**COLLEGE PANHELLENIC ASSOCIATION BYLAWS**

**BYLAWS OF THE COLLEGE PANHELLENIC ASSOCIATION**

**Article I. Name**

The name of this organization shall be the College Panhellenic Association and shall be abbreviated CPA.

**Article II. Object**

The object of CPA shall be to develop and maintain women’s sorority life and interfraternity relations at a high level of accomplishment and in so doing to:

1. Consider the goals and ideals of member organizations as applicable to campus and personal life.
2. Promote superior scholarship and intellectual development.
3. Cooperate with member women’s sororities and the university/college administration to maintain high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies, and best practices.
5. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights, and privileges of member sororities.

**Article III. Membership**

*Section 1.* Membership Classes

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

1. *Regular membership.* The regular membership of CPA shall be composed of all chapters of NPC sororities at Embry-Riddle Aeronautical University-Prescott. Regular members of CPA shall pay dues as determined by the Panhellenic Council. Each regular member shall have voice and one vote on all matters.
2. *Provisional membership.* The provisional membership of CPA shall be composed of all colonies of NPC sororities at Embry-Riddle Aeronautical University-Prescott. 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 sorority.
3. *Associate membership.* Local sororities or inter/national or regional non-NPC member organizations may apply for associate membership of CPA. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If they are not participating in the primary recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

*Section 2.* Privileges and Responsibilities of Membership

1. *Duty of compliance*. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these CPA bylaws, code of ethics and any additional rules this CPA may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this CPA in conflict with the NPC Unanimous Agreements shall be void.

**Article IV. Officers and Duties**

*Section 1.* Officers

The officers of CPA shall be President, Vice President of Accountability, Vice President of Membership, Vice President of Communication and Inclusion, Vice President of Programming..

*Section 2.* Eligibility

1. Eligibility to serve as an officer shall depend on the class of membership:
   1. *Regular membership*. Members from women’s sororities holding regular membership in CPA shall be eligible to serve as any officer.
   2. *Provisional membership*. Members from women’s sororities holding provisional membership in the CPA shall not be eligible to serve as an officer.
   3. *Associate membership*. Members from women’s sororities holding associate membership in CPA shall be eligible to serve as an officer except President and Vice President of Membership.
2. Officers must be members in good standing with their women’s sorority and maintain at least a 3.0 cumulative GPA.
3. Members from women’s sororities who serve as the President or a recruitment officer in their chapter are ineligible for an officer role in CPA.

*Section 3.* Selection of Officers

1. The offices of President, Vice President of Accountability, Vice President of Membership, Vice President of Communication and Inclusion, and Vice President of Programming shall be held in rotation by each eligible sorority chapter in order of its installation at Embry-Riddle Aeronautical University-Prescott. When three chapters are eligible for Panhellenic positions, the office of the President shall be held by the first sorority on campus and then follow the rotation schedule. The office of Vice President of Membership shall be held by the second sorority in conjunction with the office of the Vice President of Programming. The office of Vice President of Accountability shall be held by the third sorority in conjunction with the office of the Vice President of Communication and Inclusion. The sororities will rotate through the positions at the completion of the previous term in order of seniority on campus, with the second replacing the first, the third replacing the second, and the first replacing the third.
   1. If a member from the women’s sorority in order of rotation does not apply to serve as a designated officer, applications for the position shall be opened for an additional week to any member of a women’s sorority who is eligible to hold that position. If a member from the women’s sorority in order of rotation is not immediately elected to serve as a designated officer, that member sorority shall have an additional week to provide an alternate eligible candidate for that position. If after the additional week concludes and no suitable applicant has been brought forward, applications for the position shall be opened for an additional week to the following chapter in rotation.

*Section 4.* Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin no later than two weeks before the end of the fall semester of the academic year.

*Section 5.* Removal

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

*Section 6.* Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.

1. In the event of a vacancy in the executive board, the remaining members of the executive board may divide the duties of up to one position between the remaining members as the president and her executive board see fit for the duration of one semester, or until the position is filled for the duration of one semester, with the understanding that the vacancy will be filled as soon as possible within that semester.

*Section 7.* Duties of officers

1. The President shall:
   1. Preside at all meetings of the Panhellenic Council.
   2. Preside at all meetings of the Executive Board.
   3. Serve as an ex-officio member of all CPA committees, except the judicial board.
   4. Communicate regularly with the Panhellenic advisor.
   5. Be familiar with the NPC Manual of Information and all governing documents of CPA.
   6. Ensure that the NPC College Panhellenic annual report is completed.
   7. Communicate as needed with the NPC area advisor.
   8. Meet once a month with the Delegates
   9. Conduct a President’s Round Table at least twice a semester
   10. Maintain current copies of the following: CPA bylaws and standing rules, budget, contracts executed on behalf of CPA, correspondence and materials received from the NPC area advisor, all NPC College Panhellenic reports and other pertinent materials.
   11. Maintaining Robert’s Rules of Order.
   12. Perform all other duties as assigned.
2. The Vice President of Accountability shall:
   1. Perform the duties of the President in her absence.
   2. Be familiar with the NPC Manual of Information and all governing documents of this Association.
   3. Preside over the judicial board.
   4. Maintain copies of all judicial documents.
   5. Ensure chapters review the Code of Ethics each semester.
   6. Supervise the finances of the CPA, including:
      1. Overseeing and serving as executive officer over all Panhellenic bank accounts.
      2. Preparing the annual budget and, after its approval by the Panhellenic Council, provide a copy to each CPA member sorority.
      3. Receiving all payments due to CPA, collect all dues and fines, and give receipts.
      4. Paying promptly the annual NPC dues and all bills of CPA.
      5. Maintaining current financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
   7. Perform all other duties as assigned.
3. The Vice President of Membership shall:
   1. Be familiar with the NPC Manual of Information and all governing documents of this Association especially when concerning recruitment.
   2. Coordinate all recruitment efforts throughout the year.
   3. Communicate with the NPC Area Advisor as needed about recruitment.
   4. Present the Panhellenic Council with a budget for recruitment.
   5. Educate and enforce CPA Recruitment Rules and policies.
   6. Chair the Membership Recruitment Committee.
   7. Perform all other duties as assigned.
4. The Vice President of Communication and Inclusion shall:
   1. Keep an accurate roll of the members of Panhellenic Council.
   2. Notify member chapters of any fines levied against the chapter for reasons in accordance with the bylaws and standing rules.
      1. In the event that the Vice President of Communication and Inclusion is unable to send out the fine notifications, it falls to the Vice President of Accountability to notify the chapters of the charges.
   3. Record minutes of all meetings of the Panhellenic Council and the Executive Board.
   4. Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
   5. Send meeting minutes to the NPC area advisor.
   6. Be familiar with the NPC Manual of Information and all governing documents of CPA.
   7. Maintain CPA social media accounts, this includes doing monthly highlights on the community about diversity.
   8. Chair the Public Relations Committee.
   9. Plan monthly educational programs per semester that can be open to the Panhellenic community and to the campus. This must be planned with at least two different diversity/cultural organizations.
   10. Ensure chapters review the Diversity Statement each semester.
   11. Hold/promote events that encourage diversity from organizations on campus or off campus.
   12. Create and oversee a Diversity and Inclusion Committee that will be comprised of at least one member from each chapter.
   13. Perform all other duties as assigned.
5. The Vice President of Programming shall:
   1. Coordinate programming for inter-Panhellenic and intra-Panhellenic activities. Present the Panhellenic Council with a budget for activities.
   2. Coordinate all fundraising efforts for the Panhellenic philanthropy and record them.
   3. Coordinate with the Inter-Fraternity Council to plan and execute Greek Week.
   4. Chair the Philanthropy Committee.
   5. Coordinate with the Philanthropy Committee and execute philanthropy events
   6. Present Philanthropy presentation at New Member Orientation each semester
   7. Coordinate quotes and/or icebreakers for meetings.
   8. Perform all other duties as assigned.

Section 1. Training

Training should be conducted for all new positions. A cumulative minimum of 3 hours divided to how each member sees fit.

**Article V. The Panhellenic Council**

*Section 1.* Authority

The governing body of CPA shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of CPA including, but not limited to: biannually review the parameters as adopted in the recruitment rules for the automatic adjustment of total, annually determine dues, approve the annual budget, consider extension, set a calendar of events, determine programming and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing CPA that do not violate the sovereignty, rights, and privileges of member women’s sororities.

*Section 2.* Composition and Privileges

The Panhellenic Council shall be composed of one delegate and an alternate delegate from each regular, provisional, and associate member organization at Embry-Riddle Aeronautical University-Prescott as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The Alternate Delegate and other members shall have voice but no vote. The Alternate Delegate shall act and vote in the place of the delegate when the delegate is absent. If both Delegate and Alternate Delegate are absent, the vote may be cast by a member of the sorority, providing her credentials have been presented to the CPA President.

*Section 3.* Selection of Delegates and Alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women’s sorority chapters to serve for a term of one year commencing upon selection by the chapter. A Delegate may not be the President or recruitment officer in their respective chapter.

*Section 4.* Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within two weeks and to notify the CPA Vice President of Communication and Inclusion of her name, email, and telephone number.

*Section 5.* Regular Meetings

Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term.

*Section 6.* Special Meetings

Special meetings of the Panhellenic Council may be called by the CPA President when necessary and shall be called by her upon the written request of no fewer than one-fourth of the member women’s sororities of the CPA. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice. No fines will be extended to chapter delegates for lack of attendance at special meetings so long as an excuse is received. No fines will be incurred by any chapter unless there is no representation, and no excuse is received.

*Section 7.* Quorum

Two-thirds of the delegates from the member sororities of the CPA shall constitute a quorum for the transaction of business.

*Section 8.* Vote Requirements

1. Proposed motions on issues that impact a chapter as a whole must be announced at a meeting two weeks before a vote may be taken to allow the opportunity for chapter input.
2. A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.

**Article VI. The Executive Board**

*Section 1.* Composition

The composition of the Executive Board shall be the President, Vice President of Accountability, Vice President of Membership, Vice President of Communication and Inclusion, and Vice President of Programming.

*Section 2.* Duties

The Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council through the Vice President of Communication and Inclusion, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.

*Section 3.* Regular Meetings

Regular meetings of the Executive Board shall be held at a time and place established at the beginning of each academic term.

*Section 4.* Special Meetings

Special meetings of the Executive Board may be called by the President when necessary and shall be called by her upon the 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 VII. The Panhellenic Advisor**

*Section 1.* Appointment

The Panhellenic advisor of the CPA shall be appointed by the Embry-Riddle Aeronautical University-Prescott administration.

*Section 2.* Authority

The Panhellenic advisor shall serve in an advisory capacity to the CPA. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board. In addition to the above duties, the Panhellenic advisor will also serve as an executive officer on all Panhellenic bank accounts, in conjunction with the Vice President of Accountability.

**Article VIII. Committees**

*Section 1.* Standing Committees

1. The standing committees of CPA shall be the Judicial Board, the Membership Recruitment Committee, the Public Relations Committee, Philanthropy Committee. Committee.
2. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

*Section 2.* Appointment of Committee Membership

The Executive Board shall appoint members and chair of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member women’s sororities as much as possible. The President shall be an ex-officio member of all committees except the Judicial Board.

*Section 3.* Judicial Board

1. The Judicial Board shall consist of the Vice President of Accountability as the chair and two members appointed from each College Panhellenic member organization. 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.
2. In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Judicial Procedure, it shall be the Judicial Board’s duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of CPA that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board 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.

*Section 4.* Membership Recruitment Committee

The Membership Recruitment Committee shall consist of the Vice President of Membership as the chair and one representative appointed from each regular, provisional and associate member participating in Panhellenic recruitment. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the membership recruitment period. After each membership recruitment period, the chair of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member organization and chapter advisor.

*Section 5.* Public Relations Committee

The Public Relations Committee shall consist of the Vice President of Communication and Inclusion as the chair and one representative appointed from each regular, provisional and associate member sorority. The Public Relations Committee shall be responsible for all forms of publicity dealing with CPA. This committee shall work closely with the Executive Board and all committees to make certain that the media is kept informed of the positive events of CPA and its member women’s sororities.

*Section 6.* Philanthropy Committee

The Philanthropy Committee shall consist of the Vice President of Programming as the chair, one representative appointed from each regular, provisional and associate member, and any additional interested students who apply. This committee shall be responsible for planning events around International Women’s Day and International Day of the Girl, in addition to any other desired events during the academic year.

*Section 7.* Other Committees

Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council.

**Article IX. Finances**

*Section 1.* Fiscal Year

The fiscal year of CPA shall be from January 16 to January 15 inclusive.

*Section 2.* Contracts

Dual signatures of the Vice President of Accountability and the President or the Panhellenic advisor shall be required to bind CPA on any contract.

*Section 3.* Checks

All checks issued on behalf of the CPA shall bear one of the two required signatures: President and Vice President of Accountability.

*Section 4.* Payments

All payments due to CPA shall be received by the Vice-President of Accountability, who shall record them. Checks for payments shall be made payable to the College Panhellenic Association.

*Section 5.* Dues

1. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
2. CPA membership dues shall be an assessment per member and new member.
3. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
4. The dues of each member sorority shall be payable on or before March 1 in the spring term and October 1 in the fall term.

*Section 6.* Fees and Assessments

The Panhellenic Council shall only have the authority to determine fees and assessments as may be considered necessary, so long as they are first proposed to the member chapters and approved in the official bylaws and/or standing rules of CPA.

**Article X. Extension**

*Section 1.* Extension

Extension is the process of adding an NPC women’s sorority. CPA shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

*Section 2.* Voting Rights

Only regular members of the Panhellenic Council shall vote on extension matters.

**Article XI. Violation Resolution**

*Section 1.* Violation

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of CPA shall be considered a violation.

*Section 2.* Informal Resolution

Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

*Section 3.* Judicial Process

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. CPA shall follow all judicial procedures found in NPC Unanimous Agreement VII.

1. *Mediation.* Mediation is the first step of the judicial process.
2. *Judicial Board hearing.* When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.
3. *Appeal of Judicial Board decision.* A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeals Committee.

**Article XII. Hazing**

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned. Information on hazing, including how to report allegations of hazing, can be found in the Embry-Riddle Aeronautical University Student Handbook.

**Article XIII. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern CPA when applicable and when they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order CPA may adopt.

**Article XIV. Amendment of Bylaws**

These bylaws may be amended at any regular or special meetings of the Panhellenic Council by a two-thirds vote, provided that the proposed amendment has been announced and submitted in writing two meetings prior to allow opportunity for chapter input.

**Article XV. Dissolution**

CPA shall be dissolved when only one regular member exists at Embry-Riddle Aeronautical University, Prescott. In the event of the dissolution, none of the assets of CPA shall be distributed to any members of CPA, but after payment of all debts, its assets shall be given to the National Panhellenic Conference.

**Article XVI. Non-Discrimination**

Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

**Article XVII. Recognition**

This organization is a recognized student organization at Embry-Riddle Aeronautical University, Prescott and adheres to all policies as set forth by the University in the Student Handbook.