THE COLORADO SCHOOL OF MINES PANHELLENIC COUNCIL BYLAWS

Revised Fall 2019

ARTICLE I. NAME

The name of this organization shall be the Colorado School of Mines Panhellenic Council.

ARTICLE II. OBJECT

The object of the Panhellenic Council shall be to develop and maintain women's sorority life and interfraternity relations at a high level of accomplishment and in so doing to:

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

ARTICLE III. MEMBERSHIP

A. Membership classes

i. Regular membership. The regular membership of the Colorado School of Mines Panhellenic Council shall be composed of all chapters of NPC sororities at Colorado School of Mines. Regular members of the College Panhellenic Council shall pay dues as determined by the Panhellenic Council. Each regular member shall have voice and one vote on all matters.

B. Privileges and responsibilities of membership

Duty of compliance. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these Colorado School of Mines Panhellenic Council bylaws, code of ethics and any additional rules this Panhellenic Council 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. FINANCE

A. Fiscal Year

The Panhellenic Council of the Colorado School of Mines shall recognize the fiscal year from July 1 to June 30 of the following year inclusive.

B. Account Signatures

The student organization signature card will allow only the President, Vice President, and Financial Chair to have signature access to the Panhellenic Council account. The President and the Financial Chair must approve all monetary transactions.

C. Contracts
The signature of the Purchasing Department is required to bind the Colorado School of Mines Panhellenic Council.

D. Checks
All Checks issued on behalf of the Colorado School of Mines Panhellenic Council shall be issued by the Purchasing Department in coordination with the Panhellenic Financial Chair.

E. Payments
All payments due to the Colorado School of Mines Panhellenic Council shall be given to the Financial Chair who shall record them. Checks for payments shall be made payable to the Colorado School of Mines Panhellenic Council.

F. National Panhellenic Council Membership Fees

i. Associated Chapter Dues
Each recognized chapter by the Colorado School of Mines Panhellenic Council will present the council with a member association fee determined by the Panhellenic Financial Chair and the Panhellenic Executive Board at the beginning of each term. Members who are currently inactive (study abroad, Leave of Absence, etc.) will not be included towards the total membership due cost. Current NPC membership dues are $10.00 per member.
ii. Time of Payment
Each recognized chapter by the Colorado School of Mines Panhellenic Council shall present Panhellenic with the required dues payable by the second full Panhellenic meeting of the semester.
iii. Failure to Pay
Failure to pay the National Panhellenic Council Membership dues by the aforementioned time period will result in an additional five percent (5%) of total chapter dues owed to Panhellenic per week beyond the due date. If a chapter recognized by the Colorado School of Mines Panhellenic Council fails to pay its dues within thirty days of the due date, a complaint will be filed against the chapter to the Panhellenic Judicial Board. In addition, the chapter will be considered to be in bad standing with the Colorado School of Mines Panhellenic Council and shall have no voice or voting rights at the Colorado School of Mines Panhellenic meeting until dues are paid.

G. Special Assessments
A special assessment is a reassignment of funds that was not originally planned in the budget. All special assessments must be paid for by the date specified for the event. If the Panhellenic Council does not receive the proper funds, all prior reservations will be disregarded.

ARTICLE V. OFFICER SELECTION

A. Elected Positions

i. Until another National Panhellenic Council member chapter is added to the Colorado School of Mines Panhellenic Council, the offices of President, Vice President, Vice President of Recruitment, and Associate Vice President of Recruitment will be determined as follows: All applicants will fill out the Panhellenic application to the President of the Panhellenic Council by the application due date. Once applications have been collected, the current President, VP, VP of Recruitment, and AVP of Recruitment, as well as a representative from each house, will organize a slate of the four positions. This slate will then be presented to the chapters at a closed meeting.

ii. Each position will be voted on individually. Should a candidate's nomination pass with a majority vote, no discussion will be had. However, if the candidates nomination should be rejected, each house will participate in a discussion about the position and all candidates that applied. Once this discussion has ceased, the Panhellenic Council Executive Board will make the final decision on the position.

iii. No chapter may hold the same executive position for two consecutive terms. Exception will be up to the discretion of the current Panhellenic Council depending on the applicant for each position.

iv. In order to best follow position rotation, each house must have an applicant for each of the positions of President, Vice President, Vice President of Recruitment, and Associate Vice President of Recruitment. If there is a shortage of applicants from a chapter, there is no guarantee that position rotation will be followed.

B. Appointed Positions

i. The offices of Panhellenic Administrative Chair, Financial Chair, Philanthropy Chair, Programming Chair, Marketing Chair, Scholarship Chair, and Liaison will be appointed by an application and interview process before the officer transition workshop at the end of fall semester. The newly elected Panhellenic Council Executive Board will appoint these officers before the end of fall semester.

ii. If the Council chooses to do so, the Financial Chair may be elected a semester early so that the new Financial Chair has a sufficient amount of time to transition into the role.

C. Term of Office

The term of office will begin from time of officer transitions at the end of fall semester and continue until the new officer transition in the next fall semester.

D. Panhellenic Position Qualifications

i. Full time student who is of active status in their chapter.

ii. Candidates must be in good standing with their chapter.

iii. President, Vice President, Vice President of Recruitment, Associate Vice President of Recruitment, Administrative Chair, Financial Chair, Philanthropy Chair, Programming Chair, Marketing Chair, Scholarship Chair and Liaison can only hold an executive position on both Panhellenic and their chapter's executive board with their chapter president's approval.

iv. The President and the Vice President must have a minimum of three semesters of active status within their respective chapter.

v. The Vice President of Recruitment and the Associate Vice President of Recruitment must have participated in formal recruitment for their respective chapter.
vi. Candidates for elected positions must be supported by the vote of their individual chapter.
vii. The President and Vice President of Recruitment should have a minimum of one year of College Panhellenic experience prior to serving.

E. Officer Transitions

i. It shall be the duty of each outgoing officer to meet with the incoming officer to review the duties of the position.
ii. Each Panhellenic Executive officer will create an officer transition plan to present to the incoming respective executive officer. This transition plan may include officer binders containing pertinent position information, all meeting minutes and agendas, position requirements, and all other pertinent information.
iii. When fall semester ends, there will be an Officer Transition Workshop, which all old and new officers will attend. The purpose is to: (a) Review the previous year's activities and specific suggestions for improvement from outgoing officers, (b) formulate a plan for the upcoming year (set goals, etc.), (c) become educated on the Colorado School of Mines Panhellenic Council Bylaws and National Panhellenic Council Manual of Information, and (d) become educated on correct parliamentary procedure as outlined in Robert's Rules of Order.

ARTICLE VI. OFFICER DUTIES

A. All Panhellenic Officers, Panhellenic Delegates, and Chapter Presidents shall:

i. Attend all scheduled meetings, with the exception of necessary absences.
ii. If a delegate and/ or Chapter President is unable to attend, she must provide an alternate eligible to act in her stead (voting, reports, etc).

B. Panhellenic President

i. Have overall responsibility for the operation of the Panhellenic Council.
ii. Call and preside at all regular and special meetings of the Colorado School of Mines Panhellenic Council in accordance with correct parliamentary procedure as outlined in Robert's Rules of Order as interpreted by the President.
iii. Call and preside at all meetings of the Panhellenic Council Executive Board.
iv. Be responsible for all NPC reports and report as required to the NPC Area Advisor.
v. Maintain a complete and up-to-date electronic file which will include a copy of the current Colorado School of Mines Panhellenic Council Constitution and Bylaws; the current Panhellenic Council budget; the current NPC Manual of Information and related materials; the current correspondence on materials received from her NPC Area Advisor; the current copies of all College Panhellenic reports to the Area Advisor and all other pertinent materials.
vi. Be an authorized signature holder on Panhellenic accounts.
vii. Approve all fund allocations and monetary transactions.

ix. Work closely with the Interfraternity Council President and his Executive Board on matters pertaining to the Greek system as a whole.
x. Recognize and support all events sponsored by individual sororities/ women's fraternities.
xi. Be responsible for developing and maintaining Panhellenic Council's relationship with the CSM administration.
xii. Oversee all other officers, assisting in their leadership development.
xiii. Serve as a member of the Panhellenic Recruitment Council and an ex-official member of all other Panhellenic committees.
xiv. Plan and implement the Panhellenic Officer Transition Workshop and the Panhellenic Officer Installation Meeting.
xv. Act as the sole official spokesperson on behalf of the Colorado School of Mines Panhellenic Council to the school and community in the advent of an emergency within the Panhellenic Community.
xvi. Perform all other duties pertaining to this office.

C. Panhellenic Vice President

i. Perform all duties of the President in her absence, inability to serve, or at her call.
ii. Oversee the nomination and election process of the Panhellenic Officers.
iii. Responsible for the annual review of the CSM Panhellenic Council Constitution and Bylaws, serving as their chair of the Constitution Review Committee and Bylaws Review Committee.
iv. Serve as the chair for Panhellenic Judicial Council, calling and presiding over all Panhellenic Judicial Council Meetings.
v. Responsible for the annual review of the Panhellenic Judicial Council Procedure.
vi. Serve as a member of Panhellenic Recruitment Council.
vii. Maintain a complete and up-to-date electronic file which will include a copy of the current Colorado School of Mines Panhellenic Council Constitution and Bylaws, the current Panhellenic Council budget, current Chapter Accreditation program paperwork with chapter status within the program, current correspondence on materials received from her NPC Area Advisor, and all other pertinent materials.
viii. Perform all other duties pertaining to this office.

D. Panhellenic Vice President of Recruitment

i. Serve as chair of the Recruitment Council.
ii. Be responsible for review and approval by Recruitment Council of all recruitment event plans, including budgets, decorations, food, and location.
iii. Maintain a complete and up-to-date Vice President of Recruitment's electronic file, which will include a copy of the current of the Recruitment Procedures, Bylaws, current Panhellenic Council budget, Recruitment records, and all other pertinent materials.
iv. Assume responsibility for all recruitment publicity, including summer mailing to potential new members.

v. Serve as a liaison between Panhellenic Council and the recruitment chairs of each NPC sorority/ women's fraternity.
vi. Organize and implement all Recruitment Workshops, Recruitment Education Sessions, and any additional matters relating to recruitment.
vii. Educate all women on matters regarding Continuous Open Recruitment Bidding.
viii. If necessary, serve as a Panhellenic representative in the mediation process.
ix. Oversee the recruitment counselor interview and selection process in the spring.
x. Oversee the annual review of the Panhellenic Recruitment Rules.
xi. Serve as a member of Panhellenic Bylaws Review Committee.
xii. Perform all duties pertaining to this office.

E. Panhellenic Associate Vice President of Recruitment

i. Serve as a member of the Recruitment Council.
ii. Serve in the absence of the Vice President of Recruitment.
iii. Responsible for the annual review of the Panhellenic Recruitment Rules under the supervision of the Vice President of Recruitment
iv. Plan and implement the theme, favors, t-shirts, name tag, and all other design for Panhellenic Formal Recruitment under the supervision of the Vice President of Recruitment.
v. Responsible for assisting with the planning and implementing of recruitment workshops as the Vice President of Recruitment sees fit.
vi. Serve as a member of the Panhellenic Bylaws Review Committee.
vii. Be in charge of training all recruitment counselors and organizing and conducting their spirit week.
viii. Perform all other duties pertaining to this office.

F. Panhellenic Administrative Chair

i. Keep an up-to-date roster of the members of the Panhellenic Council and record attendance at all Panhellenic Council Meetings.
ii. Keep an up-to-date calendar fully available to the Panhellenic Council.
iii. Keep full minutes of all meetings of the Colorado School of Mines Panhellenic, the Colorado School of Mines Panhellenic Executive Council, and record of all action taken by the Executive Board.
iv. Maintain a complete and up-to-date file which will include the minutes and agendas of the meeting of the Colorado School of Mines Panhellenic Council from the date of its organization, copies of all contracts made by Panhellenic Council, and current correspondence.
v. Be responsible for giving Colorado School of Mines Panhellenic Advisor, Panhellenic Executive Council, and primary chapter advisors one copy of minutes and sending copies to distribute to area advisors.
vi. Serve as recorder for the Judicial Council.
vii. Serve as a member of Panhellenic Bylaws Review Committee.
viii. Perform all other duties pertaining to this office.

G. Panhellenic Financial Chair

i. Be responsible for the general supervision of the finance of the Colorado School of Mines Panhellenic Council.
ii. Be responsible for the preparation of the semester budget and following its approval by the Panhellenic Council, for providing a copy to each Colorado School of Mines member sorority/ women's fraternity and all Panhellenic Executive Council members.
iii. Receive all payments due to Panhellenic Council, collect all dues, and give receipts.
iv. Be responsible for the prompt payment of all bills of the Colorado School of Mines Panhellenic Council.
v. Give reimbursements to officers/ members as necessary. Reimbursements must be turned in within one month of the charge and promptly reimbursed. No reimbursements may be given for charges incurred during the semester as soon as that semester has concluded. Costs incurred during any break may be reimbursed the following semester.
vi. Maintain a complete and up-to-date Financial Chair file which will include a copy of the current Colorado School of Mines Panhellenic Council Constitution and Bylaws, the current Panhellenic Council budget, USG budget requests, copies of all receipts and monetary transactions.
vii. Review Panhellenic Council check and contracts involving the Colorado School of Mines Panhellenic Council.
viii. Maintain up-to-date financial records; give a financial report at each regular meeting of the Panhellenic Executive Council if necessary and an annual report at the close of her term of office to the Panhellenic Council.
ix. Responsible for annual review of the Panhellenic budget-- the budget must now be voted on and approved by the Council each spring.
x. Serve as the chair for the Panhellenic Fundraising Committee.
xi. Serve as a member of Panhellenic Bylaws Review Committee.
xii. Attend all USG meetings.
xiii. Perform all other duties pertaining to the office.

H. Panhellenic Philanthropy Chair

i. Coordinate a Panhellenic-wide semester fundraiser, working closely with the Panhellenic delegates from each chapter.
ii. Coordinate all community service events. Plan at least one service event a semester.
iii. Work with IFC Philanthropy Chair to plan all Greek philanthropy and community service events.
iv. Serve as the chair for the Philanthropy and Service Committee.
v. Serve as a member of Panhellenic Bylaws Review Committee.

I. Panhellenic Programming Chair

i. Serve as the Panhellenic representative and contact for the Greek Week committee.
ii. Serve as the Panhellenic representative and contact for the E-Days committee.
iii. Serve as the Panhellenic executive council representative for all Panhellenic programming, coordinating all such programming via the Panhellenic delegates from each chapter.

iv. Coordinate National Badge Day Activities.
v. Serve as chair for the Panhellenic Social Committee.
vi. Serve as the chair for the Philanthropy and Service Committee.
vii. Serve as a member of Panhellenic Bylaws Review Committee.

J. Panhellenic Marketing Chair

i. Responsible for updating and maintaining the CSM Panhellenic Council website, including posting general announcements, officer contacts and information, sorority information, and upcoming events.
ii. Responsible for all events and programming advertising, including but not limited to description in the Daily Blast campus emails, etc.
iii. Make and post fliers and chalk advertisements around campus for Panhellenic events and programs.
iv. Oversee the semi-annual Panhellenic Newsletter.
vi. Attend Recruitment Committee meetings as needed.
vii. Serve as a member of Panhellenic Bylaws Review Committee.
viii. Perform all other duties pertaining to this office

K. Panhellenic Scholarship Chair

i. Responsible for coordinating All Greek Study Night events (at least two study events per semester).
ii. Responsible for coordinating a Greek-wide scholarship recognition event, working closely with Panhellenic and IFC delegates from each chapter.
iii. Work with IFC Scholarship Chair to plan the above all Greek scholarship events.
iv. Serve as the chair for Panhellenic Scholarship Committee.
v. Responsible for coordinating events with Colorado School of Mines faculty to build the relationship between Greek life and faculty.
vi. Take the necessary steps to uphold and encourage good scholarship throughout the Panhellenic community.
vii. Serve as a member of Panhellenic Bylaws Review Committee.
viii. Perform all other duties pertaining to this office.

L. Panhellenic Liaison

i. Responsible for being the liaison between the Panhellenic Council and other student organizations.
ii. Attend all Interfraternity Council meetings.
iv. Attend Board of Student Organization meetings if needed.
v. Represents the Panhellenic Council at campus events including sporting, student organization/club, and other university sponsored events.
vi. Coordinate and promote Mines Campus events, Denver area community events, and those events at which our attendance is requested (Athletic “Greek” Nights, etc.).
vii. Serve as a member of Panhellenic Bylaws Review Committee.
viii. Performs all duties pertaining to this office.

M. Panhellenic Delegate(s)

i. Responsible for attending Panhellenic meetings and reporting back to chapters
ii. Additional point of contact between the council and the chapters
iii. Votes on behalf of the chapter at Pahnellenic meetings
v. Presence may be requested at Panehllenic Executive Council Meetings
vi. Must send a replacement member of the chapter if unable to attend a meeting.

N. Removal From Office

i. <u>An officer may be removed from office for the following reasons:</u>

a. Job performance - should it be determined that a Panhellenic officer is not performing her duties as stated in the Panhellenic bylaws, she will immediately be put on probation.

b. Absences- If a Panhellenic officer has two or more unexcused absences from regularly scheduled Panhellenic meetings or regularly scheduled Panhellenic Executive Officer meetings, she will immediately be put on probation.

c. General Good Standing- If a member of the Panhellenic Executive Council is no longer in good academic, financial, moral, social, or general good standing with their chapter, the President of her chapter must notify the Panhellenic President immediately in writing, and the officer will be immediately removed from her Panhellenic Executive Council office.

ii. <u>Removal Process:</u>

a. If the job performance or attendance of an officer is thought to be unsatisfactory, it must first be brought to the attention of the Panhellenic President. The Panhellenic President must consult the remaining Panhellenic Executive officers concerning the officer's probationary status.

b. A probation period shall be defined in which the job performance, attitude, and participation of an officer are closely monitored by the remaining members of the Panhellenic Executive Council.

c. If it is the Panhellenic President who is not performing her job, her duties will be given to the Panhellenic Vice President.

d. The Panhellenic President must notify the officer's chapter president in writing of the officer's probation status at the beginning of the probation period.

e. The remaining members of the Panhellenic Executive Council will reevaluate job performance at the conclusion of the probation period. The Panhellenic Executive Council will make a recommendation to the Panhellenic Council.

f. If decided by a majority vote of the Panhellenic Council in a closed meeting that the officer still does not meet the requirements set forth, the officer will be removed from office.

g. The Panhellenic President must arrange a meeting with the officer within 24 hours of the decision in which the Greek Life Coordinator may act as a consultant. The Panhellenic President will inform the officer of her removal from office and be available to answer any questions of the officer.

h. If the officer is the Panhellenic President, Vice President, Vice President of Recruitment, or Associate Vice President of Recruitment; the chapter holding the position will have one week upon written notification of removal to notify the Panhellenic President or the Greek advisor of their new candidate in writing. The new officer will then be elected by following the nominating/ slating process as outlined in Article II: Selection of Officers as soon as possible. If the chapter fails to meet this requirement, the chapter next in rotation to fill this position will have the first opportunity.

i. The Vice President shall replace the President if she is removed from office. The President's affiliated chapter will elect a Vice President.

j. The Associate Vice President of Recruitment shall replace the Vice President of Recruitment if she is removed from office. The Vice President of Recruitment's affiliated chapter will elect a new Associate Vice President of Recruitment.

k. If the officer is the Vice President or the Associate Vice President of Recruitment, the chapter would fill the position from which the officer was removed.

l. If the officer is the Marketing Chair, Philanthropy Chair, Programming Chair, Scholarship Chair, Financial Chair, or the Administrative Chair, the interview process may be reopened by the Panhellenic Executive Council to appoint a new member if necessary.

m. The rotation process for the following term will remain unaffected.

ARTICLE VII. THE PANHELLENIC COUNCIL

1. Authority

The governing body of the Colorado School of Mines Panhellenic Council 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 Colorado School of Mines Panhellenic Council including, but not limited to: annually review the parameters as adopted in the recruitment rules for the automatic adjustment of total, annually determine dues, approve the annual budget, consider extension, set a calendar of events, determine programming and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Council that do not violate the sovereignty, rights and privileges of member women's sororities.

2. Composition and privileges

The Colorado School of Mines Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member organization at Colorado School of Mines 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 delegates shall have voice but no vote. 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, the vote may be cast by a member of the sorority, providing her credentials have been presented to the Association president.

3. Selection of delegates and alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's sorority chapters to serve for a term of one year commencing at the beginning of the spring academic term.

4. Delegate vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within 2 weeks and to notify the Panhellenic Council Administrative Chair of her name, address, email and telephone number.

5. Regular meetings

Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term.

6. Special meetings

Special meetings of the Panhellenic Council may be called by the Council president when necessary and shall be called by her upon the written request of no fewer than one-fourth of the member women's sororities of the Colorado School of Mines Panhellenic Council. 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.

7. Quorum

Three-fourths (¾) of the delegates from the member sororities of the Colorado School of Mines Panhellenic Council shall constitute a quorum for the transaction of business.

8. Vote Requirements

i. 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.

ii. A three-fourths (¾) vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption. *NOTE: See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.*

ARTICLE VIII. THE EXECUTIVE BOARD

MEMBERSHIP: The Executive Board shall consist of the President, Vice President, Vice President of Recruitment, Associate Vice President of Recruitment, Administrative Chair, Financial Chair, Philanthropy Chair, Programming Chair, Marketing Chair, Scholarship Chair, and Liaison. The Executive Board shall:

i. Appoint all Standing and Special Committees and their Chairpersons and in making these appointments, recognize representation from all member sorority/ women's fraternities.

ii. Administer routine business between meetings of the Panhellenic Council when advisable and such other business as has been approved for action by Panhellenic Council vote.

iii. Report all action taken by the Executive Board at the next Panhellenic Council meeting through the Administrative Chair and record the action in the minutes of the meeting.

iv. Provide programming events as specified in the officer descriptions. The date for mandatory program must be set at least two weeks prior to the event given that it does not conflict with any chapter calendar.

v. Strive to provide a central theme/ focus for social, philanthropic, and programming events. In addition, the Executive Board will strive to provide one social, one philanthropic, and one programming event per semester.

ARTICLE IX. STANDING COMMITTEES AND COUNCILS

The Standing Committees and Councils of the Colorado School of Mines Panhellenic Council shall be: Judiciary, Recruitment, Social, Bylaws Review, Fundraising, Philanthropy and Scholarship. The Standing Committees and Councils shall serve for a term of one year. These committees must complete their function no later than six weeks before the end of the school year.

A. Judicial Council

i. Membership: The Judicial Council shall consist of the Vice President as Chair, the Panhellenic Administrative Chair as recorder, a representative from each chapter, and the Coordinator of Greek Life as an ex-oficio member.

ii. Duties: This committee shall be responsible for dealing with violations of the Constitution Bylaws, NPC Unanimous Agreements, Recruitment Rules, etc. for the Colorado School of Mines Panhellenic Council. Members are required to attend regular training.

iii. In accordance with NPC Unanimous Agreement VII. College Panhellenic Council Judicial Procedure, it shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the Colorado School of Mines Panhellenic Council that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

B. Recruitment Council

i. Membership: The Recruitment Council shall consist of the Vice President of Recruitment as Chair, Associate Vice President of Recruitment, President, Vice President, and the Coordinator of Greek Life as ex-officio member. Recruitment Council will include Administration assistants and Recruitment Counselors. Panhellenic Executive Council will appoint the members of Recruitment Council.

ii. Duties: This committee shall be responsible for all Panhellenic Council matters related to Recruitment.

iii. This committee shall be responsible for reviewing and developing Recruitment rules, submitting them for discussion and approval to the Panhellenic Council (before the end of

the spring term) and distributing copies of them when approved to the delegates of the member sororities/ women's fraternities.

iv. Following each Recruitment period, the chairman of this committee shall present a full report, including recommendations and documentation of surveys, to the Panhellenic Council.

v. Formal Recruitment: All members will be available during formal recruitment at set times to address matters brought to the Committee by the Chapter VP of Recruitment/ Recruitment Chairs or Chapter Presidents.

C. Social Committee

i. Membership: The social committee shall consist of the Programming Chair as chair with representatives from each chapter as members.

ii. Duties: This committee shall be responsible for planning and supervising all social events of the Colorado School of Mines Panhellenic Council. The committee must implement at least two Panhellenic social events each year.

D. Bylaws Review Committee

i. Membership: The bylaws review committee shall consist of the Panhellenic Vice President as chairman and all aforementioned members of the Panhellenic Council.

ii. Duties: This committee shall be responsible for annually reviewing the Colorado School of Mines Panhellenic Council Constitution and Bylaws and making recommendations to the Panhellenic Council.

E. Fundraising Committee

i. Membership: The fundraising committee shall consist of the Financial Chair as chair, and representatives from each chapter as members.

ii. Duties: This committee shall be responsible for planning and supervising all Panhellenic Council matters related to fundraising for Panhellenic as an association. The committee must implement at least one Panhellenic fundraising event each year.

F. Philanthropy and Service Committee

i. Membership: The philanthropy and service committee shall consist of the Philanthropy Chair as chair, Programming Chair, and representative from each chapter.

ii. Duties: This committee shall be responsible for planning and supervising all Panhellenic Council matters related to philanthropy. The committee must implement at least two Panhellenic philanthropic events each year.

G. Scholarship Committee

i. Membership: The scholarship committee shall consist of the Scholarship Chair as chair and the scholarship/academic officer from each chapter.

ii. Duties: This committee shall be responsible for promoting academic awareness and performance as well as Panhellenic matters related to scholarship.

H. Archive Committee

i. Membership: This committee shall consist of the Administrative Chair as chair and one to two representatives from each chapter.

ii. Duties: This committee shall be responsible for all Panhellenic archives including event cataloging, chapter information, and Panhellenic Council's monthly newsletter.

ARTICLE X. ADMINISTRATION OF RECRUITMENT

A. An early fall formal Recruitment shall be held. An informal recruitment will be followed immediately after formal recruitment if warranted on a chapter by chapter basis. An informal recruitment may also be held in the spring.

B. The approved Recruitment Procedural Rules will be followed for Formal Recruitment.

C. A woman must be a regularly matriculated student to be eligible for Recruitment.

D. The Panhellenic Council of the Colorado School of Mines must adhere to all National Panhellenic Conference Recruitment rules and procedures as outlined in the Manual of Information.

E. In accordance with NPC Policy, to allow chapters to achieve parity as quickly as possible, total will be automatically adjusted every regular academic term. This is to be done no later than 72 hours following bid distribution in the academic term that primary recruitment is held and within one week (no more than seven days) from the start of the academic term(s) in which primary recruitment is not held. The adjustment will be to median chapter size.

F. Except during the formal Recruitment period, CONTINUOUS OPEN RECRUITMENT shall be in effect during the college year (fall through spring) for all eligible women students. Chapters may not extend bids to potential new members during the summer.

G. If a chapter has not filled basic quota during formal Recruitment, they may do so in continuous open bidding.

H. All Recruitment events shall be held at places and times previously approved by the Panhellenic Council.

I. Every regularly enrolled new member, initiate, or affiliate of a chapter who is currently paying national or local dues shall be counted in the CHAPTER TOTAL.

J. A list of pledged, initiated, and affiliated members shall be filed with the President of the Panhellenic Council and with the Panhellenic Advisor on the first day either chapter returns to campus for fall recruitment or the first day of classes for the spring semester.

K. Any disaffiliation, termination, or other changes in membership shall be reported to the President of the Panhellenic Council and the Panhellenic Advisor no later than twenty-four hours after it has occurred.

L. Any member currently taking a temporary leave of absence, but still enrolled in the Colorado School of Mines, will be counted in the chapter total.

M. Summer Plans for contact of prospective new members are to be determined in the Panhellenic Council Recruitment Rules annually.

N. All outcomes/consequences to recruitment infraction will be addressed through specific recruitment rules and settled via mediation if possible.

O. In the event of an unsettled infraction (mediation did not occur, or a chapter opted for Judicial Board preceding), the Judicial Board will take over the infraction case.

P. All disagreements/conflicts regarding recruitment that cannot be handled via standard procedures (mediation or Judicial Board hearing) that occur within the recruitment period (Spirit Week through Bid Day) shall be handled in a discretionary meeting with the Panhellenic Executive Board, and each chapter's respective President and VP of Recruitment. Should a vote be required, each house is eligible for one (1) vote, and each Panhellenic Executive Board member is eligible for one (1) vote.

ARTICLE XI. PLEDGING AND INITIATION

A. A Panhellenic Council member sorority/ women's fraternity may not issue an invitation of membership or formally pledge a woman before the Bid Day specified annually by the Panhellenic Council.

B. When a woman receives a bid under the preferential system, the signing of the membership recruitment acceptance card shall be binding to the extent that she shall be considered ineligible for one calendar year for a bid from a sorority/ women's fraternity other than the one from which she received a bid. The person in charge of the preferential bidding shall be required to safeguard and keep these records for one year.

C. A new member may be initiated whenever she has met the requirements of the sorority/ women's fraternity to which she is pledged.

ARTICLE XII. HAZING

Respect for the dignity and the rights of other students are a basic tenet of the academic community. Hazing has no place in the Greek system at the Colorado School of Mines. Hazing is defined as any action taken or situation created intentionally, whether on or off fraternity property, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities include, but are not limited to, setting the new member apart from the chapter without constructive purpose in mind; the creation of excessive fatigue, physical or psychological shocks; wearing apparel publicly that is conspicuous or not normally in good taste; engaging in public stunts or jokes; morally degrading or humiliating games or activities; interference with the individual's academic efforts by prohibiting regular class attendance or loss of reasonable study time; actions that might reasonably bring physical harm to the individual; and any other activities which are contrary to the rules, policies and regulations of the Colorado School of Mines.

ARTICLE XIII. INCLUSION STATEMENT

The Colorado School of Mines Panhellenic Association does not categorically deny membership to an individual, based on race, color, religion, age, national origin, ancestry, sexual orientation, gender identity and expression, military or veteran status, the presence of a disability, genetic information, familial status, political affiliation or participation in protected activities (discrimination based on sex is allowed through Title IX of the Educational Amendments of

1972). The Panhellenic Community fosters an inclusive environment for all women in our campus community. The Interfraternal Council represents the interests of college men in our campus community.

ARTICLE XIV. EXTENSION

A. When all NPC chapters at the Colorado School of Mines are close to or over total, the Panhellenic Council shall consider raising total or adding another chapter. Total shall be evaluated annually immediately following formal recruitment.

B. An NPC sorority/women's fraternity shall organize such a chapter through colonization or through organization of local sorority/women's fraternity that may petition an NPC sorority/women's fraternity for a charter.

C. Consideration shall be given to NPC sorority/women's fraternities that have previously had chapters on the campus and to those NPC sororities/ women's fraternities that have filed letters expressing an interest in the campus.

ARTICLE XV. VIOLATION RESOLUTION

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 Colorado School of Mines Panhellenic Council shall be considered a violation.

2. Informal resolution

Members are encouraged to resolve alleged violations through informal discussion with the involved parties. If warranted, a mediated discussion facilitated by the Coordinator of Greek Life will occur with the two parties. If no resolution is met, a violation will be filed.

3. Judicial process

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The Colorado School of Mines Panhellenic Council shall follow all judicial procedures found in NPC Unanimous Agreement VII.

i. Mediation. Mediation is the first step of the judicial process. The Colorado School of Mines Panhellenic Council shall follow all NPC Unanimous Agreements concerning the judicial process.

ii. 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.

iii. Appeal of Judicial Board decision. A decision of the Judicial Board may be appealed by any involved party to the Coordinator of Greek Life for Mines. The Colorado School of Mines

Panhellenic Council shall follow all NPC Unanimous Agreements concerning the appeals process.

ARTICLE XVI. RULES OF ORDER

The Colorado School of Mines Panhellenic Council and its Panhellenic Council shall be governed by Robert's Rules of Order Newly Revised except in matters specifically provided for in the Constitution and Bylaws.

ARTICLE XVII. AMENDMENT

These bylaws may be amended by three-fourths (¾) vote of the voting members of the Panhellenic Council provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

End Note: Chapter Founding Order

Sorority	Chapter	Date
Sigma Kappa	Zeta Pi	January 1980
Pi Beta Phi	Colorado Delta	February 1986
Alpha Phi	Iota Zeta	November 2000
Kappa Alpha Theta	Theta Mu	November 2016