officer Team shall be composed of the executive officers, appointed directors, and appointed recruitment team members.

- A. **Executive Officers.** The executive officers shall be comprised of the elected executive officers of the Texas A&M University Collegiate Panhellenic Council including: President, Executive Vice President, Vice President of Finance, Vice President of Recruitment, Vice President of Judicial Affairs and Accountability, Vice President of Public Relations, and Vice President of Programming, and the appointed directors including: Director of Chapter Development, Director of Community Service, Director of Diversity & Inclusion, Director of Donation & Sponsorship, Director Marketing and Communications, Director of Recruitment Counselors, Director of Recruitment, and Director of Judicial Affairs and Accountability.
- B. **Appointed Recruitment Team.** The appointed recruitment team for the Collegiate Panhellenic Council shall include: Rho Gamma Coordinators (2), Computer Coordinators (3), Event Coordinator (1), and Marketing Coordinators (2).

Section 2. Eligibility

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

- A. **Regular membership.** Members from women's fraternities holding regular membership in the Texas A&M Collegiate Panhellenic Council shall be eligible to serve as any officer.
- B. **Provisional membership.** Members from women's fraternities holding provisional membership in the Texas A&M University Collegiate Panhellenic Council shall not be eligible to serve as an officer.

Section 3. Qualifications and Limitations

- A. All candidates shall post a minimum cumulative 2.5 grade point ratio and meet this minimum GPR in the semester immediately prior to election/appointment, the semester of election/appointment, and semesters during their term of office.
- B. All candidates should be in good standing with the university and enrolled as a full-time student (12 or more hours) unless fewer credits are required to graduate during the term of office.
- C. All candidates should be active, initiated and in good standing with their respective organization. This will be verified via a recommendation letter from the candidate's chapter president.
- D. Candidates in their fifth year of membership in their chapter shall not be eligible to run for president and vice president positions.
- E. Candidates shall be ineligible to hold office should they fail to maintain the requirements as prescribed in A, B, C, and D.
- F. No fraternity may be represented more than twice in the elected and appointed offices.
- G. President, Executive Vice President, VP Recruitment, and VP Judicial Affairs and Accountability shall not be represented by the same chapter for two consecutive terms.
- H. President, Executive Vice President, VP Recruitment, and VP Judicial Affairs and Accountability may not be

representatives from the same chapter.

- I. All applicants must have been a member of their fraternity for at least two semesters and has experienced at least one formal recruitment as an active prior to applying.
- J. It is required that the President has been a chapter delegate, chapter alternate delegate, CPC executive board officer, or CPC recruitment team officer during the semester of her selection and the semester prior to election.
- K. It is required that Vice President Finance has qualifications and experience as a financial officer or is in a related major.
- L. It is required that Vice President Recruitment have been a chapter delegate, chapter alternate delegate, collegiate council officer, or held an office that provided her with significant experience with the recruitment process (e.g. Vice President Membership/Recruitment).
- M. It is required that Vice President Public Relations have qualifications and experience working with computer web design and publication programs.
- N. It is required that each Rho Gamma Coordinator has had the experience of being a Rho Gamma in at least one recruitment.
- O. Should no qualified women apply by the established deadlines, the elected officers should review and decide to suspend any or all of the stated deadlines.

Section 4. Selection of Officers

- A. A slating committee shall be appointed prior to elections by the President. All members of the slating committee must be present to create the slate. Members of outgoing Collegiate Panhellenic Council that are planning to apply for a position are not eligible to be on the slating committee.
- B. Prior to the first Collegiate Panhellenic Council meeting in October, the President shall make applications for officer positions available. Time at a meeting shall be dedicated to describing officer duties and qualifications. This information shall also be listed on the application.
- C. Selection of President
 - a. At the second Collegiate Panhellenic Council meeting in October, the President of the Collegiate Panhellenic Council shall provide the Council a list of all eligible candidates for President based on applications received.
 - i. The Collegiate Panhellenic Council shall review the applications and create a recommendation for the slate. The slate will be determined by the chapter presidents upon interview of candidates.
 - ii. After the slate is decided, candidates will be announced to the delegates at the next formal meeting. Candidates shall give speeches. Candidates shall be dismissed from the room, then enter individually. Speeches shall be no more than three minutes, and shall review the nominee's qualifications and vision.
 - iii. Following speeches, the nominee shall take questions from those in attendance at the meeting.
 - b. At the next Collegiate Panhellenic Council meeting, the President shall be elected by closed ballot, and a majority shall be elected.
 - i. Provided no candidate receives 51% of the vote, a runoff election shall be held immediately after the initial vote between the two candidates receiving the most votes. A candidate must secure a majority vote in the runoff election to be declared the winner.
 - ii. If neither candidate receives the majority in the runoff election, the slated candidate will be declared the winner.
- D. Selection of Vice Presidents
 - a. At the Collegiate Panhellenic Council meeting following Presidential elections, the President of the Collegiate Panhellenic Council shall provide the Council a list of all eligible candidates for each office based on applications received.
 - i. The outgoing Collegiate Panhellenic Council shall review the applications and create a recommendation for the slate. The slate shall be determined by the outgoing Collegiate

Panhellenic Council upon interview of candidates.

1. The incoming Panhellenic President can be a part of the slating committee but will not receive a vote towards the slate.
- ii. After the slate is decided, candidates will be announced to the delegates at the next formal meeting. Candidates shall give speeches. Candidates shall be dismissed from the room, then enter individually. Speeches shall be given in chain of command order determined by the outgoing President. Speeches shall be no more than three minutes, and shall review the nominee's qualifications and vision.
- iii. Following speeches, the nominee shall take questions from those in attendance at the meeting.
- b. At the next Collegiate Panhellenic Council meeting, officers shall be elected by closed ballot, and a majority shall be elected.
 - i. Provided no candidate receives 51% of the vote, a runoff election shall be held immediately after the initial vote between the two candidates receiving the most votes. A candidate must secure a majority vote in the runoff election to be declared the winner.
 - ii. If neither candidate receives the majority in the runoff election, the slated candidate will be declared the winner.
- E. Only the Panhellenic Advisor, Panhellenic President, and Executive Vice President shall see and count votes.
- F. Officers shall be installed at the last regular meeting of the fall semester.
- G. Incoming officers shall be transitioned by outgoing officers at an officer transition session scheduled by the outgoing Collegiate Panhellenic Council President. Incoming officers shall be provided updated officer notebooks and training on information contained in the NPC Manual of Information and relevant Texas A&M rules and regulations. This transition should occur prior to the end of the fall semester.

Section 5. Term

Officers shall be installed by the end of the fall semester and serve a term of one year.

Section 6. Removal

Any officer not performing her duties as outlined may be removed by the discretion of the President, and a successor will be designated by election or appointment as detailed in Section 8 of this article.

Section 7. Duties of Officers

- A. General Duties of All Officers:
 - a. Attend all required officer meetings. The President is the designee to excuse absences for the executive officers and directors. The Vice President of Recruitment is the designee to excuse absences for recruitment team. Officers seeking to be excused must submit a valid excuse at least 24 hours prior to the meeting.
 - b. Provide an officer report of all actions and business related to her respective office at all executive and regular meetings of the collegiate council.
 - c. Submit a report to the Executive Vice President for inclusion in the agenda of all regular meetings of the council.
 - d. Coordinate with Vice President of Finance when collecting monies to ensure checks are written appropriately, collected and deposited in a timely manner. Review any received price quotes with Vice President of Finance and obtain approval prior to distributing information about ordering to chapters.
 - e. Review budget and obtain approval at least 24 hours prior to all purchases from Vice President of Finance. All receipts must be turned in within 30 days of purchase to be reimbursed by Panhellenic.
 - f. Disaffiliate during recruitment periods to assist with execution of the Panhellenic recruitment process.
 - g. Complete all duties assigned by Vice President of Recruitment and Panhellenic Advisor related to the Panhellenic recruitment process.
 - h. Attend and participate in required university and Panhellenic trainings, council retreats, and transition meetings.

- i. For programs put on by the council, an officer seeking an excused absence must turn in notice by the time designated by the officer in charge.
 - i. Provide a transition to the respective incoming officer.
 - j. Attend at least two philanthropy events aside from her own chapter's philanthropy event.
 - k. Maintain and turnover pertinent files to incoming officer.
 - l. Maintain confidentiality of information, especially quantitative, shared by and with the Panhellenic Council.
 - m. Failure to meet any one of the above duties pertaining to officers will result in a disciplinary review with the President and Vice President of Judicial Affairs and Accountability.
 - n. It is up to the discretion of the President and Vice President of Judicial Affairs and Accountability to provide disciplinary action in consultation with the Panhellenic Advisor.
- B. For specific duties related to individual officer positions refer to the Texas A&M University Collegiate Panhellenic Association Officer and Committee Policy Manual.

Section 8. Officer Vacancies and Impeachment

A. Vacancies

- a. In the event of a vacancy in office, all vacant offices shall be appointed by the Collegiate Council President with approval of the elected officers. An announcement will be made at a Collegiate Council meeting of the vacancy. Qualified applicants will have one week to turn in an application.
- b. When there is a vacancy in the Presidency, the Executive Vice President will assume the office of President under the title of Acting President until a special election can be held to fill that position on a permanent basis.
- c. Special elections: Special elections will be held when there is a vacancy in the role of President. A special election will occur in the first meeting following the notification of the vacant position. At the Collegiate Council meeting the vacancy will be announced. At the next meeting, nominations will be made with candidates' speeches and election taking place at the following meeting. Candidates must meet the requirements set forth by Student Rules and the Panhellenic Constitution in order to hold office. The newly elected officer will hold the position until the end of the term.

B. Impeachment

- a. All elected officers may be subject to impeachment when not upholding the duties of her office or in violation of the Student Rules.
- b. Any member organization or executive officer may bring an officer of the Panhellenic Council at TAMU up for impeachment with due cause. The alleged violations must be presented in writing to the Executive Council for endorsement.
- c. If endorsed by the Executive Council, the officer will appear before the Peer Accountability Board.
- d. Should the Peer Accountability Board find the officer in violation of her duties the following sanctions may be imposed:
 - i. Community Service
 - ii. Educational Sanction
 - iii. Probation with a post-probation review
 - iv. Removal from office
 - v. Combination of the above or other sanctions at the discretion of the board.

ARTICLE V. DELEGATES

Section 1. Attendance

- A. Any delegate or alternate delegate is allowed one unexcused absence from regular meetings of the Collegiate Panhellenic Council during each semester.
- B. In the case that she misses, she must send a substitute in her place. The substitute must sign in, with the Executive Vice President as an official record of their attendance at the meeting. The event that no substitute attends the meeting will result in a \$5.00, payable within 14 days by the member-fraternity to the Vice President

of Finance of the Collegiate Panhellenic Council to the president of the member-fraternity at fault.

- C. In the case of a delegate absence, the alternate delegate shall cast the vote. In the case of a delegate and alternate absence, a designated fraternity representative shall cast the vote. This process is explained in Panhellenic Association Constitution and Bylaws, Article VI, Section 8.
- D. Regardless of whether or not a substitute is present, a delegate's second unexcused absence will result in a \$20.00 fine, and an alternate delegate's second unexcused absence will result in a \$10.00 fine, each payable within 14 days of notice, to the member-fraternity to the Vice President of Finance of the Collegiate Panhellenic Council by the member-fraternity at fault. Notice of this fine shall be given in writing by the Vice President of Judicial Affairs and Accountability of the Collegiate Panhellenic Council to the president of the member-fraternity at fault at the end of each semester.
- E. Any delegate or alternate delegate may miss a meeting for a scheduled test or tutoring through Texas A&M University and receive an excused absence given that the delegate or alternate delegate notifies the Executive Vice President at least 24 hours prior to the meeting with verification of enrollment in the class and of the test date and time.
- F. If a delegate or alternate comes into the meeting more than five minutes after the President calls it to order, they will be marked as absent.

Section 2. Duties

- A. Each chapter delegate shall:
 - a. Provide reports to the Collegiate Council in regards to upcoming events or any other pertinent chapter news from their fraternity.
 - b. Report back to her chapter regarding Panhellenic news, policies, dates, and any other pertinent information.
 - c. Be knowledgeable about National Panhellenic Conference's Manual of Information and Panhellenic Association documents, and serve as a resource on these to her chapter.
 - d. Represent her chapter in voting and discussions on all Panhellenic Association matters.
 - e. Attend delegate training and educational sessions, including the Panhellenic Retreat and Work Week sessions.
 - f. Serve on one Panhellenic Association committee.

If a delegate is found to not be performing her duties, the President will have a conversation with this individual about the matter. If the situation is not resolved after this conversation, the President shall speak to this individual's fraternity president and advisor to determine an appropriate course of action.

ARTICLE VI. THE PANHELLENIC COUNCIL

Section 1. Authority

The administrative body of the Texas A&M University Collegiate Panhellenic Association shall be the Collegiate Council. It shall be the duty of the Collegiate Council to administer all business related to the overall welfare of the Panhellenic Association and to compile rules governing the Panhellenic Association, including membership recruitment and pledging which do not violate the sovereignty, rights and privileges of member fraternities. The officers of the Panhellenic

Association shall serve as officers of the Panhellenic Council. These officers shall serve as the executive board of the Collegiate Council and shall have such duties as are prescribed in the Bylaws of the Panhellenic Association.

Section 2. Composition and Privileges

The Texas A&M University Collegiate Panhellenic Association shall be composed of one delegate and one alternate delegate from each regular and provisional member group as detailed in Article III.

Section 3. Selection of Delegates and Alternates

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

Section 4. Delegate Vacancies

When delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within 4 weeks and to notify the Collegiate Council's Executive Vice President of her name, address and telephone number. When a meeting of Panhellenic occurs when there is a delegate vacancy, the alternate delegate of the fraternity concerned shall fulfill the duties of the delegate.

Section 5. Regular Meetings

Regular meetings of the Panhellenic Association shall be held at a time and place established at the beginning of each semester. A tentative schedule shall be distributed at the end of the preceding semester, and all times and locations shall be confirmed via a schedule that is distributed at the first meeting of each semester.

Section 6. Special Meetings

A special meeting of the Panhellenic Association may be called by the President when necessary and shall be called by her upon the written request of any member fraternity. 48 hour notice must be given. The delegate from each regular, provisional or associate member fraternity shall be responsible for notifying her chapter members of all regular and special meetings of the Panhellenic Association.

Section 7. Quorum

Two-thirds of the member fraternities shall constitute a quorum for transaction of business.

Section 8. Voting

The voting body of the Panhellenic Association shall be the Collegiate Council.

The voting members of the Collegiate Council shall be the delegates of each member fraternity holding regular membership. If the delegate is absent, the vote of her fraternity shall be cast by its alternate. If both delegate and alternate are absent, the vote may be cast by a member of the fraternity, provided she is introduced as the voting delegate to the Collegiate Council President and Executive Vice President prior to the meeting. The Executive Council has no vote including the right to break a tie.

A two-thirds vote shall be required to amend Recruitment Rules, to establish Chapter Total, to establish an annual budget, to amend Panhellenic Association Constitution and Bylaws, and to dissolve the Panhellenic Association. A majority vote shall be required to carry all other questions. A majority vote shall be required for endorsement of events of a competitive nature sponsored by organizations or agencies that are not members of the Panhellenic Council.

ARTICLE VII. EXECUTIVE BOARD

Section 1. Composition

The Executive Board shall be composed of the seven elected officers and eight appointed directors of the Council. The Panhellenic Advisor will advise and oversee the officers.

Section 2. Duties

- A. The Executive Board's chief purpose shall be to maintain the objectives of the Panhellenic Association. 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. All action taken by the Executive Board shall be reported by the Executive Vice President via the agenda distributed at the next regular meeting of the Collegiate Council, and be a part of the minutes of that meeting.
- B. The Executive Board shall appoint all Standing and Special Committees and in making the appointments recognize representation from all member fraternities. Committee appointments should be coordinated by the

Collegiate Council Executive Vice President on behalf of the Executive Board.

- C. The Executive Board shall act in determining the acceptability of any requests for Panhellenic endorsement or support, and must secure the approval of two thirds of the member fraternities before committing the Panhellenic Association in any way.

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 written request of three members of the Executive board

Section 5. Quorum.

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

ARTICLE VIII. PANHELLENIC ADVISOR

Section 1. Purpose

The Panhellenic Advisor shall serve in an advisory capacity to the Panhellenic Association and its Collegiate Council.

The Advisor will serve to integrate the Council and its member chapters into all areas of campus activity and will serve as a liaison between the council and the University.

Section 2. Role

In accordance with the NPC Manual of Information, the Panhellenic Advisor is that person whose responsibility is to counsel a College Panhellenic Association as to its goals, programs and regulations.

The Panhellenic Advisor shall be an employee of Texas A&M University. The selection of this position shall be conducted by the Office of Fraternity and Sorority Life with the Collegiate Council and the Advisory Board assisting in the selection process.

Section 3. Duties

A. The Panhellenic Advisor shall:

- a. Attend all meetings of the Collegiate Council, Executive Board, Panhellenic Association and Alumnae Advisory Board.
- b. Advise all matters concerning the administration of Membership Selection (Recruitment).
- c. Serve as an ex officio of all Collegiate Council Standing Committees.
- d. Serve as an ex officio member of the Extension Committee and attend its annual meeting. If the committee determines to extend:
 - i. Work with the Chairman to determine details of extending invitations and establishing a colony.
- e. Meet and correspond with NPC fraternities who are interested in being invited to colonize concerning extension status and practices of the Texas A&M Panhellenic community.
- f. Attend presentations to the Panhellenic Association of those fraternities so invited.
- g. Thoroughly inform the Executive Board of extension issues and meetings with prospective NPC fraternities.
- h. Keep on file letters of interest from NPC member-fraternities.
- i. Be responsible for reporting current and accurate information regularly to the Executive Board regarding activities that will affect the Panhellenic Association.
- j. Request amendments to or revisions of Bylaws and Standing Rules, as needed.
- k. Maintain current and accurate chapter rosters.
- l. Maintain and share Panhellenic Advisor files with the President. These include:
 - i. Contact information for the Panhellenic Association officers, members of council and advisors.

- ii. Names and addresses of NPC Area advisor, RFM specialist, and other inter/national officers.
- iii. NPC and the Panhellenic Association documents.
- iv. Extension materials.
- v. Copies of planning documents, applications and correspondence for the Panhellenic Association programs.
- vi. Current version of the NPC Manual of Information.

ARTICLE IX. STANDING COMMITTEES

Section 1. Standing Committees

The Standing Committees of the Texas A&M Panhellenic Association shall be: Peer Accountability Board, Public Relations, Redefinition, Member Development, Donations and Sponsorship, and Diversity, Equity, and Inclusion committees. All committees shall serve for a term of one year, concurrent with the term of the Executive Board.

Section 2. Committee Assignment Process

Before the first regular meeting of the spring semester, the Executive Vice President shall distribute Committee Interest Indicator Forms. These forms shall include descriptions of each of the standing committees. Delegates and alternates will rank the committees in order of interest. Completed forms will be due to the President before the first regular meeting.

Prior to the second regular Collegiate Council Spring semester meeting, the president of the Collegiate Council shall appoint Standing Committees. Special committees can be formed and appointed by the President at any time deemed necessary to carry on the business of the Council.

Section 3. Committee Responsibilities

For specific duties and responsibilities regarding individual committees please see the Texas A&M University Collegiate Panhellenic Association Officer & Committee Policy Manual.

ARTICLE X. ALUMNAE ADVISORY BOARD

College Panhellenic may be assisted by a Panhellenic Alumnae Advisory Council. These advisory groups are composed of alumnae members of NPC fraternities. They are organized to provide support for the activities and programs of the College Panhellenic and to serve as a liaison between the college or university and fraternity alumnae in the community. This Panhellenic Alumnae Advisory Council should not be confused with the Alumnae Panhellenic Association in the community.

ARTICLE XI. FINANCES

Section 1. Fiscal Year

The fiscal year of the Panhellenic Association shall be from January 1 to December 31, inclusive.

Section 2. Contracts

The signature of the President and Executive Vice President shall be required to bind in contract the Panhellenic Association. Prior to signing, all contracts shall be reviewed by the Panhellenic Advisor and Vice President of Finance.

Section 3. Checks

All checks issued on behalf of the Panhellenic Association shall require two of the five signatures authorized by Standing Rule 2.

Section 4. Dues

The fall semester dues of each Panhellenic member-fraternity shall be in the amount of \$10 per member and new member. The spring dues will consist of \$10 per member and new members as well. The amount of such

dues and assessment shall be reviewed annually by the Collegiate Council at the beginning of the fiscal year.

The fall dues and assessment of each member-fraternity shall be payable by check on or before the first Panhellenic Meeting in October and spring dues shall be payable by check on or before the first Panhellenic meeting in March.

- All checks shall be made payable to College Station Panhellenic Association and shall be given to the Vice President of Finance of the Collegiate Council to be deposited.
- Each member-fraternity shall pay an assessment of \$2.00 for each new member taken during Formal Recruitment and Continuous Open Recruitment.
- Member-fraternities shall be charged a fee of \$10.00 per day for late payment of dues, information, and/or other monies requested by Panhellenic.
- All charges paid from the Panhellenic Account shall be signed by the purchaser with the purpose of the purchase noted on the bill.
- The Collegiate Council shall maintain its primary financial account in an off-campus account to be overseen by the Panhellenic Association's Alumnae Advisory Board. An annual audit is conducted on this account. Monthly account statements shall be provided to the Panhellenic Advisor.
- The Collegiate Council shall maintain an on-campus account through the Student Organization Finance Center (SOFC). The Vice President Finance shall monitor these funds, in cooperation with the Panhellenic Advisor. Names on the signature card shall be those required by the University.
- No Panhellenic funds will be used to purchase alcohol, sponsor an event in which alcohol is a factor, or sponsor an event in which another entity promotes alcohol.

Section 5. Budget

Before approving the budget for the current year, the budget and actual expenditures from the previous year will be distributed to all of the chapters via the Delegate meeting and via email to all Chapter Presidents.

ARTICLE XII. MEMBERSHIP RECRUITMENT

Section 1. Administration of Membership Selection

- A. Formal Recruitment shall immediately precede the opening of the fall semester and shall be completed before the beginning of the fall semester.
- B. Open Recruitment for eligible fraternities shall occur during the regular school terms, school vacations excluded. Open Recruitment shall begin once the buses have departed from Bid Day activities sponsored by Panhellenic. Open Recruitment shall end each semester at the beginning of reading days.
- C. Every member fraternity will notify Panhellenic of their intention to participate in formal fall Recruitment by February 1st.
- D. The preferential bidding system shall be used.
- E. In calculating chapter total, every enrolled student pledged, initiated, or affiliated by a Panhellenic Association chapter shall be counted as a member of that chapter.
- F. An accurate count of chapter members shall be provided to the Panhellenic Advisor during Work Week.
- G. Any de-pledging, termination, or other changes in membership or any potential new member who declines to accept a bid shall be denoted on the roster the chapter maintains with the Office of Fraternity and Sorority Life and reported to the Panhellenic Advisor.
- H. The Collegiate Council may plan a cooperative effort to contact prospective members during the summer.
- I. Following Formal Fall Recruitment, and as necessary thereafter, the Panhellenic Advisor shall check the bid list of each sorority to the list of new members of that sorority. The list of new members, and any additions or deletions to that list, shall also be checked to a list of women ineligible to be pledged by any sorority.
- J. During bid matching, the Panhellenic Advisor shall provide a list of women eligible for snap-bidding and continuous open recruitment. The Advisor shall explain any regulations on the offering of bids to these women.
- K. Chapters may not extend COB bids until after chapter totals are released in the fall and spring semesters.

- L. Before extending a bid during continuous open recruitment, a sorority must submit the name of the prospective new members to the Panhellenic Advisor to verify eligibility.

Section 2. Inter/national Representatives

Visiting inter/national representatives of a fraternity may attend Recruitment parties of a fraternity other than their own. Visit(s) shall be coordinated by the Panhellenic Advisor.

Section 3. Post-Recruitment Roundtable

Following the completion of Formal Fall Recruitment, a roundtable shall be coordinated by the Vice President of Recruitment with the chapter recruitment officers and advisors. This meeting shall discuss potential changes to make in the recruitment process for the upcoming year. This meeting shall be held no later than the second week in October.

Section 4. Recruitment Rules

Further policies governing the execution of membership recruitment and selection are detailed in the Panhellenic Recruitment Rules. These rules are to be changed at the discretion of the Vice President Recruitment and voted on by the Collegiate Panhellenic Council.

Section 5. Monthly Roundtables

Monthly roundtables shall be held with the Vice President of Recruitment and chapter recruitment chairs and advisors beginning in February and continuing throughout the spring semester and summer with the final roundtable being held in October.

Section 6. Men's Recruitment

- A. Members of organizations associated with the Texas A&M Collegiate Panhellenic Council will not be involved with the Texas A&M Interfraternity Council organizations during their recruitment period and will not participate in the selection process for new members of fraternities.
- B. This recruitment period shall include all formal events, and any recruitment events that involve alcohol.
- C. This shall begin with the first day of formal recruitment parties and extend through the time when individual chapter bids are submitted to the Interfraternity Council.

Section 7. Recruitment Code of Ethics

The Texas A&M Panhellenic Association Recruitment Code of Ethics shall be reviewed and voted upon no later than the last meeting of the spring semester.

ARTICLE XIII. PLEDGING AND INITIATION

Section 1.

A Panhellenic Association chapter may not issue an invitation to membership or formally pledge a woman during the summer.

Section 2.

To be eligible for Recruitment, a woman must be a regularly matriculated student taking at least twelve hours at Texas A&M University and be in good standing with the University. Blinn Team women are considered regularly matriculated and are eligible to participate in recruitment.

Section 3.

A new member may be initiated whenever she has met the requirements of the fraternity to which she is pledged.

Section 4.

Each potential new member shall pay a fee to participate in formal recruitment activities. This fee shall be payable at the time she registers for Recruitment and is payable to and becomes property of the College Station Panhellenic Association, Inc.

ARTICLE XIV. HAZING

Section 1.

All forms of hazing, including Bid Day and pre-initiation activities, which would reflect unfavorably on the fraternity community and its members shall be banned.

Section 2.

All organizations shall be bound by the Texas A&M University rules and state laws regarding hazing.

Section 3.

All new members shall be required to attend an anti-hazing seminar sponsored by the Office of Fraternity and Sorority Life.

ARTICLE XV. EXTENSION

Section 1.

When all NPC chapters are close to or over total, the Panhellenic Association shall consider raising total or adding another chapter.

Section 2.

Extension shall be reviewed by the Extension Committee. The Extension Committee shall be comprised of a voting delegate for each member-fraternity and the non-voting alumna advisor for each member-fraternity, along with the Panhellenic Advisor, who will also serve without a vote.

- A. A chairman of the Extension Committee shall be a delegate appointed by the elected officers of the Collegiate Council. The committee shall meet, when a need for additional groups arises, provided that the newest group has been allowed two formal fall recruitment periods without the addition of another group.
- B. The Extension Committee Chairman may call a meeting in the spring semester if necessary.
- C. Membership statistics shall be provided by the Panhellenic Advisor.

Section 3.

If an affirmative need for extension to be considered is determined by the Extension Committee, a motion shall be introduced at the next regular meeting of the Collegiate Council to open the campus for extension. Each member delegate shall discuss with her fraternity at its next regular meeting how that delegate shall cast her vote at the next regular meeting of the Collegiate Council. If extension is approved, the following steps shall be followed:

- The chairman of the Extension Committee and the Panhellenic Advisor shall work on the details of extending an invitation and the establishment of a colony/chapter. Procedures outlined in the NPC Manual of Information shall be followed.
- A chapter shall be organized through colonization by an NPC fraternity.
- Any chapter previously on campus shall be given consideration in the decision of who will make campus presentations.
- A letter shall be sent to all NPC fraternities who are not represented in the Panhellenic Association stating that the Panhellenic Association is open to extension. If the fraternity is interested in being considered in the extension program, a reply must be received within a specified time.

- A vote by the Extension Committee shall be taken after presentation, and after each member-delegate has been instructed by her fraternity on a choice. A majority affirmative vote is required for an invitation to colonize.
- A new colony/chapter shall be given a period of up to two years to become established before another invitation shall be issued.
- Colony/chapter membership shall not exceed current chapter total or Median chapter size, whichever is greater.

ARTICLE XVI. VIOLATIONS

Section 1. Violation and Resolutions

Any dispute arising between two member fraternities out of the violation of NPC Unanimous Agreements, Panhellenic Association Constitution & Bylaws, Standing Rules, Code of Ethics of the College Station Panhellenic Association and Membership Recruitment Rules and Regulations shall be addressed according to the Judicial Procedure of the Panhellenic Association with those outlined in the NPC Manual of Information. Information on the Judicial Procedure can be found in the Judicial Procedure of the Texas A&M Panhellenic Association document.

Section 2. Violation Adjudication

Risk management violations and any violations of the Texas A&M University Student Rules will be adjudicated by the University Greek Peer Accountability Board.

ARTICLE XVII. ACTIVITIES REVIEW BOARD

At the chapter's request, chapters may utilize the Panhellenic Activities Review Board for informal mediation, separate from Texas A&M's judicial process.

- A. Meetings shall allow any member of the disputing chapters' executive board and CPC's executive board, in addition to the Activities Review Board and individuals involved, to attend.
- B. The Activities Review Board includes.
 - a. The Panhellenic Executive Vice President, as the first co-chair
 - b. The Panhellenic Vice President of Judicial Affairs and Accountability, as the second co-chair
 - c. The Panhellenic President
 - d. The Chapter President, Standards Chair, or Delegate of the chapter hosting the philanthropic event
 - e. The Panhellenic Advisor
 - f. The hosting Chapter advisor
 - g. The offending Chapter advisor

ARTICLE XVIII. PEER ACCOUNTABILITY PROCEDURE

Section 1. The Peer Accountability Process

It shall be the Peer Accountability Board's duty to hold a formal accountability resolution meeting to adjudicate all alleged infractions of the NPC Unanimous Agreements and policies, the bylaws, code of ethics, standing rules and membership recruitment rules of the Texas A&M University College Panhellenic Association that are not settled through an informal accountability resolution meeting. The members of the Peer Accountability Board shall maintain confidentiality throughout and upon completion of the process.

- A. The composition of the Peer Accountability Board is the Vice President of Judicial Affairs and Accountability as the presiding officer, two members of the College Panhellenic Executive Board selected at random and rotated between accountability resolution meetings, and the fraternity/sorority advisor as an ex-officio non-voting member.
- B. Documentation of all judicial proceedings shall be retained by the Panhellenic Advisor for three years.
- C. At any time, the Panhellenic president can complete the tasks of the Vice President Judicial Affairs and Accountability.

Section 2. Peer Accountability Process Overview

- A. Timing and Documentation

- a. The College Panhellenic Alleged Infraction Report must be completed and presented to the Vice President of Judicial Affairs and Accountability within 30 calendar days from the date of the alleged infraction (including university breaks).
 - b. If the Vice President of Judicial Affairs and Accountability is unavailable or the infraction is against her sorority, the report must be presented to the fraternity/sorority advisor.
 - c. All documentation for each alleged, including all reports/forms completed as part of the College Panhellenic peer accountability process, must be retained for three years by the College Panhellenic and/or the fraternity/sorority and be available upon request from NPC.
- B. Proper Reporting Authority
 - a. Alleged infractions, excluding recruitment infractions, may only be reported and submitted by one of these people:
 - i. Chapter president on behalf of her chapter, chapter executive officer/board member on behalf of her chapter, college Panhellenic officer, fraternity/sorority advisor.
 - b. Alleged recruitment infractions may only be reported and submitted by one of these people:
 - i. Chapter president on behalf of her chapter, college Panhellenic officer in charge of recruitment or a recruitment counselor, potential new member, fraternity/sorority advisor.
- C. Receipt of College Panhellenic Alleged Infraction Report
 - a. The Vice President of Judicial Affairs and Accountability and fraternity/sorority advisor must review the College Panhellenic Alleged Infraction Report to ensure it has been completed correctly. Details such as specific section numbers of the NPC Manual of Information, College Panhellenic bylaws, recruitment rules, standing rules, etc. should be included.
 - b. An incomplete report must be returned to the reporting party for completion before proceeding. Corrections must be made within the 30 calendar day window from the alleged infraction to proceed in the process.
 - c. The Vice President of Judicial Affairs and Accountability or fraternity/sorority advisor must send a copy of the report with all documentation of the alleged infraction to the parties designated on the form within seven calendar days. This includes the NPC College Panhellenic area advisor.
- D. Chapter Notification
 - a. The Vice President of Judicial Affairs and Accountability must notify the chapter in question by delivering the College Panhellenic Alleged Infraction Resolution Meeting Notice to that chapter president within 14 calendar days of receiving the College Panhellenic Alleged Infraction Report indicating all alleged infractions.
 - b. The delivery record must be documented on the notice.
 - c. A copy of the notice must be given to the fraternity/sorority advisor and sent to the NPC area advisor within the same time period.
- E. Response to the Receipt of the College Panhellenic Alleged Infraction Resolution Meeting Notice
 - a. Upon receipt of the College Panhellenic Alleged Infraction Resolution Meeting Notice, the chapter in question must contact the Vice President of Judicial Affairs within seven calendar days to schedule either a formal or informal accountability resolution meeting.
 - i. An informal accountability resolution meeting must be held if the chapter in question is willing to accept responsibility for all alleged infractions and wishes to collaboratively determine educational outcomes for the infractions.
 - ii. A formal accountability resolution meeting must be held if the chapter in question wishes to dispute any alleged infractions.
 - b. Either the formal or informal accountability resolution meeting must be held within 21 calendar days of the receipt of the notice.
 - c. Meetings should be scheduled so the chapter in question can have all needed parties attend.
 - d. If there is a university break during the timeframes specified for the resolution meeting, it may be scheduled after classes resume or held during the break if all parties are available.
 - e. If the chapter does not respond within the allotted time, then the organization's chief panhellenic officer must be notified, and a Formal Accountability Resolution Meeting will take place as scheduled.

Section 3. Informal Accountability Resolution Meeting

The purpose of this meeting is for the chapter in question to accept responsibility for all alleged infractions and to collaboratively determine educational outcomes. The following elements of the meeting must be followed:

- A. The meeting is closed to the public.
- B. Participants must keep strict confidentiality.
- C. No more than three participants (including chapter advisor) may represent the chapter in question.
- D. Non Student attendees must be silent during the meeting. They may provide support or advice, but must not engage in the discussion.
- E. The Vice President of Judicial Affairs and Accountability must serve as the informal accountability resolution meeting leader.
- F. The fraternity/sorority advisor must serve as an ex-officio member in the meeting and will ensure conversations are respectful and collaborative. They may step in to make sure the meeting's purpose is achieved.
- G. The chapter in question will have a collaborative role along with the meeting leader in establishing educational outcomes, which must be agreed upon without objections.
- H. If an agreement is not reached, the meeting will stop, and a formal accountability meeting must be held within 14 calendar days. All parties should still sign the College Panhellenic Informal Accountability Resolution Meeting Summary Report and denote an agreement was not reached.
- I. The Vice president of Judicial Affairs and Accountability must send a copy of the College Panhellenic Informal Accountability Resolution Meeting Summary Report to the parties designated on the form.

Section 4. Formal Accountability Resolution Meeting

A Peer Accountability Board must be established for the purpose of meeting with the chapter in question during a formal accountability resolution meeting. The following elements of the meeting must be followed:

- A. The meeting is closed to the public.
- B. Participants must keep strict confidentiality.
- C. No more than three participants (including chapter advisor) may represent the chapter in question.
- D. Non Student attendees must be silent during the meeting. They may provide support or advice, but must not engage in the discussion.
- E. If a panhellenic officer or individual has information regarding the infraction but did not file the infraction, the individual/officer must attend the meeting only to present the information, after which the individual must be excused from the meeting. This individual/officer may not be a part of the peer accountability board.
- F. A member of the peer accountability board must take minutes on the College Panhellenic Formal Accountability Resolution Meeting Minutes form.
- G. Recommendations for educational outcomes may be discussed during the meeting, but the final decision of infraction responsibility and educational outcomes is at the discretion of the Peer Accountability Board.
- H. The Panhellenic Accountability Board will prepare the College Panhellenic Formal Accountability Resolution Meeting Summary Report.
- I. All parties must sign the College Panhellenic Formal Accountability Resolution Meeting Summary Report indicating the outcome of the meeting. Within 24 hours of the meeting's completion, the Vice President of Judicial Affairs and Accountability must send a copy of the summary report to the parties designated on the form.

Section 5. Appropriate Educational Outcomes

Panhellenic shall strive to achieve a fair and reasonable resolution for infractions. Educational outcomes should fit the nature and degree of the offense.

- A. A root-cause analysis should be completed to ensure the educational outcomes help change the behavior that caused the chapter to be found responsible for the infraction.
- B. Monetary fines are acceptable only for measurable infractions listed in the College Panhellenic's governing documents or stated membership recruitment rules.

- C. Educational outcomes must not:
- Forbid any form of recruitment or the observance of an inter/national sorority event such as an educational program, ritual ceremony, or historical celebration.
 - Affect a sorority chapter's quota or total.
 - Affect the time of a new member acceptance and/or initiation.
 - Forbid the right of an NPC sorority to vote in College Panhellenic meetings.
 - Include removal from the College Panhellenic.
 - Exceed one calendar year from the date the decision is final.

Section 6. Appeals

The decision of the Peer Accountability Board may be appealed by any involved party to the NPC Panhellenic Accountability Committee.

- The appeal must be filed with the Vice President of Judicial Affairs and Accountability using the College Panhellenic Appeal Notice, within seven calendar days of the formal accountability resolution decision.
- The committee must reverse or uphold the decision of the Peer Accountability Board.
- The committee may dismiss or modify educational outcomes as they deem appropriate.
- Any educational outcomes begin only after all properly filed appeal decisions have been rendered. If a sorority that has been found responsible wants to fulfill all or part of the educational outcomes pending as the result of a filed appeal, the sorority has that option.
- If the Panhellenic Accountability Committee is unable to resolve the appeal, the file will be transferred to the NPC Board of Directors for final resolution. That decision is final.

ARTICLE XIX. RULES OF ORDER

The Panhellenic Association and the Collegiate Council shall be governed by Robert's Rules of Order, Newly Revised, except in matters specifically provided for in the Bylaws and Standing Rules of the Association and the Council.

ARTICLE XX. UNANIMOUS AGREEMENTS AND POLICIES

All members of the Panhellenic Association shall act in accordance with fundamental Panhellenic rules established by the National Panhellenic Conference and outlined in the National Panhellenic Conference Manual of Information.

All Panhellenic Association rules and policies shall be in harmony with those currently established by National Panhellenic Conference and shall adhere to Federal, State, and Local laws, and University policy and procedures.

The Texas A&M Collegiate Panhellenic Association supports the risk management policies of each individual chapter as well as the agreed upon risk management policies of the College Station Panhellenic, Texas A&M Greek community and Texas A&M University.

ARTICLE XXI. DISSOLUTION

In the event of the dissolution of the Panhellenic Association, all financial obligations of the Association shall be paid from existing funds.

No part of the organization's net earnings shall inure to the benefit of any person having personal and/or private interest in the activities of the organization except that the Association shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the organization.

Any remaining financial assets shall be used to establish a scholarship at Texas A&M University or be placed in an existing scholarship fund at Texas A&M University. The specific scholarship fund shall be selected by a two-thirds vote of Panhellenic Collegiate Council after action by member-fraternities.

ARTICLE XXII. AMENDMENTS

The Bylaws of the Panhellenic Association and the Collegiate Council may be amended at any regular Collegiate Council meeting by a two-thirds vote of delegates with member-fraternity approval. Due notice of the amendment must be presented in writing to the Panhellenic Executive Board at the Board meeting prior to which it is to be discussed. The Constitution and Bylaws shall be reviewed annually and subject to approval of the Department of Student Activities and Office of Fraternity and Sorority Life at Texas A&M University.

- A. The Vice President of Judicial Affairs and Accountability and the Director of Judicial Affairs and Accountability shall be the only two persons with editing access to the Panhellenic Bylaws, Standing Rules, Code of Ethics, and Recruitment Rules.
- B. When editing documents, review mode with tracking must be active.

Standing Rules of the Collegiate Council

- A. Meetings
 - a. The Collegiate Council shall meet every other Wednesday at a time to be announced, beginning either the first or second Wednesday of the Fall Semester and either the first or second Wednesday of the Spring Semester.
 - b. The Executive Board shall meet at any other time at the call of the Council President.
 - c. The agenda for Collegiate Council meetings shall be determined by the Executive Board. The agenda shall be set at the Executive Board meeting the week prior to each regular meeting of the council. Copies of the agenda will be distributed at meetings by the Executive Vice President.
 - d. Any proposed plan of action and/or request for a motion to vote to be made at a regular meeting by an officer and/or committee chair must first be approved by the elected officers of the Executive Board.
 - e. Should a chapter representative miss, unexcused, a Panhellenic Council meeting, or any Panhellenic related event (such as Recruitment Roundtable, committee meetings, etc.) notification of their absence will be made to the President and Advisor of that fraternity.
- B. Five names shall be on the signature card of the Panhellenic Association bank account, namely: the CPC Vice President of Finance, the CPC President, the CPC Executive Vice President, the Advisory Board Chairman, and the Registered Agent of the Panhellenic Association.
- C. The delegate(s) to any state or national meeting(s) shall be selected by the Collegiate Council Executive Board. The allowance for delegate(s) expenses shall not exceed the budgeted amount.
- D. Standing Rules may be amended by a majority vote of delegates present and voting at any regular Council meeting if notice is given at the previous Council meeting.
- E. Meeting attire is college cute. The dress code must be presented at the first meeting by the President.

Last Revisions Approved March 5, 2025.