Bylaws of the University of Colorado Boulder Panhellenic Association
Adopted November 4, 2015

Article I. Name

The name of this organization shall be the University of Colorado Boulder (CU-Boulder) Panhellenic Association.

Article II. Object

The object of the Panhellenic Association 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 groups as continually 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 in concern for and maintenance of 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.

A. **Regular membership.** The regular membership of the CU-Boulder Panhellenic Association shall be composed of all chapters of NPC sororities at CU-Boulder. Regular members of the College Panhellenic Association shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and one vote on all matters.

B. **Provisional membership.** The provisional membership of the CU-Boulder Panhellenic Association shall be composed of all colonies of NPC sororities at CU-Boulder. 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.

C. **Associate membership.** Local sororities or national or regional non-NPC member groups may apply for associate membership of the CU-Boulder Panhellenic Association. 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 College Panhellenic Council. An associate member shall have
voice and one vote on all matters except extension-related matters and, if they are not participating in the formal 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

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

B. **Boulder Values.** All members, without regard to membership class, must complete the Boulder Values program each year. Changes to this document will be considered as needed and must be ratified by the Panhellenic Council.

Article IV. Officers and Duties

Section 1. Officers
The officers of the CU-Boulder Panhellenic Association shall be President, Internal Vice President, External Vice President, Director of Communication, Director of Finance, Director of Philanthropy, Director of Membership Recruitment, Director of Recruitment Counselors, Director of Membership Education, and Director of Greek Relations.

Section 2. Eligibility
Eligibility to serve, as an officer shall depend on the class of membership:

A. **Regular membership.** Members from sororities holding regular membership in the CU-Boulder Panhellenic Association shall be eligible to serve as any officer.

B. **Provisional membership.** Members from sororities holding provisional membership in the CU-Boulder Panhellenic Association shall not be eligible to serve as an officer.

C. **Associate membership.** Members from sororities holding associate membership in the CU-Boulder Panhellenic Association shall be eligible to serve as an officer except President, Internal Vice President, External Vice President, Director of Membership Recruitment, and Director of Recruitment Counselors.

Section 3. Selection of Officers
Officers of the CU-Boulder Panhellenic Association shall be elected through an application, interview, slate, and voting procedures as outlined in the “Slating and Election Procedures of the CU-Boulder Panhellenic Association.”

Section 4. Office-Holding Limitations
A. No more than two members from the same sorority shall hold office during the same term.
B. Must be an active member in good standing with their chapter
C. To be eligible for the office of President, the applicant must have held an executive office within her respective chapter or have previously served on the Panhellenic Executive Board.
D. To be eligible for the office of President or Membership Recruitment Coordinator the previous officer and the applicant may not hold membership in the same fraternal organization.

Section 5. Voting Procedure
The Panhellenic Executive Board shall serve as the nominating committee for the annual election process. The board shall review all submitted applications, conduct interviews with all qualified candidates and create a slate of candidates to be passed on to the chapter delegates. The delegates shall consider the qualifications of the slated officers for elected officers and shall place a vote for the candidate. A majority vote will move a slated officer to an elected officer.

Section 6. Term
The officers shall serve for a term of one year or until successors are slated and voted upon. The term of office will begin upon installation that shall take place at the next Panhellenic meeting following elections. The outgoing officer shall transition the new officer with full responsibilities taking place at the beginning of the following semester.

Section 7. Removal
Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.

Section 8. Vacancies
Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.

Section 9. Duties of Officers
All elected officers are required to:
- Complete a minimum of 4 office hours per week.
- Attend all Panhellenic Executive Council meetings.
- Attend all Panhellenic Council meetings and report on current and/or upcoming projects.
- Assist the Membership Recruitment Coordinator during formal recruitment.
- Perform all other duties normally associated with their position.
A. The President shall:

- Have overall responsibility for the operation of the Panhellenic Association.
- Preside at all regular and special meetings of the Panhellenic Community.
- Preside at all Panhellenic Executive Board meetings.
- Preside at Chapter President meetings.
- Review, approve and sign all Panhellenic Association contracts. Co-sign Panhellenic checks over $500.
- Assist Panhellenic Director of Finance in developing the Panhellenic Budget.
- Maintain a working relationship with the Center for Student Involvement and act as an official signer for on-campus scheduling and financial transactions.
- Assist the Internal Vice President in the organization and execution of the established Sorority Sexual Assault and Bystander Intervention Education program in consultation with Community Health, Office of Victims Assistance, and the Institutional Equity and Compliance Office. This program should take place in the fall semester.
- Serve as an ex-officio member of all Panhellenic Association committees, except the judicial board.
- Meet weekly with the Panhellenic Advisor(s).
- Communicate regularly with the NPC area advisor.
- Maintain current copies of the following: CU-Boulder Panhellenic Association bylaws and standing rules; the Panhellenic Association budget; contracts executed on behalf of the Panhellenic Association; correspondence and materials received from the NPC area advisor; all College Panhellenic reports to NPC; and other pertinent materials.
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Maintain relations with university and greater Boulder community.
- Attend the Coalition for Responsible Community monthly meeting or equivalent.
- Serve as a liaison to CU Boulder IFC, Boulder IFC and MGC and other student organizations.
- Serve on the Panhellenic Executive Recruitment Team and assist the Membership Recruitment Coordinator during formal recruitment.

B. The Internal Vice President shall:

- Assist the Panhellenic President and shall perform the duties of the Panhellenic President in her absence.
- Serve as the Chairman of the Panhellenic Judicial Board.
- Supervise the appointment, orientation and training of judicial board members.
- Maintain and preserve all confidential judicial records.
• Serve as the Risk Management Officer of Panhellenic specifically during Formal Recruitment, Homecoming, Dance Marathon, Greek Week and any other event that is sponsored by Panhellenic.
• Implement the CU-Boulder Panhellenic Association Social Event Policy for chapter’s social events throughout the year.
• Conduct safety and risk roundtables as needed.
• Plan and execute a risk management training session in the spring semester.
• Assist the President in the organization and execution of the established Sorority Sexual Assault and Bystander Intervention Education program in consultation with Community Health, Office of Victims Assistance, and the Institutional Equity and Compliance Office. This program should take place in the fall semester.
• Assist the Panhellenic Advisor with Boulder Values.
• Maintain and update all governing documents.
• Attend the Coalition for Responsible Community monthly meeting or equivalent.

C. The External Vice President shall:

• Plan and supervise activities to promote good community relations.
• Serve as a member of the Boulder Hill Alliance and attend monthly UNHA meetings.
• Attend Boulder City Council and City Planning meetings
• Stay current on local, state, and national issues affecting fraternities and sororities.
• Serves as the Vice Chairman of the Panhellenic Judicial Board.
• Plan and coordinate Greek Awards.
• Plan and coordinate Fire Academy.
• Attend Boulder Area Alumnae Panhellenic meetings.
• Attend the Coalition for Responsible Community monthly meeting or equivalent.
• Work with the GLBTQ Resource Center to maintain Safezone training each chapter in the spring semester.
• Oversee the planning and organization of Recruitment Orientation.
• Oversee the planning and organization of summer orientation programs as needed.
• Oversee the planning and organization of the Greek Life Fair and any other campus tabling opportunities including Admitted Students Day.
• Be available during the summer as needed.

D. The Director of Communication shall:

• Keep records of attendance for all Panhellenic and Executive Council meetings.
• Prepare and distribute minutes of all Panhellenic Council and Executive Council meetings in a timely manner.
• Coordinate calendar scheduling for all Panhellenic and University events.
• Prepare, Count and keep records of all voting/resolutions.
• Coordinate and schedule speakers for Panhellenic meetings.
• Coordinate and present “Greek Woman of the Month.”
• Coordinate slating and election processes for incoming Panhellenic Council.
• Handle all aspects of publicity and public relations for the Panhellenic Association.
• Work with the Executive Council and member sororities to promote projects and events of the Panhellenic Association.
• Serve as the Panhellenic Publications Coordinator including the Recruitment Guidebook and brochures.
• Be available during the summer for weekly and biweekly recruitment team meetings.

E. The Director of Finance shall:

• Be responsible for the general supervision of the finances of the Panhellenic Association including the checking and savings account.
• Maintain a working relationship with the Center for Student Involvement and act as an official signer for on-campus scheduling and financial transactions.
• Be responsible for the prompt payment of all bills of the Panhellenic Association.
• Receive all payments due to the Panhellenic Association. Collect all dues and provide receipts.
• Keep all records and receipts from Panhellenic expenditures.
• Be responsible for submitting the Panhellenic budget for Panhellenic Council at the beginning of each academic semester.
• Organize filing of taxes with an accountant at the beginning of the term in January/February.
• Maintain a file system for Panhellenic financial statements and information.

F. The Director of Philanthropy and Service shall:

• Serve as the Chairman for all Panhellenic philanthropy events.
• Work with member sororities in coordinating chapter philanthropic and community service participation.
• Collect and compile data on chapter community service hours, events, and fund raising for website and other publications.
• Conduct community service/philanthropy roundtables.
• Coordinate philanthropy and service events through external community relations.
• Plan and execute a community-wide philanthropic event. Work with the Director of Greek Relations to coordinate philanthropic and community service events during Greek Week.

G. The Director of Membership Recruitment shall:

• Be responsible for organizing and conducting the Panhellenic Formal Recruitment.
• Be responsible for assisting chapters with Continuous Open Bidding and Snap Bidding (when applicable).
• Conduct Recruitment Chairman roundtables.
• Chair the Panhellenic Executive Recruitment Team.
• Be available during the summer for weekly and/or biweekly recruitment team meetings.

H. The Director of Recruitment Counselors shall:

• Organize and supervise the selection and training of Recruitment Counselors.
• Organize and conduct Recruitment Counselor trainings.
• Organize and create all documentation and scheduling for Recruitment Counselors.
• Oversee Recruitment Counselors during the formal recruitment process.
• Attend all Recruitment Chairman roundtables.
• Serve on the Panhellenic Executive Recruitment Team and assist the Membership Recruitment Coordinator during formal recruitment.
• Be available during the summer for weekly and/or biweekly recruitment team meetings.

I. The Director of Member Education shall:

• Be the Director of chapters’ New Member Educators.
• Coordinate Panhellenic Bid Day Activities with the Panhellenic Executive Recruitment Team.
• Ensure all Chapter Bid Day activities are in compliance with Panhellenic Unanimous Agreements and the Bylaws and Constitution of the CU-Boulder Panhellenic Association.
• Plan a fall and spring All Member Education Seminar.
• Plan a New Member information Session following Formal Recruitment.
• Plan the Required New Member Safety and Risk presentation following Bid Day.
• Serve as the Scholarship Chairman of Panhellenic.
• Oversee the sorority Wellness Program
• Serve as a resource for information pertaining to University academic, scholarship, and wellness programs.
J. The Director of Greek Relations shall:

- Serve as the Greek Week Chairman.
- Serve as the Homecoming Chairman.
- Be responsible for pairing Greek Week and Homecoming partners.
- Be available over the summer for CUSG Homecoming Committee meetings.

Article V. The Panhellenic Council

Section 1. Authority
The governing body of the CU-Boulder 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 CU-Boulder Panhellenic Association 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 Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of member sororities.

Section 2. Composition and Privileges
The CU-Boulder Panhellenic Council shall be composed of one delegate from each regular, provisional and associate member group at the University of Colorado 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. An alternate delegate shall act and vote in the place of the delegate when the delegate is absent.

Section 3. Selection of Delegates and Alternates
Delegates to the Panhellenic Council shall be selected by their respective sorority chapters to serve for a term of one year commencing upon selection by the chapter.

Section 4. Delegate Vacancies
When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within 2 weeks and to notify the Panhellenic Director of Communication of her name, email address 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. Annual Meeting
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.
Section 7. Special Meetings
Special meetings of the Panhellenic Council may be called by the president when necessary and shall be called by her upon the written request of no fewer than one fourth of the member sororities of the CU-Boulder Panhellenic Association. 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.

Section 8. Quorum
Two-thirds of the delegates from the member sororities of the University of Colorado Boulder Panhellenic Association shall constitute a quorum for the transaction of business.

Section 9. Vote Requirements

A. Proposed motions on issues that impact a chapter as a whole must be announced at least two weeks prior to the vote in order to allow chapter input before a vote may be taken on the issue.

B. 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, Internal Vice President, External Vice President, Director of Communication, Director of Finance, Director of Philanthropy, Director of Membership Recruitment, Director of Recruitment Counselors, Director of Membership Education, and Director of Greek Relations.

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 director of communication, 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 CU-Boulder Panhellenic Association shall be appointed by the CU-Boulder administration.

Section 2. Authority
The Panhellenic advisor shall serve in an advisory capacity to the CU-Boulder Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board.

Article VIII. Committees

Section 1. Standing Committees
A. The standing committees of the CU-Boulder Panhellenic Association shall be the Judicial Board and Membership Recruitment Committee.

B. 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 or Panhellenic Council shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and, in making these appointments, recognize fair representation from all member sororities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board.

Section 3. Judicial Board
The Judicial Board shall consist of the Internal Vice President as chairman, the External Vice President as Vice Chairman, and one member from each regular membership sorority. 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. 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
Section 4. Membership Recruitment Committee
The Membership Recruitment Committee shall consist of a chairman and one representative from each regular, provisional, and associate member. 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 chairman 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 group and chapter advisor.

Section 5. 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 the CU-Boulder Panhellenic Association shall be from Jan, 01 to Dec, 31 inclusive.

Section 2. Contracts
Dual signatures of the President and the Director of Finance shall be required to bind the CU-Boulder Panhellenic Association on any contract.

Section 3. Checks
All checks issued on behalf of the CU-Boulder Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: President and the Director of Finance.

Section 4. Payments
All payments due to the CU-Boulder Panhellenic Association shall be received by the Director of Finance, who shall record them. Checks for payments shall be made payable to the CU-Boulder Panhellenic Association.

Section 5. Dues
A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
B. Panhellenic Association membership dues shall be an assessment per member and new member. Regular and provisional member sororities shall pay $13.00 for both members and new members. Associate member sororities shall pay $10.00 for both members and new members. The dues of each Panhellenic Association member sorority shall be payable on or before November, 01 and April, 01.

Section 6. Fees and Assessments
The Panhellenic Council shall have the authority to determine fees and assessments as necessary.

Article X. Extension

Section 1. Extension is the process of adding an NPC sorority. The CU-Boulder Panhellenic Association 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 the CU-Boulder Panhellenic Association 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 CU-Boulder Panhellenic Association shall follow all mediation guidelines found in the Manual of Information.

A. Mediation. Mediation is the first step of the judicial process. The CU-Boulder Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the NPC Manual of Information.

B. 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.
C. **Appeal of Judicial Board decision.** A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenic’s Judicial Appeal Committee. The CU-Boulder Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

**Article XII. Hazing**

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned.

**Article XIII. Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the CU-Boulder Panhellenic Association in all cases to which they are applicable and in which they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the CU-Boulder Panhellenic Association may adopt.

**Article XIV. Amendment of Bylaws**

These bylaws may be amended at any regular or special meeting of the CU-Boulder Panhellenic Council by a two-thirds vote, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting allowing an opportunity for chapter input.

**Article XV. Dissolution**

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

**Standing Rules**

The College Panhellenic Association of the University of Colorado Boulder has adopted additional rules that pertain to the administration of the association. Standing rules are written as a separate document from the bylaws and distributed with the bylaws.

The CU-Boulder Panhellenic Association has adopted the following standing rules:

- Boulder Values
- Greek Awards
- Code of Ethics
- Membership Recruitment Guidelines
- Recruitment Counselor Selection Procedures
- Judicial Procedures
- Social Event Policy
- Greek Week and Homecoming Rule Books
- Slating and Election Procedures of the CU-Boulder Panhellenic Association