



Bylaws

OF THE UNIVERSITY OF COLORADO BOULDER PANHELLENIC ASSOCIATION

AMENDED DECEMBER 10, 2024

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:

- Consider the goals and ideals of member organizations as continually applicable to campus and personal life.
- Promote superior scholarship and intellectual development.
- Cooperate with member women's sororities and the university administration in concern for and maintenance of high social and moral standards.
- Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies and best practices.
- 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 installed chapters of NPC sororities at CU Boulder. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council. Each regular member shall have a voice and one vote on all matters.
 - a. A CU Boulder Panhellenic Council regular member has the following responsibilities:
 - i. Pay regular member Panhellenic dues.
 - ii. Attend all Panhellenic Council meetings.
 - iii. Attend all Panhellenic Council required events.
 - iv. Comply with all CU Boulder Panhellenic Council and university policies.
- B. Provisional membership.** The provisional membership of the CU Boulder Panhellenic Association shall be composed of all newly established chapters 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.** Women's only local sororities or national or regional non-NPC member organizations 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 Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If the associate chapter does not participate in the primary recruitment process, the associate chapter shall not have a vote on recruitment rules and the establishment or the modification of 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.

- a. Before an organization may be granted associate membership to the Panhellenic Council, it must meet the following criteria:
 - i. Attain a membership of at least 15 active members.
 - ii. Elect chapter officers by democratic procedures.
 - iii. Submit an academic roster of all chapter members.
 - iv. Submit a copy of its bylaws.
 - v. Submit the name and address of the chapter advisor.
- b. A CU Boulder Panhellenic Council associate member has the following responsibilities:
 - i. Pay associate member Panhellenic dues.
 - ii. Attend all Panhellenic Council meetings.
 - iii. Attend all Panhellenic Council-required events, except recruitment and related activities.
 - iv. Maintain a membership of at least 12 active members.
 - v. Comply with all CU Boulder Panhellenic Council and university policies.
 - vi. After one year of holding associate member status, the associate member chapter(s) may apply to hold positions on the Panhellenic Executive Board, with the exception of President, Vice President of Accountability, Vice President of Community Events, Vice President of Recruitment, Vice President of Recruitment Operations, Vice President of Recruitment Counselors, and Vice President of Potential New Member Experience

Section 2. Privileges and Responsibilities of Membership

- D. 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.
- E. Boulder Values.** All members, without regard to membership class, must complete the Boulder Values program each year. Changes to Boulder Values 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, Vice President of Accountability, Vice President of Community Events, Vice President of Administration, Vice President of Marketing, Vice President of Education, Vice President of Recruitment, Vice President of Recruitment Operations, Vice President of Recruitment Counselors, Vice President of Potential New Member Education, Vice President of Diversity, Equity and Inclusion, and Vice President of Finance.

Section 2. Eligibility

Eligibility to serve as an officer shall depend on the membership class:

- F. Regular membership. Members from sororities holding regular membership in the CU Boulder Panhellenic Association shall be eligible to serve as any officer.
- G. Provisional membership. Members from sororities holding provisional membership in the CU Boulder Panhellenic Association shall not be eligible to serve as an officer.
- H. Associate membership. Members from women's only sororities holding associate membership in the CU Boulder Panhellenic Association shall be eligible to serve as an officer except President, Vice President of Accountability, Vice President of Community Events, Vice President of Recruitment, Vice President of Recruitment Operations, Vice President of Recruitment Counselors, and Vice President of Potential New Member Experience.

Section 3. Selection of Officers

Officers of the CU Boulder Panhellenic Association shall be elected through an application, interview, slate and voting procedure as outlined in the "Slating and Election Procedures of the CU Boulder Panhellenic Association" in the standing rules of these bylaws.

Section 4. Office-Holding Limitations

- I. No more than two members from the same women's only sorority shall hold office during the same term.
- J. An officer must be an active member in good standing with her chapter.
- K. To be eligible for the office of President, the applicant must have held an executive office within their sorority chapter or have previously served on the Panhellenic Executive Board.
 - a. If the applicant has not held a position on the executive board of her sorority chapter but has held another leadership position, they must obtain a letter of recommendation from her chapter advisor to be considered for the office of President.

- L. Candidates for President and Vice President of Recruitment may not hold membership in the same NPC sorority.
- M. Candidates for the positions of Vice President of Accountability and President may not hold membership in the same NPC sorority.
- N. Candidates for the positions of Vice President of Accountability and Vice President of Community Events may not hold membership in the same NPC sorority.

Section 5. Nomination and Voting procedure

A nominating committee of 10 members shall be selected through an application or nomination process administered by the Panhellenic Advisor and Panhellenic President. The recommended composition of the nominating committee shall be as follows:

- 2 members of the Panhellenic Executive Board
- 2 Chapter Presidents
- 2 collegiate Chapter Officers other than the Panhellenic Delegate
- 2 Chapter Advisors
- 2 at-large collegiate members of the Panhellenic community.

Consideration shall be given to ensure broad representation on the nominating committee from members of the Panhellenic Association.

- O. No more than 2 members of the nominating committee may be from the same CU Panhellenic Member organization.
- P. The Panhellenic Advisor shall serve as a non-voting member of the nominating committee.
- Q. The nominating committee 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 slate. A majority vote will move slated officers to elected officers.

Section 6. Term

The officers shall serve for a term of one year or until successors are slated and voted on. The term of office will begin upon officer installation, which shall take place at the next Panhellenic meeting following elections. The outgoing officers shall transition the new officers 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 all CU Boulder Panhellenic Officers

- R. The duties of all officers are, but should not be limited to:
 - a. Attend and fully engage in all CU Boulder Panhellenic Executive Board and other College Panhellenic (CPH) meetings.
 - b. Oversee committees designated to officer positions, and appoint a chairperson within two weeks of formation.
 - c. Administer routine business between meetings of the CPH and other business as approved for action by the Panhellenic Council vote.
 - d. Officers on Panhellenic Board are to take on the representation of the Panhellenic Board first, before their own chapter. They will advocate for the community and CPH and must be in good standing with their chapter.
 - e. Meet with chapter executive council counterparts at least once a semester.
 - f. Establish officer, council, and community goals at the beginning of their term and revise them at the beginning of each semester.
 - g. Uphold the CU Boulder CPH Code of Ethics and Mission Statement and strive towards unity within Panhellenic, all Greek councils, and to the university as a whole.
 - h. Attend designated Panhellenic sponsored events.
 - i. Assist the Vice President of Recruitment with the coordination of Fall Recruitment, Continuous Open Recruitment, and Informal recruitment periods.
 - j. Communicate Panhellenic promotions to the Vice President of Marketing in a timely manner.
 - k. Keep the Panhellenic office, storage space, and any other used space clean and organized. This includes the Group Drive for all Panhellenic positions.
 - l. Maintain a grade point average requirement of 3.0 cumulative. The Panhellenic Advisor shall review grades of officers following the conclusion of the spring semester. In the event that an officer's grade point average is below 3.0, they will meet with the Panhellenic Advisor at the Advisor's discretion.

- m. Assist the President in the completion of National Panhellenic Awards.
- n. Attend the conference for the Association of Fraternal Leadership & Values.
- o. Hold office hours during the Fall and Spring semester.
- p. Serve as a member of the Peer Accountability Board as needed (if not already designated as the peer accountability officer).

S. Officer specific roles:

a. President

- Have overall responsibility for the operation of the Panhellenic Association
- Call and preside at all regular and special meetings of the Panhellenic community and Panhellenic Executive Board
- Communicate regularly with the NPC area advisor
- Maintain a working relationship with the Center for Student Involvement and act as an official signer for on-campus scheduling and financial transactions
- Maintain relations with the university and greater Boulder community
- Represent CPH on University committees, events and/or meetings as requested
- Serve as the official student spokeswoman for the CPH Community
- Meet weekly with the Panhellenic advisor(s)
- Serve as a liaison to CU Boulder Interfraternity Council (CUIFC), Boulder IFC on the Hill, MGC and other student organizations
- Maintain communication among alumnae, campus administration, and campus leadership, professional and student led, as well as other stakeholder groups
- Ensure that the NPC College Panhellenic annual report is completed by or before the April 15 deadline
- Review, approve and sign all Panhellenic Association contracts and co-sign Panhellenic checks over \$500
- Serve on the Panhellenic Executive Recruitment team and assist the VP of Recruitment and Vice President of Recruitment Operations, Vice President of Recruitment Counselors, and Vice President of Potential New Member Experience during primary recruitment
- Coordinate Panhellenic Executive Officer elections, training, and transition period
- Assist the executive council by any other means, as needed
- Serve as a member of the Boulder Hill Alliance
- Complete a National Panhellenic Conference award packet in the biennium year
- Meet with each of the Panhellenic Delegates at the beginning of their terms to conduct training on Panhellenic operations
- Meet with CPH chapter presidents at least once a semester
- Update and review the Panhellenic Strategic Plan with Panhellenic Advisor within two weeks of the start of her term

b. VP of Accountability

- Assist the Panhellenic President and perform the duties of the Panhellenic President in her absence
- Be the liaison between the chapter risk management chairs and the Panhellenic Risk Management Committee, as well as the liaison between CUPD and BPD
- Serve as the risk management officer during any event sponsored by Panhellenic
- Educate chapters on the Panhellenic Peer Accountability Process twice per year once in the Spring and once during the Recruitment work week
- Plan at least one Risk Management and Social Chair roundtable per academic semester and one Risk Management Committee roundtable per academic semester
- Plan and execute a risk management training session during the spring semester
- Implement the CU Boulder Panhellenic Association social event policy for all chapter social events throughout the year
- Maintain and preserve all confidential judicial records
- Maintain and update all governing documents.
- Train chapter risk management chairs, social chairs, and presidents on relevant risk management issues relative to social functions and the well-being of chapter members.

- Serve as the peer accountability officer.
- Work with VP DEI to approve the bid day themes and ensure they follow NPC and Council Policies.

c. VP of Community Events

- Attend NPHC, CUIFC, and MGC Council meetings as Panhellenic liaison when applicable
- Oversee the planning and organization of summer orientation programs as needed
- Plan and supervise activities to promote good community relations
- Responsible for maintaining mutually beneficial relations with all of the Greek, campus, and Boulder community
- Plan and execute a communitywide philanthropic event in conjunction with the VP of Education
- Will serve as Co-Chair for the Greek Week Committee and the Homecoming Committee
- Work with the community to plan an all-panhellenic sisterhood at least once a semester.
- Plan at least one roundtable with the chapter's philanthropy chairwoman once a semester.
- Support the philanthropy chapter chairwoman in hosting philanthropy events on campus
- Serve as the Panhellenic liaison for anything related to CUSG and other student orgs internal to CU.

d. VP Of Administration

- Be available during the summer for weekly and biweekly recruitment team meetings
- Collect and compile a list of all chapter's philanthropy event details make a calendar, and distribute this information
- Coordinate and schedule speakers for Panhellenic meetings
- Coordinate calendar scheduling for all Panhellenic and university events
- Create a schedule at the beginning of the term with all delegate and community meeting dates and times
- Create agendas for all CPH official and special meetings
- Keep records of attendance for all Panhellenic and Executive Board meetings
- Prepare, count, and keep records of all voting/resolutions
- Prepare and distribute minutes of all Panhellenic Council and Executive Board meetings in a timely manner
- Attend roundtables as needed to provide support in taking minutes
- Work with the Executive Board, delegates and member sororities to promote projects and events of the Panhellenic Association
- Monitor and promptly respond to any emails sent to the general Panhellenic email address
- Collaborate with the Office of Fraternity and Sorority Life to develop and maintain the Council webpage
- Maintain a complete updated CPH file which will include a copy of the current Panhellenic Association Constitution, Bylaws, standing rules, and Panhellenic Association Policies; the current Panhellenic Association budget; the current National Panhellenic Conference Manual of Information and related materials received from her National Panhellenic Council Area Advisor; copies of the Panhellenic Association Reports to the Area Advisor, and other pertinent materials
- Assist the president with the slating process

e. VP of Marketing

- Coordinate a way to highlight individual community members such as Greek Woman of the Month or Sister Spotlights
- Host two roundtables for marketing/communications chairs for chapters per academic year, to discuss best practices and any new information
- Handle all aspects of publicity and public relations for the Panhellenic Association
- Work with the Executive Board, delegates and member sororities to promote projects and events of the Panhellenic Association including recruitment, DEI events, Greek Week, and other Panhellenic events
- In Coordination with the VP of Potential New Member Experience, create the Recruitment Guidebook and other marketing materials relevant for recruitment.
- Be available during the summer for weekly and biweekly recruitment team meetings
- Strategically implement a communication plan for the Greek Community and its stakeholders
- Obtain sponsorships for the council to be used for marketing pieces
- Oversee sale and distribution of CPH promotional items (i.e. t-shirts, buttons, etc.)

- Oversee apparel for the Panhellenic Council to wear at events promoting the University of Colorado Boulder Panhellenic community
- Maintain and create content for all social media platforms and marketing efforts for the CPH

f. VP of Finance

- Create and send out dues invoices to each regular and associate chapter once per semester
- Enforce collection of dues
- Prepare the upcoming year's budget at the end of her term and, after its approval by the Panhellenic Council, provide a copy to each CU Boulder Panhellenic Association member
- Instruct the executive council how to properly manage their individual budgets
- Develop, recommend, and implement an itemized annual budget for the CPH
- Maintain a file system for Panhellenic financial statements and information
- Maintain a working relationship with the Center for Student Involvement and act as an official signer for on-campus scheduling and financial transactions
- Organize filing of taxes with an accountant at the beginning of the term in January/February
- Keep all records and receipts from Panhellenic expenditures
- Promptly pay all bills of the Panhellenic Association, including NPC annual dues
- Supervise the finances of the Panhellenic Association, including the checking and savings account
- Reconcile monthly financial statements with the CPH budget
- Give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office

g. VP of Member Education

- Oversee the sorority wellness program
- Plan a community wide wellness event, at least once a semester
- Serve as the primary panhellenic contact for the Health Promotions department and providing their opportunities
- Plan all Panhellenic new member education each semester following recruitment periods
 - COB and Formal
- Serve as a resource for information pertaining to university academic, scholarship and wellness programs
- Serve as the director of chapter new member educators
- Serve as the liaison between chapter membership educators and the CPH Executive Board
- Work with CUIFC counterpart to plan all member education once a year

h. VP of Recruitment

- Organize and conduct Panhellenic primary recruitment.
- Lead the Panhellenic Recruitment team
- Oversee the updated set of Recruitment Rules before the conclusion of the semester before primary recruitment
- Guide the community towards a more values-based and no-frills recruitment process
- Host recruitment roundtables
 - Monthly meetings the semester preceding Primary Recruitment
 - Bi-monthly (twice a month) meetings over summer prior to Primary Recruitment
- Coordinate approval of recruitment dates in partnership with the Office of Fraternity and Sorority Life and the Dean of Students
- Work with Vice President of Diversity, Equity, and Inclusion regarding DEI programming for chapters during pre-recruitment week and logistics in integrating DEI practices in Recruitment rules, recruitment roundtables, etc.
- Be readily accessible during the summer for all recruitment-related communication from chapters
- Review event schedule and recruitment procedures with the Recruitment team
- Communicate with other external sources in partnership with the Office of Fraternity and Sorority Life; such as Boulder and CU PD, EP&C, etc.
- Conduct a post-recruitment evaluation for chapter recruitment chairpersons

- Assist chapters with continuous open bidding (COB), snap bidding and secondary recruitment, when applicable
- Maintain frequent and consistent communication with recruitment teams in chapters throughout the year
- Plan the spring COB kickoff event
- Have direct and frequent communication with the Panhellenic Recruitment Team

i. VP of Recruitment Operations

- Serve as a member of the Panhellenic Recruitment team.
- Attend recruitment roundtables with Vice President of Recruitment
 - Monthly meetings the semester preceding Primary Recruitment
 - Bi-monthly (twice a month) meetings over summer prior to Primary Recruitment
- Attend all Recruitment Team meetings
- Assist in the coordination of the Fall Recruitment period
- Assist in development of training manuals and information packets to be distributed to Recruitment Counselors, Panhellenic Executive Board officers, and chapter leadership
- Oversee the Recruitment Team training sessions throughout the year regarding software
- Collaborate with the Vice President of Recruitment to create meaningful training sessions regarding ICS, Recruitment attendance, and any other trainings the team needs to know regarding Recruitment Operations
- Be readily accessible during the summer for all recruitment-related communication
- Coordinate and process potential new member registration for Fall Recruitment in terms of troubleshooting technology issues.
- Review event schedule and recruitment procedures with the Recruitment Team
- Plan recruitment schedules and be proficient in Microsoft Excel or a compatible program and use this program in the creation and up-keep of recruitment scheduling
- Collect and oversee MRABAs for formal and informal recruitment as well as chapter total reports
 - Must collect MRABAs within 3 days of a chapter giving out a MRABA to a Potential New Member during informal recruitment
- Have direct and frequent communication with the Panhellenic Recruitment Team

j. VP of Recruitment Counselors

- Serve on the Panhellenic Executive Recruitment team and assist the VP of Recruitment during primary recruitment
- Attend monthly recruitment roundtable meetings the semester prior to primary recruitment
- Be available during the summer for weekly and/or biweekly recruitment team meetings
- Communicate about interviews of Recruitment Counselors
- Organize and supervise the selection of recruitment counselors
- Organize and create all documentation and schedule for recruitment counselors. This will include but is not limited to, a contract for recruitment counselors to sign upon their selection in the spring semester detailing formal recruitment dates and trainings they are required to attend, recruitment counselor etiquette and communication expectations, grounds for removal from their recruitment counselor duties, and how the information will be communicated to chapters/their responsibility to participate in their chapter's general membership recruitment process upon removal
- Communicate and work with the Vice President of Diversity, Equity and Inclusion regarding programming for Recruitment Counselor Training (programming, training, guest speakers, workshops, etc)
- Develop training manuals to be distributed to Recruitment Counselors
- Create Recruitment Counselor jobs during Primary Recruitment that consist of routes to run, attendance, checkers, and floaters
- Organize and conduct recruitment counselor training
- Setting up a GroupMe or similar communication group for all Recruitment Counselors and Chapter Representatives
- Plan, coordinate, and communicate the Potential New Member and Recruitment Counselor participation during primary recruitment
- Oversee recruitment counselors during the primary recruitment process

- Have direct and frequent communication with the Panhellenic Recruitment Team
- Make sure all recruitment counselors are upholding their duties throughout the recruitment process
- Arrange meals to deliver to recruitment counselors during primary recruitment

k. VP of Potential New Member Experience

- Serve as a member of the Recruitment Team.
- Attend recruitment roundtables with Vice President of Recruitment
 - Monthly meetings the semester preceding Primary Recruitment
 - Bi-monthly (twice a month) meetings over summer prior to Primary Recruitment
- Attend all Recruitment Team meetings
- Oversee Potential New Members from pre-registration through bid acceptance in communication, training, and support
- Coordinate and process potential new member registration for Fall Recruitment regarding non-technology questions with recruitment
- Assist with answering emails from PNMs regarding the recruitment process
- With the VP of Marketing, create the PNM Recruitment guidebook
- Have direct and frequent communication with the Panhellenic Recruitment Team
- Assist in the coordination of the Fall Recruitment period and COB recruitment periods and educate PNMs on that process.
- Ensure all PNMs are following their expectations including attending rounds of recruitment, positive conduct, etc and serve as point of contact for any conduct concerns regarding PNM behavior during formal recruitment
- Aid in the education of the Membership Recruitment Acceptance Binding Agreement (MRABA).
- Coordinate and execute any potential new member abbreviated schedules/excuses for primary recruitment in collaboration with the VP Admin
- Help plan the orientation sessions for PNMs

l. VP of DEI

- **Diversity** - Includes all the ways in which people differ, and it encompasses all the different characteristics that make one individual or group different from another. It recognizes everyone and every group as part of the diversity that should be valued
- **Equity** - Seeks to render justice by deeply considering structural factors that benefit some social groups/communities and harms other social groups/communities. Sometimes justice demands, for the purpose of equity, an unequal response
- **Inclusion** - The action or state of including or of being included. More than simply diversity and numerical representation, inclusion involves authentic and empowered participation and a true sense of belonging
- Represent Panhellenic and manage any DEI efforts to uphold our CPH values concerning multiculturalism, diversity, women's issues, LGBTQIA+, and other relevant topics
- Foster and maintain relationships with on-campus and community-based groups/organizations as well as businesses that pertain to diversity, equity, and inclusion such as the Center for Inclusion and Social Change
- Amplify collaboration efforts with the Multicultural Greek Council (MGC) & National Pan-Hellenic Council (NPHC)
- Communicate and work with Vice President of Recruitment about intentional DEI programming for Formal and Informal recruitment included but not limited to:
 - Incorporating inclusive practices during recruitment including with chapter and rho gamma prep week.
 - Evaluation of Recruitment Registration form
 - Oversee the mandatory usage of DEI Recruitment Templates and subsequent return of templates to the Vice President of DEI
 - Work with VP Accountability to approve the bid day themes to ensure inclusivity
 - Plan and execute at least 2 communitywide DEI events during her term Will share information and resources on topics pertaining to Diversity, Equity, and Inclusion to the Greek community as she deems necessary, with the assistance of the VP of Marketing

- Inform the executive board on diversity, equity and inclusion issues across CU Boulder's campus and the greater Boulder community
- Promote inclusion internally within the Council through strengthening connections and sisterhood, while addressing challenges to true inclusivity.
- Coordinate DEI Programming and Content for the community including:
 - Planning events and programming for chapter leaders (i.e. Bringing in a speaker, events/tabling on the quad, hosting a panel)
 - Collaborating with Vice President of Marketing to develop content for social media around equity and inclusion
 - Provide access to DEI resources and events to chapters
 - Empowering all council members to attend DEI events across campus
- Head the DEI committee and host at least one DEI roundtable per semester with chapter DEI chairs, or equivalent position
- Work with member sororities' chapter Diversity, Equity, and Inclusion chair, or an equivalent position in coordinating chapter Diversity, Equity, and Inclusion education

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: every regular academic term 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 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 organization 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 and alternates to the Panhellenic Council shall be selected by their respective women's only sorority chapters to serve for a term of one year 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 two weeks and to notify the Panhellenic VP Of Administration of her name, email address and telephone number.

Section 5. Duties and Responsibilities

Panhellenic delegate duties and responsibilities

- Must attend all Panhellenic Council meetings.
- Must support NPC Unanimous Agreements, policies and procedures.
- Must understand local College Panhellenic Association policies and procedures.
- Should know when to consult her sorority's chief panhellenic officer for assistance and advice regarding College Panhellenic concerns.
- Should be prepared and knowledgeable about College Panhellenic concerns, the view of the member organization and chapter, and how to voice concerns to the Council.
- Should present regular College Panhellenic Association reports at chapter meetings.

Section 6. 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 7. 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 8. 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 women's only 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 a meeting shall constitute waiver of said notice.

Section 9. Means of Communication

The Panhellenic Council may conduct business at any meeting (regular 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.

NOTE: If meeting electronically or via conference call is not possible, the College Panhellenic Council can vote electronically. These votes should be limited to votes that are absolutely necessary. If these votes take place, they must be ratified at the next in-person College Panhellenic Council meeting and reflected in the meeting minutes.

Section 10. Quorum

Two-thirds of the delegates from the member sororities of the CU Boulder Panhellenic Association shall constitute a quorum for the transaction of business.

Section 11. Vote Requirements

- T. Proposed motions on issues that impact a chapter as a whole must be announced at least two weeks prior to the vote to allow chapter input before a vote may be taken on the issue.
- U. 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 Community Events, Vice President of Accountability, Vice President Of Administration, Vice President of Marketing, Vice President of Member Education, Vice President of Recruitment, Vice President of Recruitment Operations, Vice President of Recruitment Counselors, Vice President of PNM Experience, Vice President of Finance, and Vice President of Diversity, Equity and Inclusion.

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 Administration, 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 upon the electronic or written request of three 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 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

- V. The standing committees of the CU Boulder Panhellenic Association shall be the Peer Accountability Board, Membership Recruitment Committee, , Activities committee and DEI committee.
- W. 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 women's only sororities as much as possible. The President shall be an ex-officio member of all committees except the Peer Accountability Board.

Section 3. Peer Accountability Board

The Peer Accountability Board must consist of the Vice President of Accountability as the presiding officer, two members of the College Panhellenic Executive Board selected at random and rotated between accountability resolution meetings, and the Panhellenic Advisor as an exofficio non-voting member.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Peer Accountability Process , it shall be the Peer Accountability Board's duty to hold a formal accountability resolution meeting to adjudicate all alleged infractions of the NPC Unanimous Agreements and policies, the bylaws, code of ethics, standing rules and membership recruitment rules regulations of the CU Boulder Panhellenic Association that are not settled through an informal accountability resolution meeting . The members of the Peer Accountability Board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of a chair and one representative from each regular, provisional and associate women's-only member (if they are participating in the primary recruitment process). Alumnae advisors may attend meetings of the committee and shall have a 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 prior to the primary membership recruitment period. After each primary 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 all participants in recruitment (e.g., new members, recruitment counselors, executive board officers, chapter officers. potential new members who withdrew, each member organization and chapter advisor, etc.).

Section 5. Activities Committee

The activities committee shall assist the VP of Community Events with community events, which include but are not limited to, Greek Week, and Homecoming. This committee will be comprised of one representative per chapter, who will attend meetings led by the VP of Community Events to aid in planning community wide events.

Section 6. DEI Committee

The DEI Committee shall be comprised of one representative per chapter, and they will work with the VP of DEI to educate the community and plan DEI related events.

Section 7. Other Committees

Other 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. 1 to Dec. 31 inclusive.

Section 2. Contracts

Dual signatures of the President and the Vice President of Finance shall be required to bind the CU Boulder Panhellenic Association on any contract.

Section 3. Checks

All checks and electronic payments 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 Vice President of Finance.

Section 4. Payments

All payments due to the CU Boulder Panhellenic Association shall be received by the Vice President 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.
 - a. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
 - b. The dues of each Panhellenic Association member sorority shall be payable on or before Nov. 1 and May 1.

Section 6. Fees and assessments

The Panhellenic Council shall have the authority to determine fees and assessments as necessary.

Section 7. Disbursement and Expenditures needing Panhellenic Council Approval

In the event there is a budget surplus after the end of a fiscal year, the Panhellenic Council will need to vote to approve the disbursement of excess funds before monies are spent. If an expenditure is being considered that is more than [10%] above what is budgeted, the Panhellenic Council will need to vote to approve the expenditure before monies are spent.

Article X. Extension

Section 1. Extension

Extension is the process of adding an NPC member 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 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. Peer Accountability Process The University of Colorado Boulder College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC Guidelines for the peer accountability process.

Article XII. Hazing

The National Panhellenic Conference supports all efforts to eliminate hazing and each NPC Member organization has its own set of policies condemning hazing. All forms of hazing shall be banned.

Article XIII. Inclusion Statement

The University of Colorado Boulder 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 XIV. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the CU Boulder Panhellenic Association when applicable and when 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 XV. 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 XVI. Dissolution

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

Standing Rules

The CU Boulder Panhellenic Association 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:

- Code of Ethics
- Membership recruitment guidelines
- Social event policy
- Greek Week and Homecoming rule books
- Slating and Election Procedures of the CU Boulder Panhellenic Association
- Peer Accountability Process procedures

Code of Ethics

Adopted October 26, 2022

We, as members of the Panhellenic Association at the University of Colorado Boulder agree to abide by the following declarations as well as the Unanimous Agreements and all amendments as set by the National Panhellenic Conference.

- I. Abide by and adhere to the University of Colorado, Boulder Student Code of Conduct and the Academic Honor Code.
- II. Promote honesty, scholarship, philanthropic service and sisterhood through adherence to the Unanimous Agreements throughout the entire year, not just the recruitment period.
- III. Create and sustain positive relations with both the University of Colorado at Boulder and the Boulder community through scholarship and service in both Greek and non-Greek affiliations.
- IV. Respect the rights of all members by laying aside competition in order to strive for respect, mutual trust, and cooperation.
 - a. Work to promote a positive Greek image by:
 1. Not promoting stereotypes of any Greek organization or allowing others to do so. We will work to combat any stereotypes that may persist.
 2. Respecting the traditions, policies and property of all Greek organizations including Panhellenic, Interfraternity Council, and Multicultural Greek Council.
- V. Follow all recruitment rules and procedures as set by NPC and CU Panhellenic, which include but are not limited to:
 - a. Abstaining from giving gifts of any sort.
 - b. Keeping all conversations with potential new members to the recruitment setting as specified and approved by Panhellenic prior to and during the recruitment period.
 - c. Abiding by all NPC Policies and Procedures by not denying membership to an individual on the basis of any form of discrimination as prohibited by law, except for gender as protected by Title IX.
- VI. Follow all rules and regulations as set by NPC and CU Panhellenic governing documents regarding the new member period, which include but are not limited to:
 - a. Refraining from facilitating or participating in any activity that may be identified as hazing.
 - b. Abstaining from hosting and/or attending events with new members in settings where alcohol may be present for at least 30 days after the conclusion of recruitment. This includes settings in which both the initiated member and/or the new member is of legal drinking age.
 - c. Abstaining from participating or promoting any illegal activities.
- VII. Violation of NPC Unanimous Agreements, Bylaws and Constitution of the University of Colorado Panhellenic Association and standing rules will result in NPC Judicial Procedure as outlined by the NPC Manual of Information. We promise to educate all members on this document, the Unanimous Agreements and the NPC Policies and Procedures in order to promote and maintain positive Greek relations between all members.

Social Policy
Adopted October 26, 2022

The following policies are in place to ensure a safe and responsible social environment for the Panhellenic Community at the University of Colorado. The policies included in this document are designed to supplement the policies and regulations set in place by the National organizations of individual chapters, the University of Colorado, along with local, state, and federal laws. All Panhellenic organizations and associate members of the Panhellenic community at the University of Colorado are expected to abide by the regulations set forth in this document. For the purpose of this document, a social event is defined as any event officially sponsored by a chapter with the exclusive purpose of socializing with non-members. For the purpose of this document, the following events are NOT considered a social event:

- Sisterhoods/Joint Sisterhoods with other Sorority Chapters
- Philanthropy Events
- Study Tables
- Chapter Meetings

Registration of Social Events:

1. All Panhellenic social registration forms and policies can be found online at colorado.edu/greeks/sororities
2. All paperwork must be completed and submitted at least one week prior to the event. Submit all forms to the Panhellenic Internal Vice President in the Greek Life Office (UMC 123) and alert them by either e-mail that the form has been turned in.
 - a. In the case of an event happening on the weekend, the form must be turned in the Friday a week before
3. Any event where alcohol will be present MUST be registered properly through the Panhellenic Internal Vice President using the correct forms.
4. Forged signatures, failure to complete paperwork, submit paperwork by given deadlines, and/or failure to obtain necessary signatures will result in a postponement or cancellation of the event.

Requirements Prior to the Event:

1. Events must be registered properly, including Social Event Registration Form and a statement outlining the chapter's risk plan for the event, with the Panhellenic Internal Vice President.
2. The social/risk chair must meet, either in person or by phone, with the owner/manager of the venue where the event will be held. This meeting must occur at least one week prior to the event. This meeting gives the venue and the social/risk chair the chance to understand the procedures and regulations of both the venue and the chapter.
3. Contact the Boulder Police Department with all information pertaining to the event if the event is to occur in Boulder. (Please provide them with all of the information requested on the Social Event Registration Form.)

Policies and Procedures during the Event:

1. If at any time during the event, a member or guest appears to be in need of medical attention, first direct them to any medical professional present, then call 911. If no medical personnel is present, call 911 directly.
2. If there are any problems at the event and law enforcement arrives at the venue, the Chapter President and Risk/Social Chair should be the primary contact.
3. If, for any reason, the event needs to be shut down or canceled, contact the Panhellenic Internal Vice President who will then contact the Panhellenic President.

Policies and Procedures Following the Event:

1. The social/risk chair will submit the Post-Event Form to the Internal Vice President NO LATER than one week following the event. If this is not submitted in a timely manner, judicial action will be taken.
2. Contact the owner/manager of the venue no more than 3 business days after the event to check-in and discuss the event.
3. If any problems occurred at the event, the social/risk chair needs to follow up with BPD or any other emergency personnel that were involved.

New Member Period

No event where alcohol is present will be allowed during the New Member Period, which ends 30 days after Bid Day. These 30 days will be utilized by individual chapters and the Panhellenic Council to educate our new members on the values, expectations, and resources of our organizations. Failure to follow the New Member Period will result in judicial action taken against the chapter.

During this New Member Period:

- Each chapter will educate the new members on their internal alcohol and social policies/expectations.
- Active members will not drink alcohol with any new members or encourage new members to drink alcohol in any situation. Any situation that makes a new member uncomfortable can be defined as hazing and will not be tolerated.
- Active members of an organization cannot provide alcohol to new members of the organization in any way.
- Active members cannot force or encourage new members to drink any amount of alcohol or partake in any sort of activity that the new member does not want to be a part of.
- Active members cannot host or extend invitations to alcoholic events or parties, official or unofficial, for any new members of their organization.
- If active members or new members feel that a situation may turn into anything that could possibly be deemed hazing they should leave the area where the situation is occurring

Slating and Election Procedures of the CU Boulder Panhellenic Association

Adopted November 9, 2022

VIII. Panhellenic Executive Council Slating Supervision

The Slating and Election Procedures outline the slating process that elects the Panhellenic Executive Council for the University of Colorado Boulder Panhellenic Association. The Panhellenic Executive Council applications and slating will be supervised by the Panhellenic President. Should the Panhellenic President be running for an office, the remaining members of the Panhellenic Executive Council shall appoint another officer to supervise the process.

IX. Time of Election

The Panhellenic Executive Council applications and slating will take place during the fall semester. All Executive Council Officers will be installed during the last regularly scheduled community meeting in the fall semester. The Panhellenic President will establish the dates for application deadlines, interviews, slate announcement and voting.

X. Nominating Committee Members

A nominating committee of 10 members shall be selected through an application or nomination process administered by the Panhellenic Advisor and Panhellenic President. The recommended composition of the nominating committee shall be as follows:

- 2 members of the Panhellenic Executive Board
- 2 Chapter Presidents
- 2 collegiate Chapter Officers other than the Panhellenic Delegate
- 2 Chapter Advisors
- 2 at-large collegiate members of the Panhellenic community.

Consideration shall be given to ensure broad representation on the nominating committee from members of the Panhellenic Association.

- No more than 2 members of the nominating committee may be from the same CU Panhellenic Member organization.
- The Panhellenic Advisor shall serve as a nonvoting member of the nominating committee.
- The nominating committee 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 slate. A majority vote will move slated officers to elected officers.

XI. Slating Procedures

- h. The purpose of a slate is to place the most qualified candidate into an office by the slating committee. If the slating committee does not feel there is a qualified candidate, they have the choice to leave the position unoccupied.
- i. A slate is only a proposed list of candidates and should not limit a person running for an office.
- j. Each Panhellenic office will be voted on separately. The slated candidates will be presented and will provide the Panhellenic Council with a brief speech. All interested parties must be present to run from the floor.

- k. After speeches are given from the slated/nominated candidates, discussion without the candidates will be opened from the floor. Discussions will be limited to two pros and two cons for each candidate.
- l. At the conclusion of discussion, the Panhellenic Delegate of each full and associate member organization will vote. This process will be repeated for each office.
- m. The slate must be approved by a majority vote of the Panhellenic Council.

XII. Electoral Duties for Panhellenic Delegates

- n. The Panhellenic Delegates and assistant delegates will be given full voice in assisting in the selection of the Panhellenic Executive Council.
- o. All information obtained during the interview sessions, speeches and voting shall remain strictly confidential.



Fraternity & Sorority Life

UNIVERSITY OF COLORADO **BOULDER**