

COLLEGE PANHELLENIC CONSTITUTION UNIVERSITY OF TEXAS AT ARLINGTON

ARTICLE I: NAME

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

ARTICLE II: OBJECT

The object of the UT Arlington College Panhellenic shall be to develop and maintain women's fraternity life 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 and basic intellectual development.
3. Cooperate with member women's fraternities and the university/college administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, resolutions and policies.
5. Act in accordance with such rules established by the UT Arlington CPH as to not violate the sovereignty, rights and privileges of member women's fraternities

ARTICLE III: BASIC POLICIES

1. College Panhellenic shall be non-commercial.
2. The name of the College Panhellenic or the names of any members in their official capacities shall not be used in connection with a commercial concern.
3. The College Panhellenic shall cooperate with the University of Texas at Arlington and the university administration to support the improvement of education.
4. The College Panhellenic may cooperate with other organizations and agencies, but persons representing the College Panhellenic in such matters shall make no commitments that bind the organization.

ARTICLE IV: MEMBERSHIP

1. There shall be two classes of membership: regular and provisional.
 - A. Regular membership. The regular membership shall be composed of all chapters of NPC fraternities at University of Texas at Arlington. Regular members of the College Panhellenic shall pay dues as determined by the College Panhellenic. Each regular member shall have voice and one vote on all matters.
 - B. Provisional membership Provisional membership shall be composed of all colonies of NPC fraternities at University of Texas at Arlington. 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.
2. No fraternity or student who meets the other criteria for membership in College Panhellenic as listed in this Constitution may be denied membership on the basis of race, color, religion, national origin, age, handicap, marital status, veteran's status, or sexual orientation.
3. Privileges and Responsibilities of Membership
Duty of compliance: All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these UT Arlington CPH bylaws, code of ethics and any additional rules this CPH may adopt unless otherwise prescribed in these

bylaws. Any rules adopted by this College Panhellenic in conflict with the NPC Unanimous Agreements shall be void.

ARTICLE V: EXECUTIVE BOARD OFFICERS

1. The officers shall be President, Vice President of Standards, Vice President of Administration, Vice President of Internal Recruitment, Vice President of External Recruitment, Panhellenic Development Chair and Marketing Coordinator.
2. The officers shall be delegates from fraternities holding regular membership in the College Panhellenic at UT Arlington. Delegates from fraternities with provisional membership are not eligible to hold office.
3. The officers shall serve for a term of one year, but may serve more than one year.
4. The officers must be enrolled as full time students at the UT Arlington.
5. The officers must be in good standing with the University, have at least a 2.5 cumulative GPA, and not have any major disciplinary history with the University.
6. All Panhellenic officers and delegates must be active members of their chapters for the duration of their term in office.
7. The Recruitment Related officers must live in or around the Arlington area over the summer to attend weekly meetings and participate in New Maverick Orientation sessions.

ARTICLE VI: THE COLLEGE PANHELLENIC

The governing body of the College Panhellenic shall be the College Panhellenic Executive Board. It shall be the duty of the Executive Board to conduct all business related to the overall welfare of the College Panhellenic including, but not limited to: annually review and adjust total as needed; 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 Executive Board shall also have the authority to adopt rules governing the CPH that do not violate the sovereignty, rights and privileges of member women's fraternities.

1. **MEMBERSHIP** – The College Panhellenic shall be composed of one senior delegate, one alternate delegate, and one new member delegate in the fall from each National Panhellenic Conference and any other officially recognized local sorority that the Constitution and Bylaws may allow for membership.
2. **SELECTION OF DELEGATES** – Delegates to the College Panhellenic shall be selected by their respective fraternity chapters to serve for a term of one year.
3. **DELEGATE VACANCIES** – When a delegate vacancy occurs, it is the responsibility of the fraternity concerned to select a replacement within two weeks and to notify the College Panhellenic VP of Administration of her name, address, and telephone number. When a meeting of the College Panhellenic occurs while a delegate vacancy exists, the remaining delegate of the fraternity concerned shall fulfill the duties of the delegate in all cases.
4. **PRESIDENTIAL VACANCY** - The Vice President of Standards shall fulfill the duties of the President in the event of her absence. Should the Vice President of Standards choose not to, or is unable to accept the position, it will become open to the remaining Executive board members. The election procedure will be carried out as stated in the Panhellenic Bylaws
5. **OFFICERS** – The Officers of the College Panhellenic shall serve as the officers of the Executive Board of the College Panhellenic and shall have such powers and duties as prescribed in the bylaws.

6. MEETINGS – Regular meeting of the College Panhellenic may be called by the President when necessary and shall be called by her upon written request of any member delegate to the College Panhellenic. College Panhellenic meetings are to be held weekly, excluding weeks of university break and finals.
 - A. EXECUTIVE BOARD MEETINGS – Weekly meetings of the Executive Board shall be held, unless unavoidable class conflicts prevent this meeting time.
 - B. SPECIAL MEETINGS of the College Panhellenic may be called by the President when necessary and shall be called by her upon the written request of any member delegate to the College Panhellenic.
 - C. QUORUM – Two-thirds of the member fraternities shall constitute a quorum for the transaction of business.
7. VOTING
 - A. The voting body of the College Panhellenic shall be College Panhellenic.
 - B. The voting members of the College Panhellenic shall be the senior delegates of each fraternity holding regular membership. The power of one vote, cast by the senior delegate, shall be granted to each regular member group. If a senior delegate is absent, that fraternity’s alternate delegate shall cast the vote of her fraternity. If both the senior and alternate delegates are absent, a member of her fraternity may cast the vote, providing her credentials have been presented in writing to the council President prior to the meeting.
 - C. Two-thirds of voting members of the College Panhellenic shall be required to establish recruitment rules, to establish total chapter size, to amend the constitution, and to add a chapter, and to carry all other questions.
 - D. The Panhellenic President shall vote only in case of a tie.
8. VOICE - The alternate delegate shall have a voice but not a vote. In the fall, the New Member delegate shall have a voice but not a vote

ARTICLE VII: STANDING AND JOINT COMMITTEES

Such standing and joint committees as necessary to carry out the work of the College Panhellenic shall be outlined in the bylaws. Special committees and officers may be appointed by the Executive Board to serve terms in conjunction with the term of the Executive Board.

ARTICLE VIII: UNANIMOUS AGREEMENTS

All members of the Panhellenic Association shall act in accordance with fundamental Panhellenic rules and policies established by National Panhellenic Conference in the Unanimous Agreements.

ARTICLE IX: HAZING

Consistent with the UT Arlington Handbook of Operation Procedures and the National Panhellenic Conference (NPC) Manual of Information, hazing in every form is prohibited by any member group of the College Panhellenic at UT Arlington.

ARTICLE X: AMENDMENTS

The constitution may be amended by a two-thirds vote of the member of the College Panhellenic, providing notice of the proposed amendment has been given in writing at the preceding regular meeting of the College Panhellenic subject to the approval of the College Panhellenic Advisor or his/her designee.

ARTICLE XI: DISSOLUTION

This CPH shall be dissolved when only one regular member exists at University of Texas at Arlington. In the event of the dissolution of this CPH none of the assets of the CPH shall be distributed to any members of the CPH, but after payment of the debts of the CPH its assets shall be given to the Fraternity and Sorority Life office at UT Arlington.

COLLEGE PANHELLENIC BYLAWS UNIVERSITY OF TEXAS AT ARLINGTON

ARTICLE I: ORDER OF BUSINESS

The order of business for all College Panhellenic Business meetings shall be:

1. Call to Order and Creed
2. Roll Call
5. Sisterhood Activity
3. Officer Reports
1. Advisor Reports
2. Committee Reports
6. Delegate Reports
7. Old Business
8. New Business
9. Announcements
10. Adjournment

The order of business for all College Panhellenic Committee meetings shall be:

1. Call to order and Creed
2. Roll Call
3. Officer Reports
4. Advisor Report
5. Break into Committees
6. Committee Reports
7. Delegate Reports
8. Announcements
9. Adjournment

ARTICLE II: FINANCE

1. Fiscal Year – The Fiscal year of the College Panhellenic shall be from January 1 to December 31 of each year inclusive.
2. Contracts – The signature of the President or the Vice President of Administration shall be required to bind the College Panhellenic. Contracts should be reviewed by the College Panhellenic advisor before signatures of the President or Vice President of Administration.
3. Payments – All payments due to the College Panhellenic shall be made to the Vice President of Administration or Fraternity and Sorority Life office. The Vice President of Administration shall record them. Checks shall be made payable to College Panhellenic at UT Arlington.
4. Payments from the College Panhellenic - All checks issued on behalf of the College Panhellenic shall follow the Payment Request process through the UT Arlington Bursar's office. The following shall be authorized to be one of the two required signatures: President/Vice President of Administration and a Fraternity and Sorority Life Advisor.
5. Membership Dues –
 - a. The dues of each college Panhellenic chapter shall be an assessment per member and per new member. Dues shall be \$10.00 per active member in both the fall and spring semesters, and \$18.00 per new member in both the fall and spring semesters. Dues shall be calculated for the fall based on the fall roster and for spring based on the spring semester.

- b. There will be a \$50.00 dues fee assessed per chapter in the fall and spring semesters.
 - c. Time of Payment – The dues of each Panhellenic Association member fraternity shall be payable on or before March 1st for Spring Semester and October 10th for Fall Semester.
 - d. Penalty for non-payment – Any chapter failing to pay dues or any bills by the specified time will forfeit the right to vote until the debts are paid.
 - e. The amount of such dues for the next academic year shall be determined by the CPH no later than February of that year.
6. The College Panhellenic shall have the authority to determine fees and assessments as may be considered necessary.
- a. A \$50 fee will be assessed for all required deadlines by College Panhellenic
7. Inactive Status – In the event the College Panhellenic at UT Arlington becomes inactive, all funds left in the treasury after all outstanding debts and claims have been paid shall be donated to Fraternity and Sorority Life at UT Arlington.

ARTICLE III: SELECTION OF OFFICERS

1. Qualifications
- a. All officers should have a minimum of one year of College Panhellenic experience prior to serving.
 - b. All officers shall have and maintain an overall GPA of 2.5 during their term of office and shall be in good standing with the University and their chapter.
 - c. Officers shall presently be, and continue to be throughout their terms, active members in good standing with their own fraternities.
 - d. Nominees for office should currently be or should have previously been College Panhellenic delegates if at all possible. Applicants who meet the application requirements and have previously served as a Recruitment Guide will be given preference to fill the Vice President of Internal Recruitment position.
 - e. No one-member fraternity may hold more than three Executive Board offices in a given term.
 - f. Officers may not serve as Chapter Delegate, President, Recruitment Chair, or New Member Educator of their chapter while serving as a Council Officer, for there is a conflict of interest that may occur.
2. Selection of Officers
- a. Applicants - Applications for the Executive Board offices must be received from each candidate expressing an interest in serving on the Executive Board and should be turned into the Fraternity and Sorority Life office. Applicants must also sign up for an interview when turning in their application.
 - b. Committee – A nomination committee shall be formed to prepare a slate of officers representative of each of the four College Panhellenic chapters. This committee shall be composed of members of the Executive Board who are not eligible for re-election or who decline to run for office, the College Panhellenic advisor, and, if necessary, no more than three seniors eligible for May graduation from the Council. The majority vote shall elect. The members of the nominating committee shall elect their own chairman. The CPH advisor shall serve as a nonvoting ex-officio member of the nominating committee
 - c. Slate Presentations – After application review and interviews, the Executive Board will present the slate created by the Nomination Committee. Slate will be voted on two weeks following the presentation of slate.

- d. Floor Nominations – Additional nominations may be taken from the floor. Nominations from the floor must have an application on file and must have interviewed with the Executive Board.
3. President Selection
 1. Each member fraternity may nominate one candidate for the office of Panhellenic President. If a member fraternity fails to submit their candidate before the deadline established by College Panhellenic, that fraternity waives the opportunity for a candidate of their organization to be considered for the office of president.
 2. President Selection Committee- The president selection committee will consist of the Chapter President of each fraternity or another representative from each chapter, the Panhellenic Advisor, current Panhellenic President, and other F&SL and University staff.
 - a. The committee will interview all candidates and nominate the incoming Panhellenic President.
 4. Elections
 - a. Date – The slate shall be presented in the month of November at the College Panhellenic General Body Meeting, and if slate is passed, the elected officers shall be installed at the last Panhellenic General Body meeting of the fall semester.
 - b. Voting – If slate is not accepted, each candidate will be voted on individually. Each member group has the power of one vote. If no nominee receives a majority of votes on the first ballot, a runoff ballot shall be held between the two people receiving the highest number of votes.
 5. Officer Removal Policy – A Panhellenic Executive Officer may be removed by a two-thirds vote of the College Panhellenic Executive Board or by the College Panhellenic Advisor.
 6. Vacancies in Office – Should the Office of President be permanently vacated, the Vice President of Standards shall fulfill the duties of the President in the event of her absence. Should the Vice President of Standards choose not to, or is unable to accept the position, it will become open to the remaining Executive board members. In the event of a vacancy in any offices, except President, the Executive Board with the approval of the Advisor shall appoint a replacement, or the Executive Board can elect or be open to take applications.

ARTICLE IV: OFFICER DUTIES

1. The President shall:
 - a. Have overall responsibility for the operation of the College Panhellenic.
 - b. Call and preside at all regular and special meetings of the College Panhellenic.
 - c. Call and preside at all meetings of the College Panhellenic Executive Board
 - d. Serve as ex-officio member of all College Panhellenic Committees but have no voice or vote.
 - e. Report as necessary to the National Panhellenic Conference Area Advisor.
 - f. Maintain current copies of the following: UT Arlington College Panhellenic bylaws and standing rules, the budget, contracts executed on behalf of the College Panhellenic, correspondence and materials received from the NPC area advisor, all NPC College Panhellenic reports, and other pertinent materials.
 - g. Assist in the interview and selection of the Recruitment Team.
 - h. Collect and facilitate the consensus of men's fraternity philanthropy's for sorority presidents each semester.
 - i. Perform all other duties usually pertaining to this office, and as specified elsewhere in this constitution, by-laws, and recruitment rules.

2. The Vice President of Standards shall:
 - a. Perform the duties of the President in her absence, inability to serve or at her call, either in full, or as interim if she is unable to accept the position.
 - b. Responsible for monthly Lunch and Learns and personal development for the CPH community.
 - c. Provide weekly information on bylaws, NPC rules, FSL rules, etc during General Body.
 - d. Be responsible for any special projects that the Executive Board assigns her.
 - e. Assist in the interview and selection of the Recruitment Team.
 - f. Call and preside over all Judicial Board hearings for all violations of the CPH Constitution and Recruitment Infractions
 - g. Interpret the Panhellenic constitution, bylaws, and all rules and resolutions of College Panhellenic at UT Arlington.
 - h. Be responsible for the educational efforts of the College Panhellenic Constitution, Bylaws, and all rules and resolutions of the College Panhellenic members at UT Arlington.
 - i. Maintain a complete and current file of all materials related to this office.
 - j. Serve as the Council representative to the Fraternity and Sorority Life Standards Committee.
 - k. Perform all other duties usually pertaining to this office, and as specified elsewhere in this constitution, by-laws, and recruitment rules.
3. The Vice President of External Recruitment shall:
 - a. Be responsible for all Panhellenic membership recruitment efforts, to include but not limited to fall and spring recruitment, informational sessions and summer orientation session.
 - b. Coordinate meetings with Panhellenic chapters before, during, and after recruitment.
 - c. Must create and maintain recruitment budget with the vice president of administration
 - d. Assist in the interview and selection of the Recruitment Team, and any other recruitment chairman under her guise.
 - e. Work closely with chapter recruitment chairman and advisors in facilitating the recruitment process.
 - f. Perform all other duties usually pertaining to this office, and as specified elsewhere in this constitution, bylaws, and recruitment rules.
 - g. Maintain a complete and current file of all materials related to this office.
 - h. Work with the College Panhellenic advisor to create a year round recruitment plan to include but not limited to events, education, and marketing.
 - i. During the spring, review and revise recruitment guidelines for the following fall semester.
 - j. During the fall and spring, prepare for recruitment events and Formal Recruitment.
 - k. Responsible for updating and enforcing Recruitment Guidelines.
 - l. Serve on the Recruitment Guide selection committee.
 - m. Partner with VP of Internal Recruitment; ensuring the recruitment counselor program is effective.
 - n. Have weekly one-on-one meetings with the Panhellenic Advisor.
 - o. Conduct a recruitment evaluation.
 - p. Organize any Panhellenic Recruitment Events.
 - q. Perform all other duties as assigned.
4. The Vice President of Administration shall:
 - a. Create, maintain, and distribute an up to date roster of members of the College Panhellenic.

- b. Call roll at every College Panhellenic Meeting. Communicate and enforce the attendance policy and inform the Executive Board should any council member be in violation of the attendance policy.
- c. Keep full minutes of all meetings of the College Panhellenic, Executive Board meetings, and a record of all action taken by the Executive Board.
- d. Maintain a complete file of all minutes taken from these meetings and other materials related to this office.
- e. Be responsible for official correspondence of the Council.
- f. Send correspondence to the NPC area advisor in a timely manner.
- g. Be responsible for the prompt payment of all bills of the College Panhellenic.
- h. Work with the Fraternity and Sorority Life Administrative Assistant to receive all payments due to the College Panhellenic, collect all dues, and inform the President of those member fraternities who may be financially ineligible to vote.
- i. Prepare the annual budget and, after its approval by the UT Arlington CPH, make a copy available to each UT Arlington CPH member fraternity.
- j. Be responsible for the preparation of a monthly written financial report.
- k. Assist in the interview and selection of the Recruitment Team.
- l. Perform all other duties usually pertaining to this office, and as specified elsewhere in this constitution, bylaws, and recruitment rules.
- m. Responsible for ice breaker/sisterhood portion of General Body.
- n. Support Advisor Appreciation month during April, create opportunities to thank advisors of College Panhellenic chapters.
- o. Other duties as assigned.

5. The VP of Internal Recruitment shall:

- a. Organize and direct the Recruitment Team selection, training and organization of the recruitment counselor program.
- b. Work cooperatively with the VP of External Recruitment in the execution of formal recruitment.
- c. Serve on the Recruitment Guide selection committee.
- d. Perform the duties of the Vice President of External Recruitment in her absence, inability to serve, or at her call.
- e. Assist the Marketing Coordinator and VP of Internal Recruitment with recruitment marketing opportunities.
- f. Oversee all aspects of the Rho Gamma program including planning and holding activities and meetings.
- g. Assist the VP of External Recruitment with Potential New Member orientation and information sessions.
- h. Work with the VP of External Recruitment to answer all recruitment questions sent to the Panhellenic e-mail account.
- i. Organize Recruitment logistics with the VP of External Recruitment.
- j. Attend weekly meetings with the College Panhellenic Advisor, Panhellenic President, and VP of External Recruitment
- k. Assist VP of External Recruitment with annual Recruitment Workshop.
- l. Educate Rho Gammas for formal recruitment situations and for assisting the Potential New Members.
- m. Fulfill other duties as assigned by the VP of External Recruitment and Panhellenic President.
- n. Maintain a complete and current file of all materials related to this office.
- o. Perform all other duties usually pertaining to this office, and as specified elsewhere in this constitution, bylaws, and recruitment rules.

6. The College Panhellenic Development Chair shall:
 - a. Create and maintain at least one College Panhellenic sisterhood event every semester.
 - b. Create and distribute bimonthly Panhellenic newsletters
 - c. Serve as the College Panhellenic representative in all Fraternity and Sorority community programming.
 - d. Responsible for the sister sorority program.
 - e. Maintain a Panhellenic Council Philanthropy and coordinate events and fundraisers.
 - f. Assist in utilizing and promoting National Panhellenic Conference (NPC) initiatives. I.e. Month of the Scholar, International Badge Day, Advisor Appreciation, National Women's Health, etc.
7. The Marketing Coordinator Shall:
 - a. Be in charge of publicity for College Panhellenic, including: Developing publicity for all Panhellenic Events including all advertising and fliers and distributing them appropriately throughout campus.
 - b. Responsible for designing and placing orders for all Panhellenic shirts and apparel as needed. Apparel includes, but is not limited to: recruitment shirts for both PNMs and affiliated women, philanthropy shirts, Rho Gamma shirts, tanks, sweatshirts and, Panhellenic Executive Board polos and sweatshirts.
 - c. Grow and strengthen the reputation of the Panhellenic community at UTA, and in the outside community.
 - d. Outreach to other student organizations, departments, university administration about College Panhellenic events and programs when necessary.
 - e. Work with the Vice Presidents of Recruitment and College Panhellenic advisor to create Primary Recruitment marketing materials.
 - f. Work with the VP of Internal Recruitment and VP of External Recruitment to coordinate a marketing plan between the Recruitment Guidebook and the Potential New Members' recruitment shirt.
 - g. Responsible for creating and publishing the Panhellenic Newsletter, which will be distributed electronically to all Panhellenic women.
 - h. Responsible for maintaining Panhellenic social media outlets, including but not limited to the Panhellenic Twitter account and UTA Panhellenic Facebook page; Instagram Account.
 - i. Perform all other duties as assigned.

ARTICLE V: Attendance Guidelines for Executive Board

1. Executive Board Members shall attend all executive board, council, special, and specific responsibility meetings that are required as well as all Formal Recruitment related events. Excused absences are considered as the following: class, family emergencies, or unavoidable work. All excuses must be sent to the Panhellenic President two days prior to the meeting via email. Executive Board members are allowed two unexcused absences. A third unexcused absence is grounds for dismissal.
2. Attendance at the F&SL Leaders Retreat and Student Employee Training. Executive board members should attend the outlined university trainings with expenses covered by the College Panhellenic or Fraternity and Sorority Life budget. Failure to attend once all registration materials and arrangements are made shall result in the full financial refund and additional cancellation fees made by the Executive Board member where applicable to the College Panhellenic.

ARTICLE VI: DELEGATE RESPONSIBILITIES

All delegates shall have these responsibilities:

1. Liaison – The primary duty of the delegate is to act as a liaison between the Council and her chapter. This involves giving a full report of every Council meeting to her chapter, and following through with any request of her chapter or the Council. To perform this duty, attendance at all Council meetings is imperative.
2. Knowledge – The delegate is responsible for being familiar with NPC Policies, NPC Unanimous Agreements and Resolutions, College Panhellenic Recruitment Rules and any other policies.
3. Stabilizer – The delegate should be the stabilizing force within her chapter, always working toward stronger College Panhellenic relations. She should act as a calm, unbiased mediator in any problem.
4. Involved – The delegate is to be active in all Panhellenic functions, and cooperate in all activities with the utmost speed.
6. Educator – The delegate must educate her chapter on basic Panhellenic ideas, as she works to improve the Panhellenic spirit in her chapter. As the delegate, she will serve as an important role model to her chapter, showing a true Panhellenic spirit.
7. Attendance-guidelines per semester
 - a. A chapter delegate may not serve as the chapter delegate and serve on the College Panhellenic Executive Board concurrently.
 - b. Required – The senior, alternate, and new member delegates are required to attend all College Panhellenic meetings and retreats. If a delegate's absence is unavoidable, a substitute delegate must be present. Alternate delegates automatically move to the senior delegates' chair.
 - c. If a delegate arrives to a council meeting after the VP of Administration completes roll call, the delegate will be marked tardy. Two tardies will constitute an absence.
 - d. Violations – If a delegate is absent for two College Panhellenic meetings in one semester, with no substitute present, the delegate will be dismissed as a delegate. Three substitutes will also result in dismissal.
8. The sister sorority program will be assigned to each chapter every semester. The Delegates of the two sororities will plan an event bringing the two chapters together. There will be at least 1 event each semester.

ARTICLE VII: EXECUTIVE BOARD

The Executive Board shall:

1. Administer routine business meetings of the College Panhellenic when advisable and such other business has been approved for action by College Panhellenic vote.
2. Report all action taken by the Executive Board at the next regular meeting of the College Panhellenic through officer reports and record the action in the minutes of that meeting.
3. Meet weekly with Panhellenic advisor at the designated time and place, unless there is an excused absence (see Attendance Requirements, Article VI).

ARTICLE VIII: COLLEGE PANHELLENIC ADVISOR

Section 1- Appointment

The University of Texas at Arlington administration shall appoint the CPH advisor of the University of Texas at Arlington College Panhellenic.

Section 2- Authority

The Panhellenic advisor shall serve in an advisory capacity to the UT Arlington CPH. The Panhellenic advisor shall have voice but no vote in all meetings of the CPH and the Executive Board

ARTICLE IX: COLLEGE PANHELLENIC JUDICIAL BOARD

1. The Judicial Board shall consist of the Vice President of Standards as chairman, a vice chairman, who will serve as a College Panhellenic representative, and not their chapter's representative, and three members from the College Panhellenic member organizations. The Panhellenic advisor shall serve as a nonvoting, ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member sororities about the Panhellenic judicial procedure.
 - a. A Judicial Board shall be established in accordance with the National Panhellenic Conference's recommended guidelines shall be established at the first general body meeting of fall semester to handle recruitment violations. All other standards business will be conducted through FSL Standards.
 - b. Judicial Board members may not concurrently hold another position on the College Panhellenic, such as Director of a Committee or be another officer on the College Panhellenic Executive board.
 - c. No one member fraternity may hold more than one position on the Judicial Board, excluding the fraternities associated with the Vice President of Standards and vice chairman.
 - d. Judicial Board members will be selected through an application and interview process.
 - e. Members may serve more than one term.
 - f. The Panhellenic Executive Board may remove any collegiate member of the Judicial Board by a two-thirds vote for failure to fulfill the duties and responsibilities of the position or failure to maintain confidentiality.
2. In accordance with NPC Unanimous Agreement VII. College Panhellenic Judicial Procedure, it shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the UT Arlington College Panhellenic that are not settled informally or through mediation. The entire Judicial Board shall conduct the hearing unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.
3. Judicial Board hearings shall be in accordance with the National Panhellenic Conference's guidelines.
4. All violations of the rules and resolutions of the Panhellenic Association of UT Arlington shall be reviewed and acted upon by the Judicial Board with the exception of the Recruitment rules, which follow the NPC guidelines.

ARTICLE X: STANDING COMMITTEES

The College Panhellenic shall maintain the following standing committees; committee chairs are listed below. Chapter Delegates and Alternate Delegates will rank committees by preference during the first general body of the year. Committees will be assigned based on preference and discretion of the College Panhellenic Executive Board. Alumnae advisors may attend all committee meetings. Alumnae advisors shall have a voice but no vote. The College Panhellenic President shall oversee all

committees. The College Panhellenic President shall have a voice but no vote. The role for Chapter Delegates and Alternate Delegates is to provide feedback to the committee chairs. The committees and general duties are as follows:

1. Membership Recruitment Committee- The chairmen of this committee shall be the Vice President of External Recruitment and Vice President of Internal Recruitment as committee chairmen. 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 chairmen of this committee shall present a full report, including recommendations, to the Panhellenic Council.

2. Panhellenic Community Development and Philanthropy Committee- The chairmen of this committee shall be the Panhellenic Development Chair and the Marketing Chair. This committee shall plan and organize all College Panhellenic sisterhood events and activities. Philanthropy events will benefit Circle of Sisterhood and the Erica Hochmeister Memorial Scholarship, the official philanthropies of the College Panhellenic.

3. Personal Development Committee- The chairmen of this committee will be the Vice President of Administration and the Vice President of Standards. This committee shall plan and execute all academic, personal growth, and judicial programs

The Director is responsible for the following:

- A. All planning and execution of committee sponsored programs, events and duties.
- B. Obtaining ideas and feedback through their committee.
- C. Maintaining all records with up to date information of the committee and all events/duties.
- D. Maintaining good communication with the Administrative Vice-President about events, duties and programs.
- E. See Attendance requirements Article VI.

ARTICLE XI: MEMBERSHIP RECRUITMENT

1. Formal Recruitment – A Fall, formal Recruitment shall be held.
2. Preferential Bidding – The NPC Preferential Bidding system shall be used.
3. Continuous Open Bidding –
 - a. Except during the formal recruitment period, continuous open bidding shall be in effect during the college year for all eligible women students.
 - b. If a chapter has not filled quota during formal recruitment, it may do so in continuous open bidding even though it puts them over total.
4. Chapter Total – Every regularly enrolled new member, initiate, or affiliate of the chapter shall be counted in chapter total.
 - a. A list of pledged, initiated, and affiliated members shall be filed with Fraternity and Sorority Life no later than census date each semester.
 - b. Any new member termination, active termination, or other change in membership shall be reported to Fraternity and Sorority Life in a timely manner.
5. Recruitment Rules – Rules for the year shall be voted upon and announced by the College Panhellenic on or before April 1 of the preceding Spring Semester and shall be considered and treated as an official Panhellenic document.
6. Spring Recruitment – A Spring Recruitment may be held early in the spring semester. The Recruitment Vice Presidents with consensus of chapter recruitment chairman and advisors shall determine details in the fall semester.
7. Recruitment Team Requirements – to be a recruitment team member during fall formal recruitment, an active chapter member
 - a. Must have participated in fall formal recruitment as a Potential Member at UT Arlington
 - b. Must have participated, as an active collegian, in fall formal recruitment at UT Arlington

- c. Must not have a sister going through recruitment.
- d. Must have at least a 2.5 GPA and be in good standing with the University and their chapter.
- e. Must abide by the College Panhellenic Constitution, Bylaws, and Recruitment Rules.
- f. Must have a genuine interest in being an exemplary example of the Greek community

ARTICLE XII: NEW MEMBER PERIOD AND INITIATION

1. Potential Member Eligibility – A woman must be a regularly enrolled student at UT Arlington, transfer student, or must have been accepted for admission (including provisionally admitted) to UT Arlington and have plans to attend, in order to be eligible for recruitment and becoming a new member.
2. New Member – A College Panhellenic member fraternity may not issue an invitation to membership or accept a woman as a formal new member during the summer period.
3. Initiation – A new member must be a regularly enrolled student at UT Arlington to be eligible for initiation. She may be initiated whenever she has met the requirements of the fraternity to which she has become a member.

ARTICLE XIII: EXTENSION

1. College Panhellenic will follow NPC Extension procedures and protocol unless otherwise notified.
2. Consideration shall be given to NPC fraternities that have previously had chapters on the campus and to those NPC fraternities that have filed letters expressing interest in the campus.

ARTICLE XIV: ADMISSION OF NEW MEMBER GROUPS

1. Colonies – A local colony on campus, after being officially recognized by the university, shall petition the College Panhellenic for membership, stating aims and membership. The College Panhellenic shall give a colony Provisional Membership in the Panhellenic Association.
2. New Chapters – Upon formal installation, a new chapter (Provisional Member Fraternity) shall be extended the full privileges of Regular Membership in the Panhellenic Association by the College Panhellenic.

ARTICLE XV: RULES OF ORDER

Robert's Rules of Order Newly Revised, except in matters specifically provided for in the Constitution or Bylaws, shall govern the College Panhellenic.

ARTICLE XVI: AMENDMENTS OR RESOLUTIONS

These bylaws may be amended by two-thirds vote of the voting members of the College Panhellenic provided notice of the proposed amendment has been given in writing at the preceding business meeting subject to the approval of the College Panhellenic Advisor or his/her designee.

ARTICLE XVII: STANDING RULES

1. In an effort to promote involvement with Relay for Life, Panhellenic chapters will be unable to host any social events on the evening of Relay for Life. Social events include, but are not limited to: mixers, formals, and any event co-sponsored with a fraternity. This regulation will be in effect until 8am the following day.

2. In an effort to educate new sorority women on relevant issues there shall be a New Member Convocation presented by the UTA Panhellenic Council in conjunction with F&SL once a year following Primary Recruitment. The event will be mandatory for all new members.
3. The UTA College Panhellenic will hold a Chapter Executive Board Retreat each spring semester. Every chapter will participate with the following officers in attendance: president, philanthropy, finance, recruitment, public relations, scholarship, risk management, judicial and social officers.

Participation in Fraternity Events:

1. Chapters will not participate in a men's fraternity event or philanthropy event lasting more than 3 days total. Fraternity philanthropy projects that involve sorority competition must also meet the following requirements before being passed by Panhellenic member sororities:
 - A. In order to include monetary contribution in the competition, the fraternity must participate in raising proceeds in the same manner.
 - B. All monies/items raised must be donated to a public charity.
 - C. No social media competitions will be approved by the UTA Panhellenic Council.
 - D. Event must be scheduled on the Greek calendar at least three weeks before the event.
 - E. An organization that wants Panhellenic to participate in their philanthropic activity must first meet with the Executive Board of Panhellenic three weeks prior to the event.
 - F. When proposed to Panhellenic, the fraternity must have a scheduled outline of events, times, and point schemes for sororities to take into consideration. This detailed proposal must include the name of the charity the money raised will be donated to. After Panhellenic approval, no changes can be made to the proposal.
 - G. Fraternity women will not participate in beauty contests, auctions, or any event where individuals may be bought or judged based on appearance, costume, etc. that is sponsored by any organization.
 - H. Fraternities participating in any on campus or off campus mixer in which alcohol is being served must follow all University guidelines as well as State and local laws. If it is determined that alcohol is being provided illegally, the fraternity members must leave and the mixer is over. A mixer is defined as a mixing of women's fraternity and men's fraternity or any grouping of the same with a designated allotment of time and place. When the designated time is up, the mixer is over. All activities prior to and following a mixer shall be considered as a function of the mixer and the fraternities and sororities shall be held accountable.
 - I. Members will not co-sponsor a function at any fraternity house if that function is not substance-free.

Fraternities may not market their events until the final approval form for Participation in Fraternity Events has been signed by the UTA Panhellenic Council President and a representative from the involved fraternity. After approval by the UTA Panhellenic Council Executive Board, the event details will be announced in the following General Body meeting. Failure to adhere to the above guidelines including neglecting to obtain approval by the UTA College Panhellenic Executive Board, marketing the event before approval and changes to agreed upon written terms will result in a \$500 fine assessed to the involved fraternity. When a fine is assessed to the fraternity, there will be no Panhellenic participation in events until the fine is paid.

2. Chapters will also enforce the following:
 - A. National Panhellenic Council member groups may only sponsor or co-sponsor a function with alcohol if that function occurs in a state licensed third-party vendor location or in an unlicensed location. This is only if the chapter, with the assistance of the Council, enforces the following measures: a hired state licensed bartender, wristbands for those 21 years of age and over, BYOB, and inclusion of alternative beverage(s).

- B. All forms of hazing shall be banned. Hazing is defined as any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include creation of excessive fatigue, physical and psychological shocks, wearing apparel that is conspicuous and not normally in good taste, engaging in public stunts and jokes, morally degrading or humiliating games and activities, and any other activities that are not consistent with the regulations and policies of the educational mission the University of Texas at Arlington. The council will support Hazing regulations outlined by UT Arlington and the state of Texas.