



Bylaws of Arkansas Tech University Panhellenic Association Updated: February 7, 2023

Article I. Name

The name of this organization shall be the College Panhellenic Council (CPC) of Arkansas Tech University.

Article II. Object

The object of the College Panhellenic Council (CPC) shall be to develop and maintain fraternal life and interfraternity relations at a high level of accomplishment and in so doing to:

1. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
2. Promote superior scholarship and basic intellectual development.
3. Cooperate with member women's organizations and the university/college administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, resolutions and policies.
5. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member women's fraternities.

Article III. Membership

Section 1. Membership Classes

There shall be two classes of membership: regular and provisional.

- A. **Regular membership.** The regular membership of the CPC shall be composed of all chapters of NPC fraternities at Arkansas Tech University. Regular members of the CPC shall pay dues as determined by the CPC. Each regular member shall have voice and one vote on all matters.
- B. **Provisional membership.** The provisional membership of the CPC shall be composed of all colonies of NPC fraternities at Arkansas Tech 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 women's organizations.

Section 2. Privileges and Responsibilities of Membership

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

Article IV. Officers and Duties

Section 1. Officers

The officers of the CPC shall be President, Vice President, Secretary, Treasurer, Director of Recruitment, and Director of Public Relations.

Section 2. Eligibility

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

- A. **Regular membership.** Members from women's fraternities holding regular membership in Arkansas Tech University College Panhellenic Council shall be eligible to serve as any officer if elected by their chapter.
- B. **Provisional membership.** Members from women's fraternities holding provisional membership in Arkansas Tech University College Panhellenic Council shall not be eligible to serve as an officer.
- C. Members from women's fraternities with below a 3.0 GPA will not be deemed eligible to serve as any officer.

Section 3. Selection of Delegates, Alternates, and Executive Board Representatives.

- A. Delegates, alternates, and executive board representatives to the Panhellenic Council shall be selected by their respective women's fraternity chapters to serve for a term of one year commencing no later than four weeks before the fall commencement.
- B. The offices of president, vice president, secretary and treasurer of the Arkansas Tech University CPC shall be held in rotation by each eligible woman's sorority chapter in order of its installation at Arkansas Tech University. If a member from the women's sorority, in order of rotation, is not prepared to serve as a designated officer, the College Panhellenic Council shall determine how the office shall be filled.
- C. Rotation for the year of 2024 should be as follows: Zeta Tau Alpha as President, Delta Zeta as Vice President, Phi Mu as Secretary, and Alpha Sigma Tau as Treasurer.

Section 4. Delegate Vacancies.

- A. When a delegate or executive board representative vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within one week and to notify the CPC secretary and/or advisor of her name, email address and telephone number.

Section 5. Term

- A. The officers shall serve for a term of one year or until their successors are selected. The term of office will begin January 1st of each year.

Section 6. Removal

- A. Any officer may be removed for cause by a vote of two-thirds of the CPC.
 - a. Causes for removal may include but are not limited to: failure to fulfill duties as stated in the bylaws, failure to attend mandatory CPC activities, and falling into poor standing with respected sorority chapter and/or Arkansas Tech University.
- B. Any officer that falls below a 3.0 cumulative GPA during her term of office will immediately resign her position.

Section 7. Duties of Officers

- A. All Officers shall:
 - a. Be familiar with the NPC Manual of Information and all governing documents of this Association.
 - b. Attend all major Panhellenic activities and events as deemed mandatory by the CPC as long as four weeks notification is given. Unless the Office of Fraternity and Sorority Life makes an event mandatory.
 - i. Examples include, but are not limited to, Greek Leadership Retreat, Panhellenic Recruitment, and any National Panhellenic sponsored program (e.g., Something of Value and Advanced Panhellenic).
 - c. Inform the Office of Fraternity and Sorority Life and Panhellenic Advisor if you will not be able to attend the Association of Fraternal Leadership and Values Conference (AFLVC) by the end of the Fall Semester. If an officer cancels after the end of the fall semester, they will need to reimburse the College Panhellenic Council for all non-refundable expenses.
 - d. Clear major publications and marketing efforts through the Primary Advisor for the purpose of copyright, liability, and/or to avoid situations which may negatively impact the CPC or Arkansas Tech University Fraternity and Sorority Life community. Examples include, but are not limited to, recruitment materials, mass emails, and/or social media post.
 - e. Assist in the review and revision of the Panhellenic Bylaws and recruitment rules.

- f. All monetary transactions, publications/marketing efforts, written documentations, mass email mailings, or any other forms of communications should be cleared through Primary Advisor for the purpose of liability issues and /or to avoid unwarranted situations which may affect the entire council or Arkansas Tech University Greek Community.
 - g. Assist with recruitment.
 - h. Perform all other duties as assigned.
- B. The President shall:
 - a. Preside at all regular and special meetings of the College Panhellenic Council.
 - b. Preside at all meetings of the Executive Board.
 - c. Serve as an ex-officio member of all Panhellenic Association committees, except the judicial board.
 - d. Meet regularly with the CPC Advisor and other University Administrators as needed.
 - e. Ensure that the NPC College Panhellenic annual report is completed.
 - f. Communicate regularly with the NPC area advisor. Manual of Information, 20th Edition 2015 College Panhellenic Model Bylaws 75.
 - g. Maintain current copies of the following: Arkansas Tech University CPC bylaws and standing rules, the CPC budget, contracts executed on behalf of the CPC, correspondence and materials received from the NPC area advisor, all NPC CPC reports, and other pertinent materials.
 - h. Be responsible for the official external correspondence of Arkansas Tech University CPC unless provided for otherwise, including serving as the official voice of sororities to any external groups.
 - i. Visit with member chapters regularly to determine what chapter needs are not being met as well as which the CPC efforts are particularly strong.
 - j. Build rapport and establish positive working relationships between the CPC and chapter leaders.
- C. The Vice President shall:
 - a. Perform the duties of the President in her absence, or inability to serve;
 - b. Provide programming that reflects the needs and interests of the CPC Community.
 - c. Maintain an up-to-date notebook with an accurate account of all activities pertaining to her office.
 - d. Call and preside over all Judicial Board hearings.
 - e. Interview and select a Judicial Committee.
 - f. Conduct Judicial Board training sessions which meet the criteria within the Judicial Procedures.
 - g. Inform chapter presidents and council delegates of current judicial procedures.
 - h. Compile a calendar of events from Panhellenic sororities each semester and distribute to the Greek Life Office, IFC, NPHC, GPB, and Order of Omega.

- i. Head the committee for the selection of Recruitment Counselors (Gamma Chi).
 - j. Chair the Gamma Chi Selection Committee.
 - k. Develop, execute, and assess all Gamma Chi Training.
 - l. Provide Gamma Chi scheduling during the week of recruitment.
 - m. Maintain a complete and up-to-date file of all materials related to this position.
- D. The Secretary shall:
 - a. Record, report, and distribute minutes to the Panhellenic delegates and NPC Area Advisor of all meetings of the CPC and Executive Board actions.
 - b. Keep an up-to-date roll of the members of CPC and call it at all Council Meetings.
 - c. Prepare a schedule of meetings dates/times and roster of CPC delegates to be distributed to each CPC delegate at the start of each new semester.
 - d. Record minutes of all meetings of the Arkansas Tech University CPC and the Executive Board.
 - e. Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
 - f. Send meeting minutes to the NPC area advisor.
 - g. Register Panhellenic as a registered student organization each fall with the Office of Student Involvement and Leadership Office via theLink.
 - h. Hand out chapter totals, and compile chapter totals.
- E. The Treasurer shall:
 - a. Supervise the finances of the Arkansas Tech University CPC.
 - b. Send out dues payment sheets accordingly.
 - c. Be responsible for the prompt payment of all bills and NPC dues for Arkansas Tech University CPC.
 - d. Be responsible for all reimbursements between officers and CPC and between other registered student organizations and CPC.
 - e. Prepare the annual budget and, after its approval by theCPC, provide a copy to each Arkansas Tech University CPC member sorority.
 - f. Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
 - g. Maintain current financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
- F. The Director of Recruitment shall:
 - a. Be responsible for the organization of Formal Recruitment in cooperation with the CPC Advisor.
 - b. Coordinate recruitment activities throughout the year.
 - c. Keep a record of new members, disaffiliated new members, and re-affiliating new members and current statistics concerning the number of initiated members.
 - d. Compile Recruitment statistics following Formal Recruitment.
 - e. Compile all Recruitment rules and schedules.

- f. Shall be in charge of the Membership Recruitment Committee.
 - g. Maintain a flow of ideas among other National Panhellenic organizations concerning CPC Recruitment.
 - h. Compile Recruitment evaluations from the Potential Members, Chapter Recruitment Chairwoman, Alumnae Advisor and Recruitment Counselors.
- G. The Director of Public Relations shall:
- a. Promote the visibility and positive aspects of Panhellenic life on campus and in the community.
 - b. Create and distribute media materials including news releases, banners, flyers, displays, slide shows, and/ or videos to be used in publicizing activities, recognizing achievements and recruitment efforts of the Panhellenic community.
 - c. Coordinate faculty/staff appreciation, displays and staffing for RSO Fairs, Time out for Tech, and other campus or Panhellenic activities as determined by the Panhellenic Council.
 - d. Work closely with the Recruitment Director to create appropriate and engaging advertising for Panhellenic events and programs.
 - e. Primary Manager of all Social Media utilized by the CPC. Including recruitment marketing materials.
 - f. Coordinate and publish a CPC Newsletter with policy changes and individual chapter successes.
 - g. Take note of what campus initiatives and events our council and sororities should be getting involved in; ways we can actively engage in the campus community.
 - h. Execute a Public Relations and Marketing system that emphasizes the positive activities of the CPC and the Greek Community as a whole, as well as special events and /or programming executed by the CPC Executive Council.
 - i. Maintain a complete and up-to-date file of all materials related to this position in the Panhellenic Office.
- H. Panhellenic Delegates shall:
- a. Attend all scheduled meetings on time. Attendance is defined as being present at both the beginning and the end of each meeting. If a delegate cannot be present at a meeting it is expected that a prepared alternate delegate will be sent in her place.
 - b. Delegates should come to meetings with prepared chapter reports which should include, but are not limited to, recruitment events and progress, community service or philanthropic efforts, questions, ideas, thoughts or input.
 - c. Serve as an active participant in meetings and report back to their chapter any information from the meeting. Special attention should be paid to matter concerning voting, recruitment, dues, deadlines, etc.
 - d. Report to their respective National Delegate when necessary.
 - e. Be familiar with National Panhellenic Conference and Arkansas Tech University policies.
 - f. Serve together as the one (1) voting representative for their chapter;

- g. Work with Executive Board members in the planning and hosting of CPC events
- h. Perform all other duties usually pertaining to this office.

Article V. The Panhellenic Council

Section 1. Authority

- a. The governing body of ATU NPC shall be the CPC.
- b. It shall be the duty of the CPC to conduct all business related to the overall welfare of Arkansas Tech University College Panhellenic Member Organizations; including, but not limited to:
 - i. annually review and adjust total as needed; determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish recruitment rules and recruitment style. The
- c. College Panhellenic Council (CPC) shall also have the authority to adopt rules that do not violate the sovereignty, rights and privileges of member women's fraternities.

Section 2. Composition and Privileges

- a. Arkansas Tech University CPC shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at Arkansas Tech University as identified in Article III.
- b. The delegates shall be the voting members of the CPC except as otherwise provided in Article III of these bylaws.
- c. The alternate delegates shall have voice but no vote.
- d. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent.
- e. If both delegate and alternate are absent, the vote may be cast by a member of the women's organizations, providing her credentials have been presented to the association president.

Section 3. Selection of Delegates and Alternates

- a. Delegates and alternates to the CPC shall be selected by their respective women's organizations chapters.
- b. Delegates and alternates to the CPC shall maintain a minimum GPA of 2.5 and be in good standing with their respected Sorority chapter and Arkansas Tech University

Section 4. Delegate Vacancies

- a. When a delegate vacancy occurs, it shall be the responsibility of the delegate's chapter to select a replacement within 2 weeks and to notify the Panhellenic Association Secretary of her name, address, telephone number, T-Number, and email.

Section 5. Regular Meetings

- A. Regular meetings of the CPCI shall be held at a time and place established by January 1st.
- B. Regular meetings of the CPC for the 2023 term shall be held every Tuesday at 6:00 pm in Rothwell 206, unless stated otherwise.
- C. If a chapter is unable to send its primary delegate, an alternative delegate must be sent in the event of her absence.
- D. If the predetermined alternative delegate is not able to attend, the chapter can select another member that is in good standing to attend the meeting.
 - a. For this representative to have voting rights, the chapter must notify the CPC Secretary 24 hours in advance.
- E. If a chapter is not represented at a general meeting, then that chapter will be issued a \$30 fine, to be paid at the following meeting.
- F. If the primary delegate arrives after the meeting has been called to order, their chapter will be issued a \$15 fine, to be paid at the following meeting.
- G. Executive committee members will be fined \$30 for a missed meeting and \$15 for being late to the meeting.

Section 6. Annual Meeting

- A. The annual meeting of the Panhellenic Council shall be held during the month of November. The purpose of the annual meeting shall be for the election of officers and any other business that may properly come before the delegates.

Section 7. Special Meetings

- A. Special meetings of the CPC may be called by the President when necessary and shall be called by her upon the written request of no less than one-fourth of the member women's fraternities of Arkansas Tech University CPC.
- B. Notice of each special meeting of the CPC shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 8. Quorum

- A. Two-thirds of the delegates from the member fraternities of Arkansas Tech University CPC shall constitute a quorum for the transaction of business.

Section 9. Vote Requirements

- A. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow the opportunity for chapter input before a vote may be taken on the issue.
- B. A two-thirds vote of the CPC shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption. (See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.)

Section 10. Panhellenic Philanthropy

The Arkansas Tech University's CPC local philanthropy will be the Circle of Sisterhood.

Article VI. The Panhellenic Advisor

Section 1. Appointment

- A. The Panhellenic advisor of Arkansas Tech University CPC shall be appointed by the Arkansas Tech University administration.

Section 2. Authority

- A. The Panhellenic advisor shall serve in an advisory capacity to Arkansas Tech University CPC. The Panhellenic advisor shall have a voice but no vote in all meetings of the CPC and the Executive Board.

Article VII. Committees

Section 1. Standing Committees

- A. The standing committees of Arkansas Tech University CPC shall be the Judicial Board, Member Recruitment Committee, and Circle of Sisterhood 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

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

Section 3. Membership Recruitment Committee

- A. The Membership Recruitment Committee shall consist of a chairman and one representative from each regular, provisional, and associate member.
- B. Alumnae advisors may attend meetings of the committee.
 - a. The alumnae advisors shall have voice but no vote.
- C. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the CPC before the end of the academic term preceding the membership recruitment period.
- D. After each membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the CPC based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member group and

chapter advisor.

Section 4. Other Committees

- A. Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council.

Article VIII. Finances

Section 1. Fiscal Year

- A. The fiscal year of Arkansas Tech University CPC shall be from January 1st to December 31st inclusive.

Section 2. Contracts

- A. Dual signatures of the CPC President and Vice President of Administration shall be required to bind Arkansas Tech University Panhellenic Association on any contract.

Section 3. Checks

- A. All checks issued on behalf of Arkansas Tech University CPC shall bear dual signatures. The following shall be authorized to be one of the two required signatures CPC President and Treasurer.

Section 4. Payments

- A. All payments due to Arkansas Tech University CPC shall be received by the Vice President of Administration, who shall record them. Checks for payments shall be made payable to Arkansas Tech University College Panhellenic Council.

Section 5. Dues

- A. NPC dues shall be paid annually based on an invoice from the National Panhellenic Conference.
- B. CPC membership dues shall be an assessment per member and new member.
 - a. The amount of such dues for the next academic year shall be determined by the CPC after the primary recruitment period.
 - b. The dues of each CPC member women's organizations shall be paid within two weeks of receiving an invoice.

Section 6. Fees and Assessments

- A. The CPC shall have the authority to determine fees and assessments as may be considered necessary.

Article IX. Extension

Section 1. Extension is the process of adding an NPC women's organizations.

- A. Arkansas Tech University Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

Section 2. Voting rights

- A. Only regular members of the College Panhellenic Council shall vote on extension matters.

Section 3. Extension Occurrence

- A. When all NPC chapters at Arkansas Tech University are close to or over Total the CPC shall consider raising Total or adding another chapter.
- B. Such a chapter shall be organized by an NPC women's organizations or through organization of a local sorority which may petition an NPC women's organizations for a chapter.
- C. Consideration should be given to NPC fraternities that have previously had chapters on the campus and to those NPC fraternities which have filed letters expressing an interest in the campus.
- D. The CPC shall adhere to Arkansas Tech University' Colonization Procedures.

Article X. Violation Resolution

Section 1. Violation

- A. Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members.
- B. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of Arkansas Tech University CPC shall be considered a violation.

Section 2. Informal resolution

- A. Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

Section 3. Judicial process

- A. If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. Arkansas Tech University CPC shall follow all mediation guidelines found in the Manual of Information.
- B. **Mediation.** Mediation is the first step of the judicial process. Arkansas Tech University CPC shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.
- C. **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 CPC shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements
- D. **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. Arkansas Tech University CPC shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

Section 4. Time & Location

- A. All Mediations and Judicial Board Hearings will occur within three weeks from the date the Vice President of Administration & Standards received the Violation Report.
- B. All parties involved will receive a Notice of Infraction including the date of the Mediation or Judicial Board Hearing.
- C. All Mediations and Judicial Board Hearings will be held on Wednesday evenings beginning at 5:00pm. If any party cannot attend on the designated date, it is their responsibility to notify the Vice President of Administration and Standards immediately to reschedule.

Article XI. Hazing

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

Article XII. Parliamentary Authority

- A. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern Arkansas Tech University College 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 Arkansas Tech University CPC may adopt.

Article XIII. Amendment of Bylaws

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

Article XIV. Dissolution

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

**Standing Rules of Arkansas Tech University
Panhellenic Council**

Article I. Recruitment Rules

Section 1. Committee

- A. Recruitment Rules are to be annually reviewed and agreed upon by members of the Member Recruitment Committee.