

COLLEGE PANHELLENIC BYLAWS

BYLAWS OF NEW MEXICO STATE UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION

Article I. Name

The name of this organization shall be the New Mexico State University College Panhellenic Association.

Article II. Object

The object of the College Panhellenic Association shall be to:

- Conduct the business of the College Panhellenic during the academic year.
- Promote the growth of individual chapters and the sorority community .
- Organize and sponsor a women's-only membership recruitment program.
- Encourage the highest possible academic, social and moral standards .
- Coordinate activities, establish orderly procedures and provide programming in addition to recruitment.
- 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 .
- Actively support the mission of its host institution.
- Promote good public relations.
- Give service to the community and campus.
- 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.

- Regular membership.** The regular membership of the New Mexico State University College Panhellenic Association shall be composed of all installed chapters of NPC sororities at New Mexico State University. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council.
- Provisional membership.** The provisional membership of the New Mexico State University College Panhellenic Association shall be composed of all newly established chapters of NPC sororities at New Mexico State University. 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.
- Associate membership.** The associate membership of the [name of institution] College Panhellenic Association shall be composed of women's-only local sororities or inter/national or regional non-NPC member organizations. 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. 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.** As an organization chartered by NPC, New Mexico State University College Panhellenic and its members, without regard to membership class shall comply with all NPC Unanimous Agreements, policies and procedures and be subject to these New Mexico State University College Panhellenic Association bylaws, code of ethics and any additional rules this College Panhellenic Association may adopt.. To the extent such rules, regulations and requirements are inconsistent with any provision of the [name of institution] College Panhellenic's governing documents, such NPC policies and procedures shall control. Any rules adopted by this Association in conflict with the NPC Unanimous Agreements shall be void.
- B. **Responsibilities.** During officer elections, each chapter must fill the position required of them for the school year. If not met, there will be conversation with the chapter, where they must produce another candidate. If they are unable to do so a standing rule to allow other chapters to apply for the academic year will be put into place.

Section 3. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. College Panhellenic Association membership dues shall be an assessment per member and new member.
 - The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
 - Organizations will be billed \$15.00 per active member each semester
 - Organizations will be billed \$25.00 per new member in the semester that they join.
 - The Active dues of each Panhellenic Association Regular and Associate member fraternity shall be payable on the date issued by the VP of Finance and Records.
 - There will be a late fee of 15% of the bill for every day it is late.
 - The new member dues shall be due within twenty-four (24) hours of bid acceptance.
- C. If a member is taking early Alumnae or Inactive status, the fraternity or sorority must pay Active dues on her unless the appropriate National office approval papers have been provided to Panhellenic. If the approval papers are provided after the payment due date, the fraternity may request a refund. This same clause shall apply to Suspended members with appropriate fraternity papers.
- D. For any COB accepted after the Fall payment due date, the fee shall be due within twenty-four (24) hours of the bid acceptance and must be submitted to the Vice President of Finance and Records or the Vice President of Recruitment External along with the signed Membership Recruitment Binding Acceptance form. There will be a fee of \$5 per day that this payment and/or the Membership Recruitment Binding Acceptance form is late, per each new member that is late.

Section 4. Fees and assessments

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

Article IV. Officers and Duties

Section 1. Officers

The officers of the New Mexico State University College Panhellenic Association shall be president, vice president, secretary, treasurer and recruitment.

Section 2: Eligibility

- A. Regular membership. Members from women's fraternities holding regular membership in the New Mexico State University Panhellenic Association shall be eligible to serve as any officer.
- B. Provisional membership. Members from women's fraternities holding provisional membership in the New Mexico State University Panhellenic Association shall not be eligible to serve as an officer.
- C. Associate membership. Members from women's fraternities holding associate membership in the New Mexico State University Panhellenic Association shall be eligible to serve as an officer except President, President-Elect, Vice President of Recruitment External, President of Recruitment Internal, Judicial Chairwoman and Vice-Judicial Chairwoman

Section 3: Selection of Officers

The following offices shall be chosen annually by the New Mexico State University Panhellenic Association:

- President-Elect
- Vice President of Recruitment External
- Vice President of Recruitment Internal
- Vice President of Accountability
- Vice President of Finance and Records
- Vice President of Public Relations
- Vice President of Programming
- Vice President of Service
- Vice President of Risk Management
- Vice President of Scholarship

The following offices shall be pre-defined, rotating positions amongst the chapters:

- Vice President of Finance and Records
- Vice President of Programming
- Vice President of Service
- Vice President of Risk Management
- Vice President of Scholarship

The interviewing process shall be as defined:

For rotating positions, each chapter shall nominate two candidates to be interviewed by the nominating committee

The nominating committee shall consist of the following officers:

- President-Elect
- Vice President of Accountability
- Vice President of Recruitment Internal
- Vice President of Recruitment External
- One Representative from each Chapter
 - The President-Elect shall be responsible for coordinating with the chapters which member they would like to serve on the nominating committee

The nominating committee shall create a slate of nominees to be voted on by the delegates three Panhellenic Quorums before inductions. In the event a slated nominee is not affirmed by the delegates, the nominating committee shall reconvene to slate a new candidate that shall be voted on upon the following Panhellenic Quorum.

For non-rotating positions, applications shall be open from chapters as deemed appropriate according to Article IV Section 4. and will be interviewed by the nominating committee

The nominating committee shall consist of the following officers:

- President-Elect
- Vice President of Accountability
- Vice President of Recruitment Internal
- Vice President of Recruitment External
- The Panhellenic Advisor
- One representative from each Chapter
 - The President-Elect shall be responsible for coordinating with the chapters which member they would like to serve on the nominating committee

A slate of the nominees for the non-rotating positions shall also be presented and confirmed by the delegates at the same meeting where the rotating position slate is presented.

Section 4. Office-Holding Limitations

For the positions of President and President-Elect the women must not be chosen from the same chapter.

For the positions of Vice President of Recruitment External and Vice President of Recruitment Internal, the women must not be chosen from the same chapter

The offices of President, 1 officer of the Vice Presidents of Recruitment, and Vice President of Accountability must not be chosen from the same chapter.

The offices of President and Vice President of Accountability must not be chosen from the same chapter.

An officer shall not be eligible for reelection to the same office.

A fraternity chapter must have been chartered at New Mexico State University for one year to have a member hold office on the Panhellenic Council.

The office must maintain a 2.75 cumulative GPA.

Section 6. Term

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

The position of President-Elect shall serve for a term of one year and then assume the position of President respectively the following term. The term of office will begin at the conclusion of inductions at the end of the fall semester. Vice President of Recruitment Internal and Vice President of Recruitment External shall serve a term of one year and may apply for the opposite officer position.

Section 7. Removal

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

Section 8. Vacancies

In the event that the President cannot complete her term of office, the President-Elect shall advance to the Presidency. The office of President-Elect will then be filled by a new election.

In the event the President-Elect, Vice President of Accountability, Vice President of Recruitment External, Vice President of Recruitment Internal, Vice President of Public Relations cannot complete her term of office, a new member shall be selected to fill the position through an interview process as they were chosen.

In the event that the Vice President of Finance and Records, Vice President of Programming, Vice President of Service, Vice President of Risk Management, and Vice President of Scholarship cannot complete her term in office, a new candidate must be chosen from the same chapter as the default office holder.

Section 2. Duties of officers

A. All Officers

a. Duties:

- i. Must be a member of Regular NPC Chapter
- ii. Attend Executive meetings weekly
- iii. Attend Panhellenic Quorum Weekly
- iv. Hold a minimum of 1 officer hour per week during both semesters of her term, excluding finals week
- v. Maintain an up to date transition manual throughout the year
- vi. Respond to emails within 48 hours excluding weekends and holidays
- vii. Train successors
- viii. Maintain confidentiality

B. The President

- a. This position oversees the Executive Board and acts as the main representative of the Panhellenic Community
- b. Qualifications: Must have gone through primary recruitment of the chapter side. Must serve the term before as President-Elect and is able to complete the full term as President.
- c. Duties:
 - i. Preside at all meetings of the Panhellenic Council
 - ii. Attend all meetings of the Executive Board
 - iii. Communicate regularly with the Panhellenic advisor

- iv. Be familiar with the NPC Manual of Information and all governing documents of this association
- v. Ensure that the NPS annual report is completed
- vi. Communicate regularly with the NPC area advisor
- vii. Maintain current copies of the following: New Mexico State University 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
- viii. Oversee all Executive Board members
- ix. Serve as the Panhellenic Executive Council Liaison to all parties within and outside of New Mexico State University
- x. Hold monthly roundtables with Panhellenic Chapter Presidents
- xi. Attend all functions sponsored by Panhellenic and oversee all PHC activities and operations
- xii. Review, approve, and sign all Panhellenic Council checks and contracts involving the Panhellenic Council
- xiii. Make all AFLV arrangements including, but not limited to: hotel, airfare, and registration
- xiv. Responsible for AFLV award applications with the help of everyone on the Executive Council
- xv. Serve as the Panhellenic Council liaison to all other clubs, organizations and Greek Councils including but not limited to, IFC, NPHC, and MGC
- xvi. Serve as the media contact for the Panhellenic Association
- xvii. Review and update the bylaws and standing rules during the winter break following inductions with the Vice President of Accountability
- xviii. Plan, along with the Advisor and President-Elect, Greek officer training, workshops, and retreats
- xix. Serve as a member of the Peer Accountability Board as needed.
- xx. Perform all other duties as assigned

C. The President-Elect

- a. This position performs the duties of President in her absence, and assists the President in all duties. She will assume the office of President upon completion of her term as President-Elect and/or vacancy in the President office.
- b. Qualifications: Must have proven leadership experience. Must have gone through primary recruitment on the chapters side.
- c. Duties:
 - i. Preside at all meetings of the Panhellenic Executive Board and take minutes of Officer Reports
 - ii. Be familiar with the NPC Manual of Information and all governing documents of this association.
 - iii. Coordinate New Member Presentation with the Inter-Fraternity Council (IFC) Executive Vice President
 - iv. Present a New Member program that introduces Panhellenic to the Fall and Spring New Member class at the Panhellenic Quorum following Bid Day
 - v. Responsible for organizing the selection of rotating position nominating committee from each chapter
 - vi. Serve as a liaison between IFC and Panhellenic Council

1. This includes attending IFC general meetings
 - vii. Attend monthly roundtables with Panhellenic Chapter Presidents
 - viii. Plan, along with the Advisor and President, Panhellenic and Greek officer training, workshops, and retreats
 - ix. Schedule meeting locations for Quorum and Executive Council meetings a semester in advance
 - x. Serve as a Rho Gamma during the primary recruitment if necessary
 - xi. Serve as a member of the Peer Accountability Board as needed
 - xii. Perform all other duties as assigned
- D. The Vice President of Recruitment External
- a. This position deals directly with the functions and formation of Membership Recruitment
 - b. Qualifications: Must have gone through primary recruitment on the chapters side, and who is able to complete the full term in office.
 - c. Duties:
 - i. Coordinate and administer the Recruitment process externally
 - ii. Preside over all meetings of Recruitment Chairs and Advisors before, during, and after Recruitment
 - iii. Supervise any revisions of Recruitment Rules and Bylaws
 - iv. Reserve meeting rooms and supplies necessary for each (recruitment) meeting
 - v. Communicate directly with the chapters
 - vi. Work with the Fraternity and Sorority Life Coordinator in creating the recruitment schedule
 - vii. Serve as a member of the Peer Accountability Board as needed
 - viii. Serve as a Rho Gamma during primary recruitment if necessary
 - ix. Perform all other duties pertaining to office
- E. The Vice President of Recruitment Internal
- a. This position deals directly with the functions and formation of Membership Recruitment
 - b. Qualifications: Must have previously been through primary recruitment on the chapters side, experience as a Rho Gamma preferred
 - c. Duties:
 - i. Coordinate and structure the Panhellenic Council committees related to recruitment
 - ii. In charge of the selection and training of the Rho Gammas
 - iii. Produce name tags for potential new members
 - iv. Make brochures about Panhellenic chapters to be used during primary recruitment
 - v. Design shirts and order them for Rho Gammas for the three days of recruitment
 - vi. Serve as a Rho Gamma during primary recruitment if necessary
 - vii. Serve as a member of the Peer Accountability Board as needed
 - viii. Perform all other duties pertaining to office
- F. The Vice President of Accountability
- a. This position is responsible for addressing violations of the NMSU Panhellenic Association Bylaws, Code of Ethics, NPC Manual of Information, and all other governing documents pertaining to NMSU Fraternity and Sorority Life.

- b. Qualifications: Must have previously been through primary recruitment on the chapters side.
- c. Duties:
 - i. Coordinate any NMSU Panhellenic Association peer accountability proceedings with the NPC Manual of Peer Accountability Procedures Review and update the bylaws and standing rules following their induction in the Fall semester with the President
 - ii. Coordinate Informal and Formal Accountability Resolution Meetings
 - iii. Serve as the Peer Accountability Officer for Formal and Informal Accountability Resolution Meetings
 - iv. Serve as a Rho Gamma during primary recruitment if necessary
 - v. In the event of an infraction filed against her chapter, the report will be presented to the Panhellenic Advisor
 - vi. Attend weekly meetings of the Executive Council
 - vii. Plan a Panhellenic peer accountability training session each semester of her term
 - viii. Maintain a file including a copy of the NMSU Panhellenic Association Bylaws, the Recruitment Rules of New Mexico State University Panhellenic Association, the NPC Peer Accountability Review Process, the NPC Unanimous Agreements, and all summary reports and their decisions
 - ix. Perform all other duties pertaining to this office

G. The Vice President of Finance and Records

- a. This position primarily maintains the budget and monitors all business transactions that the Panhellenic Association has with outside parties
- b. Qualifications: Must have proven leadership experience. Preferably a member with experience in budgeting and finance related operations.
- c. Duties:
 - i. Supervise the finances of the New Mexico State University Panhellenic Association
 - ii. Prepare the annual budget and, after its approval by the Panhellenic Delegates, provide a copy to each New Mexico State University Panhellenic Association member f fraternity
 - iii. Receive all payments due to the Panhellenic Association, collect all dues, fines, and give receipts
 - iv. Pay promptly the annual NPC dues and bills of the New Mexico State University Panhellenic Association
 - v. Maintain up-to-date f inancial records; give a f inancial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office
 - vi. Review, approve, and sign (as needed) Panhellenic checks
 - vii. Shall be familiar with the NPC Manual of Information and all governing documents of this association
 - viii. Communicate fee increases/decreases to the Panhellenic Association members
 - ix. Assure that all committees and officers are aware of their budget
 - x. Set up Quorum and take accurate minutes of the Quorum. Submit the minutes to the Fraternity and Sorority Community and the area advisor within 48 hours

- xi. Make all financial arrangements for recruitment, including but not limited to: hotel, meals, room reservations, requests, etc.
 - xii. Keep an up-to-date roll of the members of Panhellenic Council
 - xiii. Serve as a member of the Peer Accountability Board as needed
 - xiv. Perform all other duties pertaining to this office
- H. The Vice President of Service
 - a. This position shall serve as the liaison between fraternity service chairs and campus/community agencies seeking community service volunteers
 - b. Qualifications: Must have proven leadership experience. Preferably a previous chapter service chair, or experience in service activities
 - c. Duties:
 - i. Coordinate and facilitate all Panhellenic programs and activities pertaining to philanthropy and community service
 - ii. Plan a major community service event/activity for entirety of Fraternity and Sorority Community with her IFC counterpart each semester of her term
 - iii. Plan the philanthropy event for New Member Presentation
 - iv. Inform chapters of on and off campus service opportunities available outside the Fraternity and Sorority Community
 - v. Serve as a member of the Peer Accountability Board as needed
 - vi. Perform all other duties pertaining to this office
- I. The Vice President of Programming
 - a. This position is responsible for the organization and promotion of events for the Panhellenic Community. This position works closely with the IFC council and various University Committees.
 - b. Qualifications: Must have been a member chapter for a year or more
 - c. Duties:
 - i. Coordinate the Panhellenic selection process for the Fraternity and Sorority NMSU Homecoming nominee
 - ii. Coordinate leadership development and educational opportunities for member chapter
 - iii. Oversee all event contracts with the New Mexico State Activities Office
 - iv. Plan fall and spring Fraternity and Sorority Social
 - v. Plan fall New Member social
 - vi. Coordinate Sister Sorority pair
 - vii. Coordinate sponsorship and flyers to promote such programs
 - viii. Serve as a member of the Peer Accountability Board as needed
 - ix. Perform all other duties pertaining to this office
- J. The Vice President of Scholarship
 - a. The position is meant to incorporate high academic achievement with chapter membership.
 - b. Qualifications: must be a freshman, sophomore, junior, or senior with proven leadership experience
 - c. Duties:
 - i. Shall be familiar with the NPC Manual of Information and all governing documents of this association
 - ii. Inform all chapters of study skills and academic educational seminars
 - iii. Host one scholarship round table per semester
 - iv. Award scholarship certificates to chapters

- v. Implement and develop scholarship and leadership programming with the Vice President of Programming (such as study hours, sister study partners, etc.)
 - vi. Serve as a member of the Peer Accountability Board as needed
 - vii. Perform all other duties pertaining to office
- K. The Vice President of Risk Management
 - a. The position is meant to maintain a safe campus environment and educate Panhellenic on safe college practices
 - b. Qualifications: must be a sophomore junior or senior with proven leadership experience
 - c. Duties:
 - i. Educate the Fraternity and Sorority community on New Mexico State University Events with Alcohol policies and regulations
 - ii. Update the Panhellenic Council and chapter Risk Management chairs on any change to the New Mexico State University Events with Alcohol policies and regulations
 - iii. Plan and implement programing such as GAMMA Meetings, Sorority Safety Night, and Drug Awareness Week
 - iv. Coordinate Anti-Violation week with the Vice President of Risk Management on the Inter-Fraternity Council
 - v. Create passive and active programming in association with a variety of health, wellness, and safety issues
 - vi. Hold Monthly GAMMA meetings with IFC Counterpart
 - vii. Serve as a member of the Peer Accountability Board as needed
 - viii. Perform all other duties pertaining to this office
- L. The Vice President of Public Relations
 - a. This position is aimed at maintaining a positive and informative social media image of Panhellenic life
 - b. Qualifications: Must be a sophomore, junior, or senior with proven leadership experience
 - c. Duties:
 - i. Update all forms of social media on regular basis
 - ii. Maintain and update the two display cases in Corbett
 - iii. Work with IFC Public Relations officer on joint publicity and relations events
 - iv. Maintain and update the Panhellenic Life website
 - v. Shall be familiar with the NPC Manual of Information and all governing documents of this association
 - vi. Responsible for all correspondence by the Panhellenic Council
 - vii. Oversee Panhellenic Council Publications and public relations
 - viii. Serve as a Rho Gamma during primary recruitment if necessary
 - ix. Perform all other duties pertaining to this office

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the New Mexico 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 [name of institution] College Panhellenic Association including, but not limited to:

annual review of governing documents, annual determination of dues, approval of the annual budget, consideration of 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

The New Mexico State University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate women's-only member organization at New Mexico State University as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, a designated member of the specific sorority may cast the vote, provided the credentials of this individual have been previously presented to the Association president.

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 commencing following the induction ceremony of the Panhellenic Council at the end of the fall semester

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 College Panhellenic Association Vice President of Finance and Records of the name, email address and telephone number of the new delegate.

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 member sorority's chief panhellenic officer for assistance and advice regarding College Panhellenic concerns.
- Should be prepared and knowledgeable about College Panhellenic concerns, the views of the member organization and chapter and how to voice concerns to the Panhellenic 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. Special meetings

Special meetings of the Panhellenic Council may be called by the College Panhellenic president when necessary and shall be called upon the electronic or written request of no fewer than one-fourth of the member women's-only sororities of the New Mexico State University College Panhellenic Association. Electronic or written 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: 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.

Section 9. Quorum

Two-thirds of the delegates from the member sororities of the [name of institution] College Panhellenic Association shall constitute a quorum for the transaction of business.

Section 10. Vote Requirements

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

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the President, President-Elect, Vice President of Recruitment External, Vice President of Recruitment Internal, Vice President of Accountability, Vice President of Finance and Records, Vice President of Public Relations, Vice President of Programming, Vice President of Service, Vice President of Risk Management, and Vice President of Scholarship.

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 secretary, 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 New Mexico State University College Panhellenic Association shall be appointed by the New Mexico State University administration.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the New Mexico State University College 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 New Mexico State University College Panhellenic Association shall be the Peer Accountability Board and Membership Recruitment Committee, and the Rotating Position Nominating 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 Panhellenic Council shall appoint members and chairs 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 Alumnae Advisory Council.

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 fraternity/sorority advisor as an ex-officio 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 of the New Mexico State University College 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 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. Rotating Position Nominating Committee

The Rotating Position Nominating Committee shall consist of the President-Elect, Vice President of Accountability, Vice President of Recruitment External, Vice President of Recruitment Internal, and one representative from each chapter. The President-Elect shall be responsible for coordinating with chapters which member they would like to serve on the nominating committee. The nominating committee shall create a slate of nominees to be voted on by the delegates three Panhellenic Quorums before inductions. In the event a slated nominee is not affirmed by the delegates, the nominating committee shall reconvene to slate a new candidate that shall be voted upon at the following Panhellenic Quorum.

Section 6. 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 [name of institution] College Panhellenic Association shall be from June 1 to May 31 inclusive.

Section 2. Contracts

Dual signatures of the President and the Panhellenic Advisor shall be required to bind the New Mexico State University College Panhellenic Association on any contract. On all contracts and matters involving Panhellenic funds which bind the Panhellenic Association shall require the signature of the President with the advice and consent of the Advisor. An additional signature shall be required from the Vice President of Finance and Records.

Section 3. Checks

All checks and electronic payments issued on behalf of the New Mexico State University College Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: President, Vice President of Finance and Records, or the Panhellenic Advisor. The Vice President of Recruitment External and the Vice President of Recruitment Internal shall also have authority to sign checks from Move-In Day through Bid Day.

Section 4. Payments

All payments due to the New Mexico State University College Panhellenic Association shall be received by the Vice President of Finance and Records or Panhellenic Advisor, who shall record them. Checks for payments shall be made payable to the New Mexico State University College Panhellenic Association.

Article X. Extension

Section 1. Extension

Extension is the process of adding an NPC women's-only sorority.

The New Mexico State University College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the NPC 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 New Mexico State University College 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. The Vice President of Accountability can be informally alerted to the issue and attempt to generate informal discussion between the two parties.

Section 3. Peer accountability procedure

The New Mexico State University College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC guidelines for the peer accountability process.

Article XII. Hazing

NPC supports all efforts to eliminate hazing and each NPC member organization has its own set of policies condemning hazing.

New Mexico State University will abide by the anti-hazing policy in the National Panhellenic Unanimous Agreements and the hazing policy spelled out in the New Mexico State University Conduct Standards,

- A. NPC actively supports both state and federal legislation that requires increased anti-hazing efforts by institutions of higher education, national organizations and local campus organizations . We endorse a three-tiered approach to eliminating hazing:
 - a. Education: Increased anti-hazing, anti-bullying and bystander intervention education for secondary school and undergraduate students. Additionally, college/university faculty and staff should participate in annual anti-hazing education.
 - b. Transparency: Increased requirements for publicly reporting acts of hazing adjudicated on campus, including names of student organizations found responsible for threatening the well-being of others.
 - c. Accountability: Increased criminal penalties, both misdemeanor and felony, for individuals and organizations found guilty of hazing;
- B. New Mexico State University defines hazing as:

- a. An act or omission committed by one or more individuals, occurring on or off campus, where:
- b. The act or omission is committed in connection with an initiation into, and affiliation with, or the maintenance of membership in, any organization. For the purpose of this policy, "organization" means an intercollegiate or intramural athletic teams; chartered student organization; or other association, order, society, corps, cooperative, club, department, unit, division, or similar group that is officially or unofficially affiliated with the university and whose membership consists primarily of enrolled students or employees of the university; and,
- c. The act or omission creates an unreasonable risk of emotional or physical harm, or causes actual physical harm, mental duress or degradation, unreasonably interferes with a person's academic endeavors or progress, or work environment.
- d. For more information see: <https://arp.nmsu.edu/3-80/>

Article XIII. Inclusion Statement

New Mexico 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.

Individual chapters within the New Mexico State University College Panhellenic Association may establish and uphold membership criteria in accordance with the policies and expectations set forth by their respective national organizations. This includes, but is not limited to, membership eligibility based on sex, as permitted under 20 U.S.C. 1681(a)(6)(A). Chapters retain the right to align their membership selection processes with their national standards while maintaining a commitment to fostering an inclusive and welcoming community.

Article XIV. Alcohol and Drug Policy

Section 1.

All member chapters shall adhere to the guidelines of the New Mexico State University Alcohol and Drug Policies as referenced in the Conduct Standards.

Section 2.

New Mexico State University Alcohol and Drug Policy as referenced in the Student Social Code of Conduct:

The prohibited conduct described below is inconsistent with the core values identified in Part 2 of ARP 5.20 - Overview of the Student Social Code of Conduct. All prohibited conduct is subject to administrative action pursuant to the SSCC, including that carried out using telephone, text message, computer, email, social media or any other electronic or digital format. Text messages and other information provided to the Dean of Students, as well as online postings such as blogs, web postings, chats, images, and social networking sites in the public sphere may be used as evidence in disciplinary proceedings.

Listed below are a few of the violations of the code of conduct:

- A. Alcohol: Violations of law or NMSU policies, rules or procedures pertaining to alcohol, including but not limited to:
 - a. Consuming or possessing alcohol by an individual under the legal drinking age;
 - b. Being intoxicated in public;
 - c. Behaving in disorderly manner as a result of alcohol;
 - d. Providing alcohol to individuals below the legal drinking age; or
 - e. Allowing alcohol to be served to individuals below the legal drinking age.
- B. Drugs: Violations of local, state or federal laws or campus policies, rules or procedures pertaining to drugs including but not limited to:
 - a. The use of substances defined by state or federal law as illegal drugs;
 - b. Selling or distributing illegal drugs regardless of age;
 - c. Hosting a party or event where illegal drugs are used; or
 - d. Abuse, misuse, sale, or distribution of prescription or over-the-counter medications
- C. Health and Safety Hazard: Creation of a health or safety hazard including an unreasonable risk of harm to health or safety including dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs or improperly gaining access to structures or facilities which are not open for student use.

For more information see <https://arp.nmsu.edu/5-22/> as the aforementioned violations do not include all possible Conduct Violations.

Article XV. Parliamentary Authority

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

Article XIV. Amendment of Bylaws

These bylaws may be amended at any regular or special meetings of the New Mexico State University Panhellenic Council by a two-thirds vote, provided 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 College Panhellenic Association shall be dissolved when only one regular member exists at New Mexico State University. In the event of dissolution, none of the assets of the Association shall be distributed to any members of the Association, but after payment of all debts, its assets shall be given to NPC unless otherwise required by state law.

The New Mexico State University Panhellenic Association Standing Rules

STANDING RULES

A College Panhellenic Association 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.

Article I.

The President, Vice President of Recruitment External, and Panhellenic Advisor are to be notified of all changes in Chapter membership status, i.e., New Members, disaffiliation, et cetera.

Article II.

A student's eligibility for initiation shall be determined by the member sorority in accordance with its national Bylaws.

Article III.

The Panhellenic Council at New Mexico State University recommends that chapter members be involved in another organization outside of their fraternity or sorority. These clubs, professional fraternities, athletic programs, and the like shall foster the development of moral character and contribute to the well-rounded character of the Fraternity and Sorority community.

Article IV.

The council recommends that individual chapters on the New Mexico State University campus should have specific cumulative GPA requirements for the women serving on their executive board. The necessary GPA should be equal to or above the GPA listed in Article IV Section 4 (2.75 cumulative GPA). All-Women's Average will be announced when grades are released each semester. Failure to meet these standards should result in probation and potential removal from the position, at the individual chapters' discretions.

Article V.

The council recommends that the expected "New Member" class cumulative GPA requirement should be equal to or above the current All-Women's Average to promote scholastic success throughout members' college careers.

Article VI. Risk Management and Reduction

The Panhellenic Association, including all elected executive board officers and member chapters will adhere to the New Mexico State University Standards for Student Social Conduct. The Panhellenic Association in its entirety can be held accountable for any violations of the Standards for Student Social Conduct, these bylaws, New Mexico State Law, or Federal Law. Refer to the Standards for Student Social Conduct for the core values and behavioral expectations the Panhellenic Association will adhere to.

Article VII. Policies

1. The officers that serve on the Panhellenic Executive Board at New Mexico State University, and the chapters that associate with the Panhellenic Association will not use council or chapter funds to purchase alcohol.
2. The officers that serve on the Panhellenic Executive Board at New Mexico State University will not purchase or consume alcohol in association with any Panhellenic events.
3. The officers that serve on the Panhellenic Executive Board at New Mexico State University, and the chapters that associate with the Panhellenic Association will abide by the State of New Mexico's law in regard to alcohol consumption and purchasing alcohol. In the State of New Mexico, an individual must be 21 years of age to purchase and consume alcohol. If an individual is under the age of 21, and purchases or consumes alcohol, they are doing so illegally and it is prohibited by the State of New Mexico, New Mexico State University, and the New Mexico State University Panhellenic Association.
4. If alcohol is provided during a Panhellenic event, it will be by a third-party vendor. Proper identification shall be checked by the vendor and participants must pay for alcohol on their own.
5. Women who are associated with a chapter within the Panhellenic Association will be held accountable for any public displays of inappropriate behavior that do not align with their individual chapter bylaws and the bylaws adopted by the chapters affiliated with the Panhellenic Association.
6. Women who are associated with a chapter within the Panhellenic Association will be held accountable for any acts of vandalism or pranks that the individual may do that destroys property or if harm is brought onto another individual.
7. All women associated with the Panhellenic Association will abide by the State of New Mexico's law in regard to driving a motor vehicle under the influence.

Article VIII. Ethical Financial Policies

Section 1.

Once a year at the beginning of the spring semester, copies of the previous years and upcoming year's budget with anticipated income and expenditures are distributed to each chapter by email.

Section 2.

For the approval of use of reserves, individual officers will complete a money request form and then submit it to the Vice President of Finance who will then review the request with the council advisor for approval.

Section 3.

Every quarter the Vice President of Finance officer will prepare the financial reports for review by the council by email.

Section 4.

Every check for the Panhellenic Council is required to have two signatures, from any combination of President, Vice President of Finance and the Panhellenic Advisor, unless deemed unnecessary by the Panhellenic Advisor.

Section 5.

Payment plans for Member or Associate chapters are determined on a case-by-case basis.

Section 6.

The council finances are overseen by the Panhellenic Advisor.

Section 7.

If made aware of any financial misconduct, the College Panhellenic will report to the Dean of Students Office. For reference, financial misconduct is defined as any dishonest or illegal activity relating to the student's financial responsibilities to NMSU, including, but not limited to: knowingly passing a worthless check, money order, or credit/debit card in payment to NMSU.

Article IX. Peer Accountability Board

If any Panhellenic Sorority violates the following but not limited to, the New Mexico State University Standards for Student Social Conduct, The Panhellenic Bylaws, NPC Unanimous agreements, Recruitment Rules, College Panhellenic Code of Ethics, and College Panhellenic Standing Rules, a College Panhellenic Alleged Infraction Report will be filed and the Peer Accountability process will be set into the motion.

Article X. Not for Profit

The Panhellenic Association is a not-for-profit organization.

Article XI. Compliance with Campus Regulations

This organization shall comply with all University and campus policies and regulations and local, state and federal laws. For reference, see New Mexico State University's Administrative Rules and Procedures (<https://arp.nmsu.edu/5-22/>).

Article XII. Rho Gammas

NPC Chapters are required to have a percentage of their chapter members apply and interview for Rho Gamma positions, as deemed appropriate by the Panhellenic President, Vice President of Recruitment External, and Vice President of Recruitment Internal each year. Rho Gamma applicants must have a minimum 2.5 cumulative GPA. The number will be based on chapter size and will be set by the Vice President of Recruitment Internal and the Panhellenic Advisor. Each chapter should be equally represented in direct proportion to their chapter total. If deemed appropriate, Panhellenic has the authority to require additional applications from each Chapter until they see fit. There will be fines or other disciplinary actions if the Rho Gamma applicant number is not met by the chapter.

Article XIII. Primary Recruitment

Section 1.

The Recruitment Rules of New Mexico State University Panhellenic Association must be followed by all chapters participating in Primary Recruitment. Three-fourths of participating chapters must be represented at recruitment meetings in order to amend the Recruitment Rules of New Mexico State University Panhellenic Association.

Article IV. Continuous Open Bidding (COB)

Section 1. General Policy

- A. Continuous Open Bidding (COB) is a year-round recruitment process available to eligible chapters, as permitted by the National Panhellenic Conference (NPC) guidelines.
- B. COB may only occur when a chapter is below Total, as determined by the Panhellenic Council.

Section 2: Timelines & Eligibility

- A. COB begins on Bid Day for chapters who did not achieve quota or total after all bids have been distributed and total is set. In the spring semester, COB will begin once total is set within 24 hours of the first day of the term.
- B. Chapters may extend bids at their discretion but must receive eligibility approval from the Panhellenic Advisor prior to extending each bid.
- C. New members accepting COB bids must sign a Continuous Open Bidding - Membership Recruitment Acceptance Binding Agreement (COB MRABA) and submit a copy to the university's Fraternity & Sorority Life Office within 48 hours of bid acceptance.

Section 3: Greek 101 & New Member Education

- A. All new members joining through both formal recruitment and COB are required to attend Greek 101, hosted by the Fraternity and Sorority Life office, prior to participation in any chapter event including general meeting.
- B. New members should attend Greek 101 within one (1) month of bid acceptance.
- C. New Members will be permitted to attend events that are expected pursuant to national guidelines for the chapter, i.e. ritual events or new member activities.
- D. New members will still be permitted to attend chapter events in the Section 4: Recruitment Rule Adherence

Section 4: Recruitment Rule Adherence

- A. COB must comply with all NPC Unanimous Agreements and New Mexico State University Panhellenic Association recruitment rules, including but not limited to:
 - a. No offering incentives or gifts in exchange for membership.
 - i. COB events hosted by a chapter that a PNM creates an item they can take home will not be considered a gift, i.e. flower bouquet or tote bag painting
 - ii. Gifts and incentives will be restricted to tabling and the advertisement of COB events.
 - b. Ensuring that all potential new members meet the universities and NPC's eligibility requirements.
- B. Any violations of these guidelines will be reviewed by the Panhellenic Judicial Board, and sanctions may be applied per Panhellenic Council policy.

Section 5: Enforcement

- A. Recruitment Staff is responsible for overseeing COB and ensuring all participating chapters remain in compliance.

Article XV. Social Media and Marketing

Section 1.

All member and associate member organizations of the New Mexico State University Panhellenic Association are expected to represent themselves in good taste acknowledging that they are representing their organization, New Mexico State University Panhellenic Association, New Mexico State University Fraternity and Sorority Life, New Mexico State University, and their national organization.

Section 2.

Recruitment videos should be published with the best of taste. Videos should be made for the purpose of showcasing a chapter's sisterhood, service, scholarship, and leadership. Videos which portray women intoxicated are unacceptable. All video footage should be from chapter events, such as sisterhood events, philanthropy events, and service events, that all members in good standing are allowed to attend.

Section 3.

All member and associate member organizations are expected to upkeep a positive and formal website. The website should be updated each semester. Updates are as follows, but is not limited to: chapter officers, and removal of disaffiliated individuals for recruitment purposes.

Section 4.

All member and associate member organizations are expected to hold their members to high social media standards. The following, but not limited to, should be monitored: underage drinking including the evidence of red solo cups, evidence of unregistered events including fraternity crests or identifying murals. No member shall wear identifying symbols or letters while consuming alcohol, regardless of age.

Section 5.

If an organization violates any portion of this, they will be subject to review by the New Mexico State University Panhellenic Association Judicial Board.

Article XVI. Impeachment

Section 1.

In the case that an officer is unable to fulfill her duties, she shall have the option to resign. A formal letter of resignation must be submitted to the Panhellenic Council within two weeks before the resignation can become effective. It is required that the reasons for her resignation be included in the letter.

Section 2.

In the case that an officer does not fulfill her duties for the benefit of the Panhellenic community members of the Panhellenic Executive Board, individual chapters, or the Panhellenic Advisor may initiate impeachment proceedings.

Section 3.

Written notification of the request for impeachment shall be sent to the Panhellenic Advisor and the accused officer.

Section 4.

After written notification of the request has been submitted, the Panhellenic President shall arrange an impeachment hearing, over which she will preside, within 7 days. All persons involved in the request for impeachment shall attend this hearing. If a chapter has initiated the request, the chapter shall send its President and Panhellenic Delegate. At this hearing, an advisor may be present to support each of the parties involved. However, any advisors present may not address everyone in attendance. The President will begin with introductions and a request to record the hearing in order to maintain accurate records. After the President outlines the order of the proceedings and reads the complaint the officer involved shall be permitted to present her side of the incident. Following her account, the Panhellenic

Executive Board may ask follow up questions. Once all of those present are satisfied with their knowledge of the incident, the accused officer and her advisor may make a closing statement. After closing statements, the President shall excuse the accused officer and her advisor, and she will then lead a discussion of the charges. The remaining officers shall attempt to find an amicable solution to the problem. If no amicable solution can be found, the Panhellenic Executive Board, through voting, shall determine if the charges are justified. Following the conclusion of the formal discussion, the President will send written notification to the accused officer no earlier than the next day, and no later than 7 business days. At this time, the officer involved shall be given the opportunity to resign. The Council Executive Board shall then determine the date by which the officer shall exit her position. The incident is then closed.

Section 5.

If deemed necessary by the Panhellenic Executive Board and Panhellenic Advisor, any vacancy of an executive officer shall be filled within three (3) weeks by a member from the chapter in which the previous officer had also been a member.

Section 6.

If the Panhellenic President resigns or is impeached, the President-Elect shall assume her duties and the office of President-Elect shall be filled through a formal interview process as her predecessor was chosen.

Section 7.

In the case that the President of the Panhellenic Council goes through the impeachment process, the Vice President of Accountability shall preside over the proceedings.

Article XVII. Homecoming Pairing Rotation

Section 1. General Policy

Each member sorority of the New Mexico State University Panhellenic Association shall participate in Homecoming activities with a fraternity in accordance with a structured rotation system. This rotation is designed to promote fairness, inclusivity, and engagement among all Greek organizations

Section 2. Rotation System

- A. Sororities and fraternities shall be paired for homecoming based on a pre-established rotation schedule.
- B. The rotation shall be maintained and reviewed annually by a joint committee consisting of representatives from the Panhellenic and IFC councils.

Section 3. Council Discretion

- A. The Panhellenic and IFC councils reserve the right to adjust the rotation due to extenuating circumstances including but not limited to:
 - a. Chapter size discrepancies
 - b. Chapter addition or removal (IFC or PH)
 - c. Chapter probationary status
 - d. University policy changes
- B. Any adjustments must be communicated to all affected chapters in a timely manner

Section 4. Participation Expectation

- A. All member sororities are expected to engage in Homecoming activities with their designated fraternity pairing.
- B. If a chapter is unable to participate, they must notify the Panhellenic and IFC councils in writing at least 3 months prior to Homecoming events.

Section 5. Enforcement and Amendments

- A. Failure to adhere to the assigned rotation without prior approval may result in review by the Panhellenic Council.
- B. This bylaw may be amended by a majority vote of the delegates, in consultation with the IFC representatives.

Article XVIII.

Exceptions to these bylaws and standing rules may be made by a majority vote of the Panhellenic Association chapters, as long as exceptions do not violate the NPC Unanimous Agreements.

Article XIX.

Charter in order of sororities on The New Mexico State University Campus:

Organization	Chapter	Charter-Closed
Zeta Tau Alpha	Beta Nu	1928
Chi Omega	Pi Delta	1939
Delta Zeta	Gamma Xi	1949
Pi Beta Phi	NM Beta	1972-closed 2016
Alpha Chi Omega	Zeta Kappa	1979-closed
Alpha Xi Delta	Theta Omega	1998
Delta Gamma	Eta Lambda	2004