**COLLEGE PANHELLENIC ASSOCIATION STANDING RULES**

**STANDING RULES OF THE COLLEGE PANHELLENIC ASSOCIATION**

**Article I. Student Organizations Policies**

As student organizations on campus, all members of the College Panhellenic Associations must follow the Student Handbook and all other policies and guidelines set by the Department of Student Engagement. In addition to this, all members of CPA must follow the Fraternity and Sorority Life guidelines and must be in good standing with the university. If any of these are not followed, it will be up to the University to proceed.

**Article II. Office Procedures**

*Section 1.* Attendance

The Panhellenic Delegate and the Alternate Delegate shall be present at all Panhellenic meetings. If either of these members is unable to attend, notification to the CPA President and Vice President of Communication must be sent more than 24 hours in advance. If someone besides these members will be voting, as per Panhellenic Bylaws, her credentials must be sent in two hours prior to the meeting to the Vice President of Communication. If there are not any members with credentials present, the chapter will not be allowed to vote.

1. *Credentials.* Proper credentials include a message from the President of a chapter stating that the member is in good standing with the local and national organization, consent of the President that the member is allowed to represent the chapter, the date that the credentials were written, and the date of the Panhellenic meeting. Credentials are only valid for one Panhellenic meeting. Late credentials will not be accepted.
2. *Excuses.* Excuses must be sent to either the President or Vice President of Communications before the meeting. In cases of emergency, excuses must be sent within 24 hours after the meeting. It will be up to the Panhellenic Executive Board’s discretion to determine whether excuses are valid.
	1. Examples of valid excuses are travel for University or travel for job-related opportunities (i.e. interviews). Examples of emergency excuses are hospital visits, family emergencies, or vehicle troubles.
	2. In cases regarding special meetings of the Panhellenic Council, excuses are encouraged to be sent before the meeting, but will be accepted for 24 hours after the meeting.
3. *Fines*.
	1. A fine of five dollars will be issued for Delegates or chapter Presidents arriving ten or more minute after the scheduled start time of a meeting without prior notice.
	2. A fine of ten dollars will be issued if either the Panhellenic Delegate or Alternate Delegate is missing without proper notification.
	3. A fine of forty dollars will be issued if there is not a representative from a sorority with proper credentials at a meeting.
4. *Meetings*. Before meetings for CPA are firmly established for the semester, or in the cases of special meetings, the Panhellenic Executive Council is required to give 24 hours’ notice to the chapters’ Delegate.

*Section 2.* Rosters

1. The roster for each chapter must be submitted to the Panhellenic advisor by the Friday of the first full week of school for each semester. This will allow the Panhellenic Council to have accurate numbers for total before recruitment to predict where the recruitment numbers will fall.
2. A new roster must be sent in within 72 hours of bids being accepted.
3. A fine of twenty-five dollars will be issued for every day that a roster is late.
4. Whenever the roster for a chapter is changed, a new roster must be submitted as soon as the roster change is approved by the chapter’s national organization.

**Article III. Financial Considerations**

*Section 1.* Panhellenic Dues

1. CPA dues are set at fifteen dollars per semester per member. Member is defined as new members, active members, and inactive members; but does not include alumni members.
2. As per the Bylaws, the dues of each CPA member sorority shall be payable on or before March 1 in the spring term, and October 1 in the fall term.
3. A fine of one hundred dollars per day will be issued for each day that chapter dues are late.

*Section 2.* Panhellenic Fines

1. Fines are due exactly two weeks after the fines are issued.
2. An additional fine of ten percent will be added for each day a fine is late.

**Article IV. Judicial Procedure**

CPA follows all judicial procedures as laid out in the NPC Manual of Information. The Judicial Board follows the guidelines set out in the CPA Bylaws under Article VIII, Section 3. Judicial Board.

**Article V. Code of Ethics**

*Section 1.* Code of Ethics

The College Panhellenic Association’s Code of Ethics is as follows.

We, the members of women’s sororities at Embry-Riddle Aeronautical University - Prescott, agree to promote honesty, respect, sisterhood and cooperation within the College Panhellenic and our respective chapters and in our daily lives. This code of ethics is designed to inspire our members, reinforce exemplary conduct and values-based leadership, and perpetuate lifelong membership to enrich the sorority and Panhellenic experience.

We, as Panhellenic women of Embry-Riddle Aeronautical University - Prescott, agree on and commit to:

* Uphold and demonstrate the Panhellenic spirit in thought, word and action through our chapters as well as individual members.
* Demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the College Panhellenic, each inter/national organization and our institution.
* Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference.
* Avoid disparaging remarks about any sorority or collegiate woman and refrain from discussing Panhellenic matters with nonmembers, in accordance with the dignity and good manners of sorority women.
* Recognize friendly relations with all collegiate women, both sorority members and nonmembers, realizing the importance of creating and building friendships.
* Plan recruitment events that provide opportunities for the greatest possible number of women to become sorority members while protecting the rights and privileges of individuals and the chapters.
* Provide a safe, positive and enriching recruitment experience, understanding that membership is a social
experience arrived at by mutual selection.
* Strive to be truthful, honorable, open and friendly to all potential new members during all recruitment events.
* Be respectful of the rights of every potential new member to make her own choices, including the right not to join the women’s sorority community.
* Refrain from limiting a potential new member’s chances of becoming a member of the Panhellenic community by encouraging her to make a single intentional preference or to limit her choices.

We, as Panhellenic women of Embry-Riddle Aeronautical University - Prescott, also agree on and commit to:

* Respectfully adhere to the bylaws, standing rules, and recruitment rules of CPA.
* Abide by all local and federal laws and NPC inter/national member organization bylaws.
* Hold one another accountable to these standards, remembering at all times that we represent not only our individual chapters but also the Panhellenic community as a whole.
* Be respectful of ourselves, our sisters, and our organizations on all forms of social media.

As Panhellenic women of Embry-Riddle Aeronautical University - Prescott, these are the tenets by which we strive to live.

*Section 2.* Agreement by Member Organizations

1. Every semester, the Code of Ethics must be read to the members of the chapters and be signed by each one. Digital signatures are acceptable. This must be submitted to the Vice President of Accountability before the date dues are paid.
2. A fine of five dollars is issued for each day this is not received.

**Article VI. Officer Election Procedure**

*Section 1.* Application Process

1. Applications will be available for two weeks to members who are eligible for officer positions as described in the Bylaws.
2. Applications should include thoughtful responses to the questions asked.
3. Late applications will not be accepted.

*Section 2.* Election Process

1. The outgoing CPA Executive Board will review all applications received on time for completeness, quality, and eligibility and create a proposed slate of officers. CPA Executive Board has the right to refuse to slate any application that does not meet the standards or expectations of the Board.
2. The slate will be voted upon as a whole two meetings after it is introduced. Applications for those slated will be provided to member chapters.
3. Delegates will vote on slate as whole.
	1. If slate does not pass, individual positions will be voted upon as slated in the same meeting.

*Section 3.* Vacancies During Elections

1. If a vacancy occurs during the election process, applications will be accepted for another week as outlined in the Bylaws.
2. All additional applications will be voted upon in a meeting two weeks after they are introduced.

**Article VII. Panhellenic Philanthropy**

CPA has elected to support Circle of Sisterhood as their philanthropy.

**Article VIII. Risk Management**

*Section 1.* Risk Management Policy

All member organizations shall uphold the CPA Risk Management Policy.

*Section 2.* Greek Week

Any violations of the Greek Week Handbook shall result in judicial action which may include fines between $20-$100 per instance and disqualification from Greek Week events.