



STANDING RULES

ANGELO STATE UNIVERSITY COLLEGE PANHELLENIC COUNCIL (CPC)

Article I. Ethics & Code of Conduct

Section 1. Honor Statement

- A. The Angelo State University College Panhellenic Council shall always operate in good taste, with respect and dignity for all students, faculty, staff, administration, and community members.
- B. Sorority women working together serve as role models. They encourage their members to be law-abiding citizens, mindful of others' rights and dedicated to representing and upholding the principles espoused by every member organization.
- C. In accordance with the Code of Ethics, all member chapters, and their respective members, shall conduct themselves in a respectful, constructive, and positive manner.

Article II. Meetings

Section 1. Meetings

- A. *Scheduled Meetings:* The Angelo State University College Panhellenic Council (CPC) shall meet weekly on Monday at 5:15pm at a location designated by the Panhellenic Adviser. Time and frequency of meetings are subject to change based on a majority vote of the College Panhellenic Council.
- B. *Special Meetings:* A special meeting of the Angelo State University Panhellenic Council may be called by the President when necessary. She shall also call such meeting upon the written request of any Regular or Associate member women's fraternity at Angelo State University

Section 2. Parliamentary Authority

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

Section 3. Office & Delegate Meeting Expectations

- A. The reporting delegate from each regular, provisional or associate member fraternity shall be responsible for notifying her chapter members of all regular and special meetings of the Angelo State University Panhellenic Council.
- B. If a delegate or officer is more than five (5) minutes late to a meeting, and a replacement has not been sent in her place, her organization may be subject to a \$5.00 fine paid to the Treasurer.
- C. If a delegate or officer is absent from a Panhellenic Council meeting and no alternate is sent in place, her organization may be subject to a \$15.00 fine paid to the Treasurer.

Article III. Finances

The Finances shall be overseen by the CPC President, Treasurer, and Panhellenic Adviser.

Section 1. Budget

- A. At the beginning of the fiscal year, the CPC, under the advice and consent of the Treasurer and President, will pass a formal budget for the defined fiscal year.
- B. All expenses categorized under the budget, shall not require individual votes since previous defined as a budget line item.
- C. Budget Items may include but are not limited to:
 - a. Recruitment
 - b. Panhellenic Sponsored Programs
 - c. Philanthropic Programs
 - d. Marketing
 - e. Promotional Items
 - f. Dues Collection
 - g. Meals/Catering
 - h. Rental of Venues
 - i. Professional Development Seminars or Sessions

Section 2. Dues

Dues shall be set in accordance with the Angelo State University College Panhellenic Council Bylaws, Article III, Section 3. Any purposed changes to this bylaw must be changed in accordance with Article XV of the Angelo State University College Panhellenic Council Bylaws.

- A. Dues should be turned into the CPC President, Treasurer, or Panhellenic Adviser, on or before 30 days after the beginning of the academic term.
- B. The dues of each Panhellenic Council membership shall be \$3.00 per member per semester and \$10.00 per new member per semester. The amount of such dues can be changed if the need arises by the Panhellenic Council at its first meeting. Associate members/interest groups shall pay half of the regular member dues.
- C. Time of Payment: The dues of each Panhellenic Council member organization shall be payable at the beginning of each academic semester, two weeks after notice given by the President or Treasurer. For each day late, a \$1 fee will be added per chapter

Section 3. Expenses

- A. At every meeting, a report on the status of the accounts, and the most recent expenditures must be disclosed by either the President, Treasurer, or designee.
- B. Any expenses not designated, outlined, or appropriated by the annual budget, must be approved through majority vote of the CPC before the payment can be executed.
- C. Expenses to be paid by the CPC are subject to member chapter review before consideration if the member chapter requests.

- a. Consideration of expenditures by a member chapter should be reviewed through the requesting chapter no later than 1 week after the request was made. Requests requiring further time for review should be approved by majority vote of the CPC.

Article IV. Judicial Procedures

Section 1. Guidelines

The CPC will operate all judicial procedures as outlined in the Manual of Information, Unanimous Agreement VII and in the section titled "College Panhellenic Judicial Procedure."

Section 2. Outline of Procedure

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

- A. *Mediation.* Mediation is the first step of the judicial process. The Angelo State University Panhellenic Council shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.
- B. *Judicial Board hearing.* When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.
- C. *Appeal of Judicial Board decision.* A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeal Committee. The Angelo State University Panhellenic Council shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

Section 3. Detailed Outline of Judicial Procedures

- A. Sororities are encouraged to resolve alleged infractions as soon as possible through informal discussion with the involved parties before a College Panhellenic Violation Report form is filed.
- B. Should the informal discussions be unsuccessful, the judicial process will be set in motion by the filing of a violation report form for an alleged infraction. An infraction can only be filed against a chapter and not against any individuals. Violations must be reported on the College Panhellenic Violation Report (CPVR).
- C. *Timing*
 - a) The CPVR shall be completed and presented to the CPC President as soon as possible after the alleged infraction (preferably within 24 hours, but not to exceed 30 calendar days from the date of the alleged infraction).
 - b) If the CPC president is unavailable or the violation is against her women's fraternity, the report shall be presented to the FSA.
 - c) The CPC President and FSA shall review the CPVR to ensure that it has been filled out completely, including proper signatures and indication of rules violated. If incomplete, the CPVR will be returned to the reporting party to be completed.
- D. *Proper Reporting Authority*
 - a) Infractions, excluding recruitment infractions, may only be reported and signed by one of these people:
 - i) Chapter president on behalf of her chapter
 - ii) Chapter executive officer/board member on behalf of her chapter
 - iii) College Panhellenic officer
 - iv) FSA
 - b) Recruitment infractions may only be reported and signed by one of these people:
 - i) Chapter president on behalf of her chapter
 - ii) CPC Vice President of Recruitment or a RC

- iii) PNM
 - iv) FSA
- E. Receipt of Infraction
 - a) The following steps should be taken to ensure an infraction is properly received by the CPC:
 - i) The CPVR is retained by the CPC President or FSA and is available upon request by the accused women's fraternity.
 - ii) The CPC President or FSA shall send a copy of the CPVR to the NPC area advisor within seven days.
- F. Notification of Chapter
 - a) The CPC President shall notify the accused women's fraternity in writing by delivering the College Panhellenic Infraction Notice (CPIN) to that chapter president within seven days of receiving the CPVR.
 - b) If the president of the accused women's fraternity is unavailable, delivery may be made to another appropriate chapter officer or advisor. The record of delivery shall be documented on the report.
 - c) A copy of the CPIN shall be given to the FSA and sent to the NPC area advisor within the same time period.
- G. Response to Receipt of Infraction
 - a) Upon receipt of the CPIN, the accused women's fraternity shall contact the CPC President within seven days to schedule mediation.
 - b) Mediation shall be held unless the accused women's fraternity chooses to proceed directly to a judicial hearing. Either mediation or judicial hearing must be held within 21 days of receipt of the VPIN.
 - c) If an agreement is not reached during mediation, a judicial board hearing shall be held with 14 days of the failed mediation.
 - d) University class breaks during the specified timeframes may affect scheduling of any mediation or hearing and may extend the timeframe by the number of days of the class break.
- H. Mediation
 - a) Mediation to find a solution satisfactory to both parties will be in accordance with:
 - i) NPC Unanimous Agreements
 - ii) CPA bylaws
 - iii) CPC Recruitment Rules
 - iv) CPA Code of Ethics
 - v) CPC Standing Rules
 - b) The following elements of mediation shall be followed:
 - i) Mediation shall be closed to the public.
 - ii) All participants in the mediation shall keep strict confidentiality.
 - iii) No more than three participants (including a chapter advisor) shall represent either party involved at mediation.
 - iv) In cases of infractions for which a College Panhellenic officer or another individual has information regarding the infraction and did not file the infraction, then that person shall attend only for the purpose of presenting the information, after which he or she shall be excused from the mediation.
 - c) Mediator Guidelines
 - i) The CPC President in agreement with the FSA shall appoint a neutral party to serve as the mediator.
 - ii) The FSA may serve as mediator if he or she did not file the infraction or has not been involved with the reported incident
 - iii) The mediator shall not be an undergraduate student.
 - iv) All parties must sign a summary of the mediation proceedings on the College Panhellenic Mediation Summary Report (CPMSR) indicating the outcome of the mediation and their acceptance of the sanctions. A copy of the report shall be retained by the FSA for a period of three years.

- v) Within 24 hours of completion of the mediation, the CPC President shall send a copy of the CPMSR to the parties designated on the form.
- I. Judicial Board Hearing
- a) College Panhellenic shall follow procedures for judicial board hearings as established by the CPA bylaws.
 - b) Hearings shall be closed to the public
 - c) No more than three participants (including chapter advisor) shall represent either party and/or women's fraternity at a hearing.
 - d) In cases of infractions for which a College Panhellenic officer or another individual has information regarding the infraction and did not file the infraction, then that person shall attend only for the purpose of presenting the information, after which he or she shall be excused from the judicial hearing.
 - e) All parties must sign a summary of the hearing proceedings on the College Panhellenic Judicial Board Hearing Summary Report (CPJBHSR) indicating the outcome of the hearing. A copy of the report shall be retained by the FSA for a period of three years.
 - f) Within 24 hours of completion of the judicial hearing, the CPC President shall send a copy of the CPJBHSR to the parties designated on the form.
 - g) If conflicts of interest make a judicial board hearing ineffective, and mediation has proven ineffective, the case may be referred directly to the MPC College Panhellenic's Judicial Appeals Committee.
- J. Appeals
- a) Decisions of the CPC Judicial Board may be appealed by and involved party to the NPC College Panhellenic's Judicial Appeals Committee (CPJAC).
 - i) An appeal shall be filed with the CPC President using the process referenced in the judicial resource section in the NPC Manual of Information and on the appeal form, within seven days of the decision.
 - ii) The NPC CPJAC shall reverse or uphold the decision of the CPA Judicial Board. The NPC CPJAC may also dismiss or modify sanctions as the committee deems appropriate.
 - iii) Any sanction shall begin only after all properly filed appeal decisions have been rendered. If a sanctioned women's fraternity wants to fulfill all or part of the sanctions pending the outcome of a fined appeal, the women's fraternity shall have that option.
 - b) If the NPC CPJAC is unable to resolve the appeal, the NPC CPJAC Chairman shall be responsible for the further conduct of the case. All data regarding the appeal shall be submitted in the following order, as needed, until resolution can be determined:
 - i) Inter/national presidents of the women's fraternities involved
 - ii) NPC Executive Committee
 - iii) NPC Board of Directors; the decision of the board shall be final.

Section 4. Infractions

A. Minor Infractions

- a. Minor infractions emanate primarily from recruitment procedure violations and include, but are not limited to: violations of budget; violations of guidelines for decorations, apparel, food/drink, entertainment, and gift giving; not adhering to scheduled hours of recruitment events; not meeting the deadlines for submitting invitational lists; and social networking violations, etc.
- b. Five minor infractions will equal one major infraction.
- c. Sanctions for minor infractions will be assessed to fit the nature and degree of the offense:
 - i. An official reprimand will be recorded in the CPC minutes and the appropriate paperwork will be filed as stated in the NPC Manual of Information.
 - ii. Constructive sanctions of a positive nature include, but are not limited to: extra activity designed for campus betterment; or, other services to the CPC, such as community service, clerical assistance in the Multicultural & Student Activities Center, sponsor an academic enrichment seminar, faculty appreciation program, or recruitment procedures workshop.
- d. Minor infractions by the entire women's fraternity, such as keeping a PNM at a recruitment event beyond the allotted time, will result in a \$50.00 fine for the first five minutes and

- \$2.00 for each minute thereafter.
- e. A Minor infraction will be issued for not meeting the deadline for submitting lists will result in a fine of \$5 per minute past the deadline.
- B. Major Infractions
- a. Major infractions emanate primarily from recruitment ethics violations and include, but are not limited to, violations of the NPC Unanimous Agreements, such as failing to observe silence or contact rules, making disparaging remarks about fraternity women, extending bids early, encouraging PNMs to intentionally single preference, suggesting that a woman refuse a bid from one women's fraternity to wait for a bid from another women's fraternity, and involving men or alcohol in recruitment. (See Article: VI, Section: A, Subsection b. for a more extensive explanation on the involvement of men.)
 - b. Sanctions for major infractions shall be assessed to fit the nature and degree of the offense.
 - i. Constructive sanctions of a positive nature include, but are not limited to: planning and financing a Panhellenic workshop conducted by the NPC Area Advisor or another NPC representative; executing a major fundraiser to provide Panhellenic scholarships, speakers, regional Panhellenic conference fees; and, sponsoring a retreat for recruitment chairs or other chapter officers.
 - ii. The deprivation of social privileges involves the suspension of Greek Week and/or Homecoming in varying degrees for specific periods of time.
 - iii. Sanctions, including loss of social privileges, will not forbid formal or informal entertainment that is part of membership recruitment or the observance of a women's fraternity celebration.
 - c. Duration and notification of sanctions
 - i. All recruitment infractions will be settled within a ten (10) day period of the time of the incident or within the first ten (10) days of the academic year.
 - ii. The duration of any sanction imposed by the CPC shall not extend beyond the calendar year in which it is imposed.
 - d. The CPC shall report in writing, within one week of the date the sanction was imposed, any sanction to the NPC Area Advisor and complete all paperwork required by NPC.
- C. If a PNM is found guilty of any infraction listed/referenced in the Constitution & By-laws, Standing Rules, Code of Ethics, or Recruitment Rules, she may not pledge any sorority for one calendar year.
- D. Fulfillment of sanctions
- a. If a chapter or chapter woman is sanctioned with a sanction, the chapter will be held accountable for the fulfillment of the punishment; unless the CPC sees fit to allow the FSA to oversee the sanction.
 - b. If after a sanction or sanction is enforced, the chapter or chapter member does not accurately fulfill the duties assigned, mediation will begin again to reassess the situation.
 - i. The CPC President, Vice President of Recruitment, and FSA have discretion on the determination of fulfilling sanctions.

Article V. Recruitment

Section 1. Unanimous Agreements

- A. All recruitment procedures, actions, and laws shall abide by the National Panhellenic Council Manual of Information Unanimous Agreements and College Panhellenic Membership Recruitment Section.

Section 2. Event Format

- A. The event format will be as follows:
 - a. Round/Day 1 (Sisterhood) – 30 minutes per party
 - b. Round/Day 2 (Philanthropy) – 45 minutes per party;

- c. Round/Day 3 (Preference) – 60 minutes per party
- d. There will be 20 minutes break between each party.

Section 3. Recruitment Counselors

A. Definition

- a. Rho Gammas are members of each member sorority, who have decided to assist potential new members and the Panhellenic community by pledging to promote an unbiased and fair recruitment process. Rho Gammas shall serve as the Recruitment Counselors for the Sorority Formal Recruitment and shall remain affiliated with their member chapter.
- b. Recruitment counselors are undergraduate chapter members in good standing who:
 - i. Are members from sororities holding regular membership in the College Panhellenic Council.
 - ii. Are dependable, responsible and available to potential new members.
 - iii. Are enthusiastic and have a positive attitude toward sorority experiences.
 - iv. Are objective and impartial.
 - v. Have good listening skills and the ability and willingness to keep confidences.
 - vi. Are sensitive and perceptive to other's feelings while remaining objective.
 - vii. Are representative of the best qualities of Panhellenic women.
 - viii. Are willing to refrain from contacting or having contact with their chapter members during the defined recruitment period outlined in the Angelo State University College Panhellenic Council Recruitment Rules.
 - ix. Are willing to refrain from the use of alcohol throughout the defined recruitment period.

B. Selection

- a. Rho Gammas shall be selected through an application, and interview process conducted by the CPC President, and Vice President of Recruitment.
- b. An equal number of each member sorority shall be represented in the Rho Gammas.
- c. The College Panhellenic President, Vice President of Recruitment, Secretary, and Treasurer, cannot be considered for Rho Gamma selection as they are required by the Panhellenic Officer Disassociation During Recruitment Policy (2003, 2016): Panhellenic officers should be "disassociated" from their respective NPC chapters for the period immediately preceding recruitment (not to exceed 30 days) and during recruitment so their actions and decisions support the welfare and best interests of the Panhellenic community. Recruitment counselors should be disassociated for the same period of time as Panhellenic officers, unless the College Panhellenic votes to allow recruitment counselors to remain associated with their respective chapters based on NPC recommended best practices.