



Amended February 2024

BYLAWS OF TARLETON STATE UNIVERSITY COLLEGE

PANHELLENIC ASSOCIATION

Article I. Name

The name of this organization shall be the Tarleton State University College Panhellenic Association, hereinafter referred to as Tarleton Panhellenic.

Article II. Objective

The object of the College Panhellenic Association shall be to:

- a. Conduct the business of the College Panhellenic during the academic year.
- b. Promote the growth of individual chapters and the sorority community.
- c. Organize and sponsor a women's-only membership recruitment program.
- d. Encourage the highest possible academic, social and moral standards.
- e. Coordinate activities, establish orderly procedures and provide programming in addition to recruitment.
- f. Adjudicate all matters related to the NPC Unanimous Agreements, College Panhellenic bylaws and/or other governing documents, College Panhellenic membership recruitment rules, College Panhellenic code of ethics and College Panhellenic standing rules.
- g. Actively support the mission of its host institution.
- h. Promote good public relations.
- i. Give service to the community and campus.
- j. Sponsor Junior Panhellenic, if appropriate, or present, for specialized programming efforts.
- k. Promote friendship, harmony and unity among members, chapters, faculty, administrators and campus groups.

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 the Tarleton State University Panhellenic council shall be composed of all chapters of NPC organizations at Tarleton State University.
 - a. **Eligibility for Executive officer positions with regular membership**
 - i. Members from women's organizations holding regular membership

in the Tarleton State University Panhellenic Council shall be eligible to serve as any officer so long as they hold a 2.5 GPA, take at least 12 credit hours per semester, and are in good standing with their Panhellenic chapter.

- b. Parameters Affecting Regular Membership**
 - i. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Executive Council.
 - ii. All members in active good standing have a voice and a vote.
2. **Provisional membership.** The provisional membership of the Tarleton State University Panhellenic Council shall be composed of all colonies of NPC organizations at Tarleton State University. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC organization.
 - a. Eligibility for Executive officer positions with provisional membership**
 - i. Members from women’s organizations holding provisional membership in the Tarleton State University Panhellenic council shall not be eligible to serve as an officer.
 - b. Parameters Affecting Provisional Membership**
 - i. Members shall pay no dues
 - ii. Members shall have a voice on all matters.
 - iii. Members shall not have a vote on all matters.
3. **Associate membership.** The associate membership of the Tarleton College Panhellenic Association shall be composed of women’s-only local sororities or inter/national or regional non-NPC member organizations An associate member may be expelled for cause by a majority vote of the Panhellenic Council.
 - a. Criteria for associate membership**
 - i. Must be an active, registered student organization at Tarleton State University for at least one calendar year
 - ii. Must have an active charter from their inter/national organization if applicable
 - iii. Must have an established and functioning executive board
 - iv. Must have an established recruitment/intake process to bring in new members
 - b. Eligibility for executive officer positions with Associate membership**
 - i. Members from women’s sororities holding associate membership in the Tarleton State University Panhellenic Council shall be eligible to serve as an officer but should not serve as President, Vice President of Recruitment, or Vice President of Judicial Affairs.
 - ii. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council.
 - c. Parameters Affecting Associate Membership**
 - i. Members shall pay dues as determined by the Panhellenic Council.

- ii. Members shall have a vote and voice on all matters except extension-related matters.
 1. If the chapter does not participate in primary recruitment they shall not have a vote on recruitment rules.
 2. 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 Tarleton State University Panhellenic Council bylaws, code of ethics, and any additional rules the College Panhellenic Council may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Council in conflict with the NPC Unanimous Agreements shall be voided.

Section 3. Membership Dues

1. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
2. The College Panhellenic Council membership dues shall be an assessment per member and new member per semester.
3. The amount of such dues for the next academic year shall be determined by the Panhellenic Vice President of Finance.
 - a. \$15.00 per member of each Panhellenic chapter.
 - b. The dues of each Panhellenic chapter will be invoiced by the Panhellenic Vice President of Finance on the 30th class day of each semester. Payments will be due by the 45th class day of each semester.

Section 4. Fee and Assessments

1. The College Panhellenic Executive Council shall have the authority to determine fees and assessments as considered necessary.
2. The College Panhellenic Council will charge a 10% late fee on any payment received after the deadline. Each additional day, after the first day the payment is late, \$25 will be added to the total fee.
 - a. After it has reached its cap limit, the late fees will go towards the Panhellenic Scholarship Fund to assist Panhellenic members in need with membership dues.
 - i. The cap limit is set at 75% of the original fee.
3. Panhellenic Point Fees
 - a. All initiated Panhellenic organization members must receive one Panhellenic point per semester, as stated by Article X.
 - b. For each member who does not receive their Panhellenic point, the chapter will be fined \$25 at the end of each semester.

Article IV. Officers and Duties

Section 1. Composition

The Executive officers of the Tarleton State University College Panhellenic Council shall be:

1. President
2. Vice President of Judicial Affairs
3. Vice President of Recruitment
4. Vice President of Administration
5. Vice President of Finance
6. Vice President of Programming
7. Vice President of Public Relations

Section 2. Executive Officer Responsibilities and Eligibility

Each Executive officer is required to attend all meetings of the College Panhellenic Council, unless given prior authorization by the Panhellenic President or the Vice President of Administration.

1. If it is necessary for an Executive Board member to miss any meeting, a written (email or text) must be submitted to the President and Advisor twenty-four (24) hours before the meeting, along with a submission in the excuse form provided by the Vice President of Administration. Excuses will be reviewed by the Vice President of Administration on an individual basis.
2. If the officer fails to inform the Panhellenic President or Vice President of Administration prior to the absence, the officer will be required to have a scheduled meeting with the President and Panhellenic Advisor.
3. Each Executive officer of the Panhellenic Council must maintain at least two scheduled office hours per week during their term.
 - a. Each officer will sign in once present in the office for their weekly hours.
4. Each member must maintain a 2.5 GPA, take at least 12 credit hours per semester, and be in good standing with their Panhellenic chapter.

Section 3. Duties of Executive Officers

1. The President shall:

- a. Have overall responsibility for the operation and programming of the College Panhellenic Delegates.
- b. Preside and call at all regular (delegate) meetings of the College Panhellenic Council as well as all meetings of the Panhellenic Executive Council.
- c. Represent the College Panhellenic Council on University committees, events, and/or meetings as requested.
- d. Serve as an ex-officio member of all College Panhellenic Council committees, except the judicial board.

- e. Communicate and report weekly, at least, with the Panhellenic advisor.
- f. Communicate and report as needed with the NPC area advisor.
- g. Ensure that the NPC annual report is completed.
- h. Attend Judicial Board Training to serve as the alternate Judicial Board Chairman in case of absence of the Vice President of Judicial Affairs.
- i. Shall be familiar with the NPC Manual of Information and all governing documents of this council.
- j. Assist with completing the award application for AFLV Central (optional).
- k. Complete a National Panhellenic Conference award packet.
- l. Attend Panhellenic Academy.
- m. Review, approve, and sign Panhellenic contracts involving the College Panhellenic Council.
 - i. The Vice President of Finance needs co-sign for contracts.
- n. Update the Bylaws at least once throughout the term.
- o. Maintain current copies of the following: Tarleton State University Panhellenic council bylaws and standing rules; the Panhellenic Council budget; contracts executed on behalf of the College Panhellenic Council; correspondence and materials received from the NPC area advisor; all College Panhellenic Council reports to NPC; and other pertinent materials.

2. The Vice President of Judicial Affairs shall:

- a. Perform the duties of the College Panhellenic Council President in her absence.
- b. Serve as the Chairperson of the Judicial Board.
- c. Enforce all sanctions applied by the Judicial Board and follow up with their completion through appropriate documentation.
- d. Provides Risk Management for the community.
- e. Select and train Judiciary Board representatives.
- f. Shall be familiar with the NPC Manual of Information and all governing documents of this council.
- g. Assist with completing the award application for AFLV Central (optional).
- h. Complete a National Panhellenic Conference award packet.
- i. Attend Panhellenic Academy.
- j. Maintain a complete, up-to-date College Panhellenic Council Vice President of Judicial Affairs file which will include a copy of the current Judicial Procedures, College Panhellenic Association Constitution, Bylaws, standing rules, and Panhellenic Policies; the current National Panhellenic Conference Manual of Information and related information received from the Area National Panhellenic Conference Advisor; copies of all Judicial Board correspondence, hearings, and decisions.

3. The Vice President of Recruitment shall:

- a. Serves as coordinator of Recruitment.

- b. Presides over the Recruitment Team and provides them with resourceful training materials.
- c. Aid in the selection of Recruitment Counselors.
- d. Create a Recruitment schedule with Panhellenic Advisor.
- e. Provide deadlines and due dates to chapter Recruitment officers in a timely manner.
- f. Assesses Recruitment data.
- g. Maintains and updates the College Panhellenic Council recruitment rules. Shall be familiar with the NPC Manual of Information and all governing documents of this council pertaining to recruitment.
- h. Attend National Panhellenic Academy.
- i. Assist with completing the award application for AFLV Central (optional).
- j. Complete a National Panhellenic Conference award packet.

4. The Vice President of Administration shall:

- a. Keep an up-to-date roster of all members present at all of the College Panhellenic Council meetings.
- b. Provide and record full minutes of all meetings of the College Panhellenic Council and the Executive Board.
- c. Maintain a roster of received Panhellenic Points for each chapter.
- d. Distribute Panhellenic Point updates twice throughout the semester.
- e. Send minutes and excuse forms of College Panhellenic Council meetings to the Panhellenic Executive Council and to each Voting Delegate of the College Panhellenic Council.
- f. Minutes may be sent to the chapter Presidents, College Panhellenic Council Graduate Assistant, Panhellenic Association Advisor, and Chapter Advisors, upon request to the Panhellenic Vice President of Administration or Panhellenic President.
- g. Shall serve as the head of Academics.
- h. Shall be responsible for all matters pertaining to the promotion of superior scholarship and intellectual achievement.
- i. Shall be familiar with the NPC Manual of Information and all governing documents of this council.
- j. Assist with completing the award application for AFLV Central (optional).
- k. Complete a National Panhellenic Conference award packet.
- l. Maintain a complete and up-to-date Administration file that includes the full minutes of all meetings from the date of organization and current correspondence.

5. The Vice President of Finance shall:

- a. Be responsible for the general supervision of the finances of the College

Panhellenic Council.

- b. Be responsible for the preparation of the annual budget.
- c. Following budget approval by College Panhellenic Council, provide a copy to Panhellenic Executive Council, to each Voting Delegate of the College Panhellenic Council, Chapter Presidents, College Panhellenic Council Graduate Assistant, Panhellenic Association Advisor, and Chapter Advisor.
- d. Receive all payments due to the College Panhellenic Council; collect all dues, fees, and fines; and give receipts.
- e. Pay promptly the annual NPC dues and all bills of the Tarleton State University Panhellenic Association.
- f. Be responsible for required co-signing of contracts, along with the Panhellenic President.
- g. Review financial records every two (2) weeks.
- h. It is the responsibility of the Vice President of Finance to stay within the approved College Panhellenic Council budget and to recommend budgetary edits when necessary.
- i. Shall be familiar with the NPC Manual of Information and all governing documents of this council.
- j. Assist with completing the award application for AFLV Central (optional).
- k. Complete a National Panhellenic Conference award packet.
- l. Maintain up-to-date financial records and give an annual report at the close of her term of office.

6. The Vice President of Programming shall:

- a. Serve as the College Panhellenic Council philanthropy and community service coordinator.
- b. Presides over the Philanthropy Committee.
- c. Will plan and execute at least one philanthropy event per semester and any other events hosted by the College Panhellenic Executive Council
- d. Shall be familiar with the NPC Manual of Information and all governing documents of this council.
- e. Assist with completing the award application for AFLV Central (optional).
- f. Complete a National Panhellenic Conference award packet.
- g. Maintain up-to-date files that include event recaps and any helpful material for future successors.

7. The Vice President of Public Relations shall:

- a. Be responsible for the development and implementation of public relations initiatives.
- b. Develop and maintain the College Panhellenic Council website.
- c. Design marketing materials (e.g., flyers, banners) to promote council events.
- d. Work with the Vice President of Recruitment to develop, maintain, and update helpful recruitment information for social media and marketing materials.

- e. Maintain and keep up-to-date Social Media accounts that promote a positive image of the Tarleton Greek community.
- f. Post and market all chapters on social media equally with no biases.
- g. Assist in the making or creation and distribution of any College Panhellenic PR shirts or merchandise.
- h. Shall be familiar with the NPC Manual of Information and all governing documents of this council.
- i. Attend National Panhellenic Academy.
- j. Assist with completing the award application for AFLV Central (optional).
- k. Complete a National Panhellenic Conference award packet.

Section 5. Election of Executive Officers

1. The offices of President, Vice President of Recruitment, Vice President of Judicial, Vice President of Administration, Vice President of Finance, Vice President of Programming, and Vice President of Public Relations of the Tarleton State University Panhellenic Council shall be elected by ballot.
 - a. If there is only one nominee for an office, that nominee shall be declared elected.
2. If a vacancy occurs, the Panhellenic Executive Board and the Panhellenic Advisors will decide whether to hold a special election for the vacancy or if a current Executive Board member will assume the position along with her current role. This will be decided on a case-by-case basis.
3. Applications will be made available the first week of October. The organizations will have a week to review applications and a week to vote.
 - a. President, Vice President Recruitment, and Vice President Judicial Affairs should have served on the Tarleton State University Panhellenic Council Executive Board or as a part of the Recruitment Team for one term prior to being elected.
 - b. To hold an executive office, she must have been formally or informally recruited and an initiated member in good standing with her Panhellenic chapter.
 - i. Exceptions can be made by the Center for Leadership, Service, and Outreach Office or Panhellenic Advisor.
 - c. In the event of a tie, then the vote fails, including the election of the slate.
 - d. Voting will be done by ballot.
 - i. Each organization will be allowed one vote per position and must be submitted by ballot in the last Panhellenic Council meeting of November.
4. No more than three members from the same women's organization shall hold an Executive office during the same term.

Section 8. Term

The officers shall serve for a term of one year or until their successors are selected. The term



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of office will begin upon officer transition during the Fall Semester.

Section 4. Removal

Any officer not performing their duties may be removed for cause by a ballot vote of three-fifths of the Panhellenic Council or Panhellenic Executive Council. If motioned by a member of the Executive Council, the Executive Council will ballot vote. If motioned by the Panhellenic Council, the delegates, the Panhellenic council will ballot vote. Any abuse of Panhellenic funds shall result in immediate removal of office.

1. A Member of the Executive board shall forfeit her office immediately for any of the following reasons:
 - a. She is no longer in Good Standing with Tarleton State University.
 - b. She is no longer enrolled as a full-time student at Tarleton State University.
 - c. She is no longer an active member in good standing with her chapter.
 - d. She is determined by a three-fifths vote of the Panhellenic Executive Council or Panhellenic Council to have violated material policies of this Association.

Section 10. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 5 of this article.

Article V. The College Panhellenic Council

Section 1. Authority

The governing body of the Tarleton State University College Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the Tarleton State University College Panhellenic Association including, but not limited to an: annual review of the parameters as adopted in the recruitment rules for the evaluation and/or adjustment of total every regular academic term, annual determination of dues, approval of the annual budget, consideration of the extension, setting a calendar of events, determining programming and establishing recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the College Panhellenic Association that do not violate the sovereignty, rights, and privileges of the member sororities.

Section 2. Composition and Privileges

1. The Tarleton State University College Panhellenic Council shall be composed of two delegates and, at minimum, one alternate delegate from each regular, provisional, and associate member group at Tarleton State University as identified in Article IIIIV.
 - a. Only having one delegate to represent the Panhellenic chapter will result in a \$25 fine per each delegate meeting held by the College Panhellenic Council.
 - b. The voting delegates shall be the primary delegates of the Panhellenic Council.
 - c. The alternate delegates shall have a voice but no vote when the two primary

- delegates are present.
- d. The alternate delegate shall act and vote in the place of the delegate when a primary delegate is absent.
 - e. If both delegates and alternates are absent, the vote may be cast by a member of the organization, providing her credentials have been presented to the council president.
 - f. Failure to have two delegates (primary, alternate, or appointed chapter member) present from each regular, provisional, and associate member group will result in a \$100 fine to the respective chapter.
 - g. It is up to each Panhellenic chapter as to how these fines are distributed.

Section 3. Selection of Delegates and Alternates

Delegates and alternates to the College Panhellenic Council shall be selected by their respective chapters to serve for a term of one year. The term of office will begin upon election during Fall semester.

Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the organizations affected to select a replacement within 3 weeks and to notify the Panhellenic Council President and Vice President of Administration of the name, email address, and telephone number of the new delegate.

Section 5. Duties and Responsibilities

1. Must attend all, biweekly, Panhellenic Delegate Meetings.
2. Delegates are granted 2 excused meetings per semester. An excused meeting is defined as a meeting in which the delegate informs the Panhellenic Vice President of Administration of her absence at least 24 hours prior to the meeting and sends the chapter alternate. If the 24-hour deadline is not met or a replacement is not sent, a fine of \$25 will be billed to the chapter. It is up to the chapter as to how the fine is distributed.
3. Support NPC Unanimous Agreements, policies, and procedures.
4. Must understand local College Panhellenic Association policies and procedures.
5. Should know when to consult her sorority's chief Panhellenic officer for assistance and advice regarding College Panhellenic concerns.
6. Should be prepared and knowledgeable about College Panhellenic concerns, the view of the Panhellenic chapter, and how to voice concerns to the Council.
7. Should present regular College Panhellenic reports at chapter meetings.
 - a. If failure to present the College Panhellenic reports to the Panhellenic chapter, the delegate will be required to schedule a meeting with the Panhellenic President.
 - b. If failure to present College Panhellenic report for the second time, the delegate will be required to have a meeting with the Panhellenic President and their current



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chapter president.

Section 6. Meetings

1. Delegate Meetings
 - a. Delegate meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term.
 - b. The meeting time and location will be decided by the Panhellenic President or Panhellenic Advisor.
2. Annual Meetings
 - a. The annual meeting of the Panhellenic Council shall be held during the month of November. The purpose of the annual meeting shall be for the election of officers and any other business that may properly come before the delegates.
3. Special Meetings
 - a. Special meetings of the College Panhellenic Council may be called by the President when necessary. Notice of each special meeting of the College Panhellenic Council shall be sent to each member of the council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 7. Means of Communication

The Panhellenic Council may conduct business at any meeting (delegate or special) through the use of any means of communication by which all delegates participating may simultaneously hear one another and participate in the proceedings during the meeting.

Section 8. Quorum

Three-fifths of the delegates from the Greek organizations of the Tarleton State University Panhellenic Council shall constitute a quorum for the transaction of business.

Section 9. Vote Requirements

1. Proposed motions on issues that impact the community as a whole must be announced at a previous meeting to allow the opportunity for chapter input before a vote may be taken on the issue.
2. A three-fifths vote of the College Panhellenic Council, delegates, 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.
3. All other votes, unless specified in these bylaws, shall require a majority, three-fifths, vote for adoption
 - a. NOTE: See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be President, Vice President Judicial, Vice President of Recruitment, Vice President of Administration, Vice President of Finance, Vice President of Programming, and Vice President of Public Relations.

Section 2. Duties

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

Section 3. Delegate Meetings

1. Delegate Meetings
 - a. Delegate meetings of the Executive Board shall be held at a time and place established at the beginning of each academic term.
2. Special Meetings
 - a. Special meetings of the Executive Board may be called by the President when necessary and shall be called upon the electronic or written request of three, or more, members of the Executive Board. Electronic or written notice of each special meeting of the Executive Board shall be sent to each member of the Executive Board at least 24 hours prior to convening the meeting; however, such notice may be waived and attendance at such meeting shall constitute waiver of said notice.

Section 4. Quorum

A majority of Executive Board members shall constitute a quorum for the transaction of business. This would be four out of the seven members.

Article VII. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic Advisor of the Tarleton State University College Panhellenic Council shall be appointed by the Center for Leadership, Service, and Outreach.

Section 2. Authority

The Panhellenic Advisor shall serve in an advisory capacity to the Tarleton State University College Panhellenic Council. The Panhellenic Advisor shall have a voice but no

vote in all meetings of the College Panhellenic Council and the Executive Board.

Article VIII. Committees

Section 1. Standing Committees

1. The standing committees of the Tarleton State University Panhellenic Council shall be the Judicial Board Committee and Philanthropy Committee.
2. 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 chairman of all standing and special committees, except as provided otherwise in these bylaws. These positions will be filled by filling out an application, at least. In making these appointments, the Executive Board should recognize fair representation from all Panhellenic chapters 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:
 - a. Vice President of Judicial Affairs as chairman
 - b. One member from each of Panhellenic chapters chosen through an application and interview process at the discretion of the Vice President of Judicial Affairs and the Panhellenic Advisor.
 - c. The Panhellenic Advisor shall serve as a non-voting ex-officio member.
2. 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.
3. The Judicial Board shall educate all Panhellenic chapters about the judicial procedure. In accordance with NPC Unanimous Agreement VII. College Panhellenic Council 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 Tarleton State University Panhellenic Council that are not settled informally or through mediation.
 - a. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.
 - b. The Judicial Board has the right to suggest penalizations for chapters found guilty of the violation in question. These penalties must be fair and in accordance with the National Panhellenic Manual of Information.

Section 4. Philanthropy Committee

1. The Philanthropy Committee shall consist of:

- a. Vice President of Programming as chairman.
- b. Equal number of members from each chapter.
2. The committee shall be responsible for:
 - a. All matters pertaining to the promotion of community service/philanthropy such as fundraising, tabling, marketing, and planning.
 - b. Attending and assisting the Vice President of Programming in planning and executing philanthropic events.

Section 5. Other Committees

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

Article IX. Finances

Section 1. Fiscal Year

The fiscal year of the Tarleton State University College Panhellenic Council is from December 1-November 30.

Section 2. Contracts

Dual signatures of the President and the Vice President of Finance shall be required to bind the Tarleton State University Panhellenic Council on any contract.

Section 3. Checks

1. All checks issued on behalf of the Tarleton State University Panhellenic Council shall bear dual signatures. The following shall be authorized to be one of the two required signatures: The President and the Vice President of Finance.
 - a. The Vice President of Finance shall both be in position of the Panhellenic checkbook and credit card. All purchases must go through the Vice President of Finance for approval. The checkbook and credit card must be checked out from the Vice President of Finance and must be returned within 12 hours.
 - i. If the Vice President of Finance is not available, the President can approve under special circumstances.
 - b. Receipts for purchases must be available if requested by the Vice President of Finance.

Section 4. Payments

All payments due to the Tarleton State University Panhellenic Council shall be received by the Vice President of Finance who shall record them. Checks for payments shall be made payable to the Tarleton State University Panhellenic Council.



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Article X. Panhellenic Point

Section 1. Panhellenic Points

Every active initiated member of each Panhellenic chapter is required to receive one Panhellenic point per semester. Events that are eligible to be considered for Panhellenic Points must be a Panhellenic sponsored event, an event sponsored by the Center for Leadership, Service, and Outreach Office, or an event that has been presented at a regular meeting and voted on by each Panhellenic Council member, the delegates. All events by the Panhellenic Council will be voted on to be a possible Panhellenic Point.

Article XI. Extension

Section 1. Extension

Extension is the process of adding a NPC women's Greek organization.

The Tarleton State University College Panhellenic Council 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 College Panhellenic Council shall vote on extension matters.

Article XII. Violation Resolution

Section 1. Violation

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

Section 2. Informal resolution

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

Section 3. Judicial process

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The Tarleton State University Panhellenic Council shall follow all

judicial procedures found in NPC Unanimous Agreement VII.

1. **Reporting:** Infractions, excluding recruitment infractions, may only be reported and signed by one of these people:
 - a. Chapter president on behalf of her chapter
 - b. Chapter executive officer/board member on behalf of her chapter
 - c. College Panhellenic officer
 - d. Fraternity/sorority advisor
2. **Mediation:** Mediation is the first step of the judicial process. The Tarleton State University Panhellenic Council shall follow all NPC Unanimous Agreements concerning the judicial process.
 - a. Mediation shall be closed to the public.
 - b. All participants in the mediation shall keep strict confidentiality.
 - c. No more than three participants (including a chapter advisor) shall represent either party and/or each sorority involved at mediation.
 - d. The mediator shall not be an undergraduate student.
 - e. In cases of infractions for which a College Panhellenic officer or another individual has information regarding the infraction and did not file the infraction, then the person shall attend only for the purpose of presenting the information, after which he or she shall be excused from the mediation.
3. **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.
4. **Appeal of Judicial Board decision.** A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeal Committee. The Tarleton State University Panhellenic Council shall follow all NPC Unanimous Agreements concerning the appeals process.

Article XIII. Hazing

All forms of hazing, pledge day and/or pre-initiation activities which are defined as hazing shall be banned. Hazing is defined as any action or situation with or without consent which recklessly, intentionally or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury, or causes discomfort, embarrassment, harassment or ridicule or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in a chapter or colony of an NPC member fraternity.

Such activities and situations include, but are not limited to, creation of excessive fatigue; physical and psychological shocks; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; participating in treasure or scavenger hunts; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities or normal sleep patterns; and any other activities which are not consistent with fraternal law, ritual, or the regulations and policies of the member fraternity or the educational institution.



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Article XIV. Inclusion Statement

Tarleton State University College Panhellenic Association does not categorically deny membership to an individual, based on race, color, religion, sex*, national origin, age, disability, marital status, military or veteran status or political affiliation.

*Pursuant to 20 U.S.C. 1681(a)(6)(A), social fraternities and sororities may limit membership on the basis of sex.

Article XV. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Tarleton State University College Panhellenic Council when applicable and in which they are not inconsistent with the NPC Unanimous Agreements, these bylaws, and any special rules of order the Tarleton State University Panhellenic council may adopt.

Article XVI. Amendment of Bylaws

These bylaws may be amended by a three-fourths ($\frac{3}{4}$) majority vote of the present and voting delegates of the College Panhellenic Council provided that the proposed amendment has been announced and submitted in writing at the previous delegate meeting.

Article XVII. Dissolution

This council shall be dissolved when only one regular member exists at Tarleton State University. In the event of the dissolution of the council, none of the assets of the council shall be distributed to any members of the council, but after payment of the debts of the Association, but after payment of all debts, its assets shall be given to the National Panhellenic Conference.

Standing Rules

A College Panhellenic council may wish to adopt additional rules that pertain to the administration of the Association. These types of rules belong in the standing rules rather than in the bylaws. Standing rules are written as a separate document from the bylaws, but should be attached to and distributed with the bylaws.