CONSTITUTION OF THE PANHELLENIC ASSOCIATION
AT
TEXAS STATE UNIVERSITY

Article I- Name
The name of this organization shall be the Panhellenic Association at Texas State University (Hereinafter “Texas State”).

Article II- Objective
The object of the Panhellenic Association shall be to develop and maintain fraternity life and interfraternity relations at a high level of accomplishment, and in so doing to:
1. Consider the goals and ideals of member groups continually applicable to campus and personal life.
2. Promote superior scholarship as basic to intellectual achievement.
3. Cooperate with member fraternities and the university administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with the National Panhellenic Conference (Hereinafter NPC) Unanimous Agreements and policies.
5. Act in accordance with such rules established by the Panhellenic Council that do not violate the sovereignty, rights and privileges of an individual member fraternity.

Article III - Membership
There shall be two classes of membership: Regular and Associate.
1. The Regular membership of the Panhellenic Association at Texas State shall be composed of all chapter members in good standing of National Panhellenic Conference fraternities at Texas State.
   a. The Panhellenic Council shall be composed of one Senior Delegate and one Junior Delegate from chapter.
   b. A Junior Delegate has voice, but no vote.
   c. No sorority chapter president may serve as the Senior or Junior Delegate.
2. The Associate membership of the Panhellenic Association located at Texas State shall be composed of all members in good standing of National Panhellenic Conference colonies/active chapters (upon approval of the council).
   a. Associate members shall serve as delegates only.
   b. Associate members have a voice, but no vote.

Article IV - Panhellenic Council
The administrative body of the Panhellenic Association shall be the Texas State Panhellenic Council. The council shall oversee all business related to the overall welfare of the Panhellenic Council -- including recruitment and new membership -- which does not violate the sovereignty, rights or privileges of member fraternities.
The officers of the Panhellenic Council shall serve on the Executive Board. They shall have such powers as are prescribed in the Bylaws of the Texas State Panhellenic Association.

1. Delegates to the Panhellenic Council shall be selected by their respective fraternity chapter and shall be required to serve a term of one year from January to December.
2. When a delegate vacancy occurs, it is the responsibility of the fraternity concerned to select a replacement within two weeks.

**Article V – Officers**

1. The officers of the Panhellenic Association, also known as the Panhellenic Council, located at Texas State shall be President, First Vice President, VP Judicial, VP Recruitment, VP Scholarship, VP Member Development, VP Finance, VP Public Relations, VP Community Relations and VP Recruitment-Elect.
2. The officers shall be delegates from fraternities holding regular membership in the Panhellenic Association. Delegates from fraternities holding associate membership shall not be eligible to hold office.
4. No fraternity shall have more than two officers on the Executive Board.
5. The Panhellenic Executive Board will try and have each chapter represented on the next board. However, the most qualified candidate will be slated.
6. The officers shall serve for a term of one year, with the exception of the VP Recruitment-Elect, to begin no later than the second Panhellenic Council meeting of the spring semester.
7. No executive officer of the Panhellenic Council may concurrently hold an executive office in her chapter without prior approval from the Panhellenic Council Executive Board.
8. Any officer failing to perform her duties as outlined in the Constitution and Bylaws, (failing to maintain her minimum GPA requirement or violating the Student Code of Conduct,) shall be removed from office by the Coordinator of Greek Affairs. If a position vacancy were to occur the Panhellenic Council Executive Board reserves the right to leave a position vacant. If the Executive Board decides to fill the position, interested parties can submit a letter of interest to the Panhellenic Council Executive Board and give speeches the second meeting after the election is announced.
9. Any abuse of Panhellenic funds shall result in immediate removal of office.

**Article VI - Meetings**

The Panhellenic Council shall hold weekly meetings starting at the beginning of each semester.

1. A special meeting of the Panhellenic Association may be called by the President when necessary, or upon written request of any regular or associate member fraternity at Texas State.
2. If a delegate is going to miss a meeting, they are responsible for finding a replacement.
3. The delegate from each regular or associate member fraternity shall be responsible for notifying her chapter members of all regular and special meetings.
of the Panhellenic Association at Texas State, then having the Chapter President report back to the Panhellenic President verifying the information they have received.

4. A Panhellenic Delegate and/or a Panhellenic Executive Board Member shall introduce new Business to the Panhellenic Association.

5. All Panhellenic Association Roundtables are mandatory for each sorority’s respective officer. If the respective officer cannot be in attendance, they must find a replacement.

6. If there are excessive absences, the Panhellenic Association will handle it on a case-by-case basis.

**Article VII-Voting**

Two-thirds of the member fraternities shall constitute a quorum for the transaction of business.

1. The voting members of the Panhellenic Council shall be the Senior Delegates. If the Senior Delegate is absent, its Junior Delegate shall cast the vote of her fraternity. If both are absent, a member of the fraternity may cast the vote, providing her credentials have been presented in writing to the Council President prior to the meeting.

2. A two-thirds vote shall be required to carry out business.

3. Two-thirds of the voting members of Panhellenic Council shall be required to establish recruitment rules, Total Chapter Size and to allow another NPC organization on the campus of Texas State.

4. Majority rules for any Panhellenic Executive Board vote.
   a. All Panhellenic Executive Boards have voting rights except VP Recruitment-Elect.

5. The timeline for voting shall be:

   **Week One**
   1. Monday: The item(s) shall be tabled for two weeks so that any questions or concerns may be discussed at the following Panhellenic Council meeting.
   2. Tuesday: The Panhellenic Delegate shall introduce the matter(s) to her chapter and ask for any questions.

   **Week Two**
   1. Monday: The Panhellenic Council shall discuss the matter(s) to answer any questions from chapters.
   2. Tuesday: Panhellenic Delegate shall ensure that her chapter votes on the matter(s) to bring to the Panhellenic Council.

   **Week Three**
   1. The Panhellenic Council shall vote on the matter(s).

6. A Panhellenic Executive Board Member or Senior Delegate may call for an emergency vote on any New Business that demands immediate attention. This process would call for the chapter to vote the following day and the Panhellenic Council to vote the following week (Week Two).

7. Panhellenic Executive Board members have an equal voice in their respective chapters.
Article VIII- Committees
Committees and special officers may be necessary to carry out special duties of the Panhellenic Council. These positions shall be appointed by the Executive Board, and shall serve during the tenure of office of the board that appointed them.

1. The Judicial Board, a standing committee, consists of all Senior Delegates, and is chaired by the VP Judicial.
2. All other committees will be made on an as-needed basis.

Article IX-Unanimous Agreements and Policies
All members of the Panhellenic Association shall act in accordance with Panhellenic rules and policies as established by the NPC in the Unanimous Agreements. All rules and policies of the Panhellenic Association shall be in harmony with those currently endorsed by the NPC.

1. Panhellenic Inclusivity Act
   The purpose of the Panhellenic Inclusivity Act is to prohibit recruitment and general membership discrimination on the basis of race, religion, national origin, disability, age, veteran status, or sexual orientation/identification.

   Be it enacted by Panhellenic Executive Board at Texas State University.
   a. This Act may be cited as the “Panhellenic Inclusivity Act”.
   b. The purposes of this act are-
      i. To ensure no Panhellenic woman experiences discrimination on the basis of race, religion, nation origin, disability, age, veteran status, or sexual orientation
      ii. To ensure no potential member of any Panhellenic sorority experiences discrimination on the basis of race, religion, national origin, disability, age, veteran status, or sexual orientation.
      iii. To ensure Panhellenic women guaranteed the highest quality experience in their organization and discrimination does not hinder their ability to positively contribute to the Panhellenic community.
      iv. To ensure all members are guaranteed the same treatment and taught the highest ideals of Panhellenic sisterhood.

2. No Panhellenic sorority shall create merchandise specifically designed for men. All merchandise shall be created solely for Panhellenic women or chapter-related events.

Article X-Violations
Violations of any regulations of this Constitution, or its related Bylaws, Recruitment Rules or the NPC Unanimous Agreements shall be the occasion for penalties established by the Panhellenic Association in conformity with those recommended by the NPC.

1. All member and associate member fraternities shall abide by university, state, federal and city rules and regulations.
2. Any dispute growing out of a violation of the Panhellenic Association rules and regulations shall be adjusted through arbitration principles of the NPC.
Article XI-Amendments
This Constitution may be amended by a two-thirds vote of the voting members of Panhellenic Council. Amendments should be proposed by the Senior Delegate of any member fraternity and/or Panhellenic Executive Board Member in writing, and submitted to the VP Judicial.
Article I - Selection of Officers

Eligibility and Nominations
1. In order to be eligible for an Executive Officer position, an individual must be an initiated member of a fraternity that holds regular membership to the Panhellenic Association, and must have a 2.5 GPA. If their semester GPA falls below a 2.5, the officer may remain in their position if they have a cumulative Texas State GPA of a 2.7.
2. Any woman that is qualified is eligible to apply.
3. All Panhellenic officers must be in good standing with the university and their fraternities, having fulfilled all financial and scholastic obligations.
4. All Panhellenic Executive Board members must maintain a 2.5 semester GPA to hold and Executive Board position.
   a. If minimum semester GPA requirements for the chapter and for the Panhellenic Council are in conflict, the higher requirement stands.

Applications
1. Applications shall go out no later than the last Monday of October.
2. Each woman interested in running for a Panhellenic Executive Board position shall submit an application into the current board.
3. The applications shall be made available at the Panhellenic Council meetings and in the Panhellenic office two weeks prior to the due date.
4. When turning in the application, the candidate shall sign up for an interview.
5. Applications shall have a set due date, determined by the Panhellenic Executive Board.

Interview and Elections
Interviews and Elections shall be done on the following timeline:

   Week One
1. The outgoing Panhellenic Executive Board will conduct an interview with each candidate.
2. When selecting the slate, each candidate will receive a phone call asking her permission to be posted on the slate for any office.
3. The Panhellenic Executive Board shall notify the women who did not make the slate prior to the next Panhellenic Council meeting.

   Week Two
1. The outgoing Panhellenic Executive Board will present a new slate of new officers to the Panhellenic Delegates during the next Panhellenic Council meeting, and will post it in the Panhellenic office for one week.
2. Any candidate that was not slated in a position during week one of the posted slate is eligible to be nominated from the floor by her respective chapter, and must be present to accept her nomination.
**Week Three**

1. During the following meeting after the presented slate, each Senior Delegate will vote on the entire posted slate.
2. If there was a candidate nominated from the floor, every slated position will be voted on separately by the Senior Delegates. At this meeting, each woman that has a position challenged will present her platform for the position that she is running for.
3. If there is a tie, the Panhellenic Executive Board shall vote as a tiebreaker.
   a. If after the Panhellenic Executive Board has voted and there is still a tie, the current Panhellenic President will decide vote.
4. Voting will be conducted by secret ballot.

**Article II - Officer Duties**

**President**

1. Preside over all regular and special meetings of the Panhellenic Council as well as the Panhellenic Executive Board.
2. May call special meetings NPC Area Advisor.
3. Represent the Panhellenic Association upon all requests.
4. Conduct monthly President’s Roundtables with chapter presidents.
5. Responsible for regular communication with the presidents of the governing councils (IFC, NPHC, MGC) to coordinate joint business meetings, and to discuss other concerns.
6. Panhellenic officer training/transition shall be the responsibility of the current president. She shall plan, oversee and present an information transition meeting.
7. Meet weekly with the Panhellenic Advisor to remain current on issues and matters of importance to the Fraternity and Sorority community.
8. Meet weekly with presidents of the governing councils (IFC, NPHC, MGC), Greek Affairs Coordinators and Assistant Dean of Students.
9. Maintain a complete and up-to-date file that includes a copy of the current Constitution, Bylaws, Recruitment Rules, budget, NPC Manual of Information and other pertinent materials.
10. Update Panhellenic Constitution and Bylaws each fall semester.
13. Aid in the selection of Recruitment Counselors.
15. Perform all other duties pertaining to this office, or as called upon by the Panhellenic Advisor.

**First Vice President**

1. Perform the duties of the President in her absence, during her inability to serve or at her call.
2. Keep records and minutes of all meetings (i.e. Panhellenic Council meetings, Panhellenic Executive Board meetings, roundtables). Type minutes of each week’s
meeting, distribute copies to all delegates, Executive Board officers, the Panhellenic Area Advisor and the Panhellenic Advisor by 5:00 PM the following day after the Panhellenic meeting, and make them readily available on the Panhellenic server.

3. Maintain and update all Panhellenic contact lists as needed.
4. Create and maintain an internal calendar of deadlines and expected projects for the Panhellenic Executive Board.
5. Collect and monitor all fraternity activities on the Panhellenic Calendar each semester.
6. Make, confirm and check all reservations and room setups for Panhellenic Council meetings, Panhellenic Executive Board meetings, and special events at the request of the Executive Board or Panhellenic Advisor.
7. Aid in the selection of Recruitment Counselors.
8. Maintain communication between Executive Board and chapter delegates.
9. Perform all other duties pertaining to this office and assigned by the President and/or the Panhellenic Advisor.
10. Create and maintain a schedule of office hours for the Executive Board, while ensuring 4 weekly hours are being completed by each Panhellenic Council Executive Officer.

**VP Judicial**

1. Serve as committee chair of the Judicial Board, holding roundtables once a semester with each chapter’s judicial and risk management chair.
2. Keep in contact with all Chapters’ Judicial proceedings and ensure that they are receiving all necessary information.
4. Maintain knowledge of all NPC’s policies and procedures.
5. Aid in the selection of Recruitment Counselors.
6. Perform all other duties pertaining to this office and assigned by the President and/or the Panhellenic Advisor.

**VP Recruitment**

1. Coordinate and administer the Recruitment process.
2. Represent the Panhellenic Association during the summer orientation sessions.
3. Live in San Marcos during the summer, and be responsible for processing all PNM information in an efficient and timely manner.
4. Supervise any revisions of the recruitment rules.
5. Hold roundtables with the respective chapter recruitment chairs.
7. Aid in the selection of Recruitment Counselors.
8. Create the recruitment schedule.
9. Perform all other duties pertaining to this office and assigned by the President and/or the Panhellenic Advisor.

**VP Scholarship**

1. Coordinate all scholarship opportunities made available to members of the Panhellenic Association.
2. Hold roundtables with each chapter’s respective scholarship chair once a semester.
3. Manage “Month of the Scholar” during February.
4. Keep NPC updated with fall and spring scholarship standings, located on the NPC dashboard.
5. Coordinate Rho Lambda in conjunction with the Panhellenic President.
6. Oversee the selection of the Panhellenic Stipend recipient per semester.
7. Aid in the selection of Recruitment Counselors.
8. Perform all other duties pertaining to this office and assigned by the President and/or the Panhellenic Advisor.

VP Membership Development
1. Coordinate New Member Educator roundtables.
2. Coordinate open forums with chapter members for the improvement of the Panhellenic community each semester.
3. Coordinate all “chapter-of-the-month” and “woman-of-the-month” awards.
4. Plan and implement the Recruitment Counselor selection process and Work Week.
5. Perform all other duties pertaining to this office and assigned by the President and/or the Panhellenic Advisor.

VP Finance
1. Supervise the finances of the Panhellenic Council.
2. Prepare a budget each fiscal year. Upon its approval by the Panhellenic Executive Board, a copy must be provided for each sorority.
3. Maintain up-to-date financial records including all sorority fines, Recruitment fees and fines and give monthly financial reports to the Panhellenic Executive Board and delegates.
4. Responsible for the prompt payment of all bills, the collection of all payments including, but not limited to, fines, dues and fundraisers of the Panhellenic Council.
5. Aid in the selection of Recruitment Counselors.
6. Perform all other duties pertaining to this office and assigned by the President and/or the Panhellenic Advisor.

VP Public Relations
1. Prepare all publicity releases involving the Panhellenic Association, maintain a current up-to-date file containing everything released and pass it down to your successor.
2. Maintain all media channels to promote the positive image of the Greek community.
3. Coordinate all publicity for Recruitment in conjunction with the VP Recruitment (i.e. Recruitment eBook and social media)
4. Organize and hold a PR roundtable once (if not twice) a year.
5. Aid in the selection of Recruitment Counselors.
6. Perform all other duties pertaining to this office and assigned by the President and/or the Panhellenic Advisor.

VP Community Relations
1. Coordinate at least one philanthropic and service function each semester (i.e. spring dodgeball and fall food drive.)
2. Organize and hold at least one roundtable per semester.
3. Coordinate and collaborate with organizations within the Texas State and San Marcos communities.
4. Present service opportunities to chapters.
5. Aid in the selection of Recruitment Counselors.
6. Perform all other duties pertaining to this office and assigned by the President and/or the Panhellenic Advisor.

**VP Recruitment-Elect**
1. Responsible for Interactive Collegiate Systems (ICS) dates and times.
2. Responsible for maintaining ongoing updates of ICS.
3. Maintain information on the Continuous Open Recruitment process.
4. Must attend all Executive Board meetings and Recruitment Roundtables.
5. Must be from a different chapter than the Vice President of Recruitment.
6. Covers all information regarding Potential New Members
7. In the event that the Vice President of Recruitment leaves her position early, the Vice President of Recruitment – Elect will automatically be promoted to the Vice President of Recruitment.
8. Perform all other duties pertaining to this office and assigned by the Vice President of Recruitment and/or the Panhellenic Advisor.

**Article III - Executive Board Responsibilities**
1. Attendance at all Panhellenic Council and Executive Board meetings is required.
2. If it is necessary to miss any meeting, notify the Panhellenic President and/or the Panhellenic Advisor.
3. The Executive Board shall meet weekly to plan the next Panhellenic Council meeting.
4. Each Executive Board officer shall maintain a notebook pertaining to her office.
5. Each member of the Panhellenic Executive Board shall maintain at least four scheduled office hours per week during her term.
6. Each member must maintain objectivity in dealing with fraternity and sorority affairs.
7. If minimum semester GPA requirements for the chapter and for the Panhellenic Council are in conflict, the higher requirement stands.

**Article IV - Judicial Board**
1. The Judicial Board shall consist of the VP Judicial and a Senior Delegate from every chapter, except the chapter accused.
   a. Members shall vote on the discussion of each grievance brought before the Board.
   b. An Associate shall vote only to break a tie.
2. All Fraternity issues shall be first addressed in the mediation and judicial process as outlined by the Unanimous Agreement XII in the NPC Manual of Information.
3. It is the duty of the Judicial Board to deal with violations of the Constitution/Bylaws and Standing Recruitment Rules.
4. All Panhellenic Judicial Board meetings shall be confidential.
   a. Any Senior Delegate that violates the confidentiality shall be removed from the Judicial Board, and must be replaced by her chapter within one week.
5. The Judicial Board shall not prevent a sorority from participating in a philanthropic activity.
6. All Senior Delegates shall attend the Judicial Board training held by the VP Judicial.
   a. In order to sit on the Judicial Board, a delegate must have
attended the mandatory training.

**Article V-Finance**

1. The fiscal year of the Panhellenic Association shall be from January 1 - December 31.
2. The VP Finance shall present the annual budget for the coming year in writing at the third meeting of the semester.
3. All check requests shall be approved by the President or the VP Finance, and signed by the Panhellenic Advisor.
4. Checks to Panhellenic Association shall be made payable to the Texas State Panhellenic Council.
5. The dues of each member and associate member fraternity shall be $15.00 per new member and member for the spring semester of 2015. Beginning in the fall semester of 2015, dues per new member and member will be $20.00. These dues shall be payable on or before the date of the fourth Panhellenic Council meeting each fall and spring semester.

**Article VI - Administration of Membership Selection**

1. Formal Recruitment shall be held in the fall.
2. NPC Quota-Total system shall be followed.
3. Total Chapter Size shall be re-evaluated after every Formal Recruitment. To allow groups to achieve parity as quickly as possible at the conclusion of primary recruitment, the Texas State University Panhellenic Association shall automatically reset Total upon the completion of snap bidding; with the timing as determined by the Panhellenic President as long as it is accomplished within 72 hours after the completion of the primary recruitment period. Total will be determined by the average chapter size (ACS) rounded down to the nearest whole number.
4. The preferential bidding system shall be used.
5. Except during Formal Recruitment, Continuous Open Recruitment (COR) shall be in effect during the college year for all eligible students who identify as women. (fall and spring semester)
6. If a chapter has not filled quota during Formal Recruitment, or remains under the established total chapter size, they may conduct COR.
7. All membership selection events during Formal Recruitment shall be held in the locations designated by the Panhellenic Council.
8. Every regularly enrolled new member, holdover, initiate or affiliate of a chapter shall be counted in Chapter Total.
9. Other matters related to membership selection shall be specified in the Standing Recruitment Rules.

**Article VII - Violations**

1. Any dispute arising out of the violation of the Panhellenic Association's rules and regulations shall be addressed through a mediation and/or judicial process.
2. The Panhellenic Council shall follow the mediation and judicial process state in Unanimous Agreement XII.

**Article VIII - Extension**
1. When all NPC chapters are close to/over Total, the Panhellenic Council shall consider raising Total or adding another chapter.
2. Such a chapter shall be organized through the extension process as outlined by NPC.
3. Consideration shall be given to NPC fraternities that have previously had chapters on the campus and to those NPC fraternities.

**Article IX - Expansion**

Section 1
Student organizations desiring Associate membership in the Panhellenic Council must satisfy the following requirements:
1. Subscribe to anti-hazing principles established by Texas State and the state of Texas.
2. Develop an informal association of no fewer than 45 women who are regularly enrolled as Texas State students.
3. Agree to abide by the Constitution and Bylaws of the Panhellenic Association.
4. Satisfy all the requirements set forth in university policy statements.
5. A welcoming committee will help other chapters with their entrance into the Greek community.

Section 2
Associate membership shall be lapsed if the petitioning group has not achieved regular membership in the Panhellenic Council within three long semesters after the granting of Associate membership.

**Article X – Rho Lambda (PA)**

1. This organization shall be known as Rho Lambda (“Panhellenic Leadership”)
2. The purpose of this organization shall be to honor those women within Panhellenic who have been outstanding in the display of demonstrated leadership, abilities and loyalty to the Panhellenic Association and their sorority.
3. Applications will be sent out during both the fall and spring semester.
4. There shall be no officers.
5. Membership Requirements
   a. Women, in the opinion of their chapter, that have displayed outstanding leadership, ability and loyalty throughout the years of sorority affiliation shall be eligible for membership.
   b. To be eligible for membership, you must be:
      • Active members of a national sorority with 60+ hours
      • Regularly enrolled, full-time undergraduate students at Texas State
      • Have chapter scholarship chair and presidential approval
      • Have a 2.75 GPA or higher
   c. The maximum number of new members elected in any year shall be 10% of Total Sorority Membership
6. All initiated members shall pay $28 to the Panhellenic Council for the dues established by the national office and for her cords.
7. This article of the constitution can be amended by a two-thirds vote of the active members of Rho Lambda.
8. The Panhellenic Executive Board President and VP Scholarship shall be ex-officio officers of Rho Lambda.

**Article XI - Rules of Order**

**Article XII - Amendments**
These Bylaws may be amended by two-thirds vote of the voting members of the Panhellenic Council.