



## Texas Christian University Panhellenic Association Bylaws

### **Article I. Name**

The name of this organization shall be the Texas Christian University Panhellenic Association.

### **Article II. Object**

The object of the Panhellenic Association 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 groups as continually applicable to campus and personal life.
2. Promote superior scholarship and basic intellectual development.
3. Cooperate with member women's fraternities 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 three classes of membership: regular, provisional, and associate.

- A. Regular Membership. The regular membership of the Texas Christian University Panhellenic Association shall be composed of all chapters of NPC fraternities at Texas Christian University. Regular members of the College Panhellenic council shall pay dues as
- B. Provisional membership. The provisional membership of the Texas Christian University Panhellenic Association shall be composed of all newly establishing chapters of NPC fraternities at Texas Christian University. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.
- C. Associate membership. Local sororities or inter/national or regional non-NPC member

groups may apply for associate membership of the Texas Christian University Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If they are not participating in the primary recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

a. Criteria for Associate Membership

- i. Associate member chapters must maintain a minimum membership size of five members.
- ii. Chapters must have internal risk management policies addressing alcohol, social functions, and hazing.
- iii. Chapters must have an internal scholarship program.
- iv. Chapters must have a mission statement.
- v. Chapters must have an advisor.

b. Process for Application

- i. Submit information packet to the Panhellenic Council President. Packet must include all information outlined in criteria section.
- ii. Upon approval of Panhellenic Council Executive Board, chapter will make a short presentation to the Panhellenic Delegates.
- iii. A two-thirds vote of the Panhellenic Delegates is necessary to approve associate member status.

## **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 Texas Christian University Panhellenic Association bylaws, code of ethics and any additional rules this Panhellenic Association may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.

## **Article IV. Officers and Duties**

### **Section 1. Officers**

The officers of the Texas Christian University Panhellenic Association shall be President, Vice President of Management, Vice President of Recruitment Operations, Vice President of

Recruitment Programming, Vice President of Finance and Administration, Vice President of Member Development, Vice President of Public Relations, and Vice President of Service and Philanthropy.

## **Section 2. Eligibility**

Eligibility to serve as an officer shall depend on:

- A. The class of membership:
  - a. Regular membership. Members from women's fraternities holding regular membership in the Texas Christian University Panhellenic Association shall be eligible to serve as any officer.
  - b. Provisional membership. Members from women's fraternities holding provisional membership in the Texas Christian University Panhellenic Association shall not be eligible to serve as an officer.
  - c. Associate membership. Members from women's fraternities holding associate membership in the Texas Christian University Panhellenic Association shall not be eligible to serve as an officer.
- B. The officers shall be in "good standing," holding regular membership in a NPC affiliated chapter and full-time undergraduate student at Texas Christian University. For the purpose of this document "good standing" is defined as eligible to hold and maintain an executive council position within her respective chapter. The officers shall maintain a cumulative GPA of 3.0 or higher
- C. All candidates for the position of Panhellenic President, must have served at least one year as a Panhellenic delegate, Panhellenic Executive Council officer, or served on their chapter's executive board.

*\*For 2021 Board only: All candidates for the position of Panhellenic President must have at least one year of College Panhellenic or relevant sorority leadership experience.*
- D. All candidates for the position of Vice President of Recruitment Operations must have served on their chapter's recruitment team, as a Rho Gamma, or as a Panhellenic Executive Council officer.
- E. All candidates for the position of Vice President of Recruitment Programming must have previously served as a Panhellenic Executive Council officer or as a Rho Gamma
- F. Officers may not serve simultaneously as a Panhellenic Executive Council officer as well as an executive officer in their own chapter.

## **Section 3. Succession of Officers**

The Panhellenic Executive Board offices shall be slated in the following order: President, Vice President of Management, Vice President of Recruitment Operations, Vice President of Recruitment Programming, Vice President of Finance and Administration, Vice President of

Member Development, Vice President of Public Relations, and Vice President of Service and Philanthropy.

#### **Section 4. Office-Holding Limitations**

No more than two member(s) from the same women's sorority shall hold office during the same term.

#### **Section 5. Nominating Committee**

- A. The nominating committee shall be selected to preside over the elections process in the following manner:
  - a. The nominating committee shall be composed of members of the current Executive Board who are not eligible for re-election or who decline to run for office plus the outgoing chapter president from each chapter not represented on the outgoing Panhellenic Executive Board. If the chapter president cannot attend all election processes, she must select the next highest-ranking officer from her chapter's Executive Board.
- B. All members of the Nominating Committee must be a third- or fourth-year student
- C. The chair of the nominating committee shall be the outgoing Vice President of Management. In the event that the Vice President of Management cannot serve in this role, the highest ranking outgoing Panhellenic officer on the nominating committee will serve in her place.
- D. The Panhellenic advisor shall serve as a nonvoting ex-officio member of the nominating committee.
- E. The nominating committee shall remain unbiased and carefully consider the qualifications of all candidates for elected positions.

#### **Section 6. Voting Delegation**

- A. The voting delegation of each chapter will consist of its Panhellenic Delegate and Associate Panhellenic Delegate.
- B. The associate delegates shall have voice but no vote.
- C. In the event the delegate is running for the Panhellenic Executive Board, the associate delegate shall act and vote in the place of the delegate. In the absence of the associate delegate or both the delegate and associate delegate, the chapter shall designate replacement(s) from the chapter's executive board.
- D. The members of the voting delegation must be present for all election processes.
- E. The voting delegations should carefully consider the qualifications and preferences of all candidates as well as any prerequisites outlined in the bylaws.

#### **Section 7. Election Procedure**

- A. Candidates for Panhellenic Executive Council shall be elected each fall semester by the following process:
- a. A nominating committee shall be formed to preside over the election.
  - b. Candidates shall complete an application and indicate whether they are willing to serve or unwilling to serve for each position and indicate whether or not they are qualified for positions with explicit prerequisites. This application will be made available to each chapter.
  - c. The voting delegations shall score each application using a point-based rubric developed by the Panhellenic Executive Council.
  - d. All candidates shall participate in Meet the Candidates as the first round of the elections process. Members of nominating committee will attend Meet the Candidates and interview candidates with the voting delegation of the chapter with which they are affiliated. The voting delegation will use the rubric to score each applicant at the conclusion of Meet the Candidates.
  - e. Using the total scores for each applicant, the nominating committee will choose the number of candidates who will proceed to the speeches round based upon the total number of applications received and distribution of scores. Candidates who score below the threshold designated by the nominating committee will not be invited to the speeches round.
  - f. The remaining candidates shall present a speech as the second round of the elections process.
  - g. After speeches, each chapter voting delegation shall create a final slate of one candidate per position.
    - i. Candidates may not be present for voting or discussion.
  - h. The nominating committee will take these chapter slates into consideration in creating a final slate, which will then be presented to the voting delegation.
  - i. The final slate must pass by a simple majority vote from the voting delegation, where each chapter can submit one vote
  - j. In the event that the slate does not pass, an affirmative vote will be held for each individual position in position order. A run-off election will be held for any position(s) that does not receive a simple majority affirmative vote.
    - i. A run-off election will be held under the following guidelines:
      1. Each voting delegation will cast one vote between the candidate presented on the original slate and a second candidate who has been designated by the nominating committee with consideration given to the previous chapter slates.

2. A ballot vote will be held between the two candidates, won by a simple majority winning.
- k. After the slate passes, the candidates on the slate will be called in position order and each candidate must affirm that she is willing to accept the position she has been offered.

### **Section 8. Term**

The officers shall serve for a term of one year or until their successors are selected and transitioned. The term of office will begin at the beginning of the spring academic term and end at the end of the fall academic term.

### **Section 9. Removal**

If an officer fails to fulfill their duties and responsibilities, the Panhellenic President has the authority to recommend the Panhellenic Association vote to remove the officer from her position. In the event that the Panhellenic President's position is in question, the Vice President of Management can recommend removing the President. Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.

### **Section 10.**

If there is a vacancy on the Panhellenic Executive council at a time other than the regularly scheduled election period, an ad hoc election will be completed. Vacancies shall be filled in the same manner as provided in Section 3 of this article.

### **Section 11.**

#### **A. The Panhellenic President**

- a. Is the overseer of all Panhellenic operations
- b. Is primarily responsible to the Panhellenic Executive Council to see that all duties are carried out efficiently and effectively
- c. Calls and presides at all Panhellenic Executive Council meetings, and all Panhellenic Association meetings
- d. Works in conjunction with the IFC, NPHC, IGC, and MGC Presidents
- e. Plans and is in charge of officer transition and training and any special committees or task forces which may arise
- f. Is responsible for communication with the University Administration, the National Panhellenic Conference and regional Panhellenic
- g. Meets regularly with the Chapter Presidents
- h. Is the official spokesperson for Panhellenic in all matters
- i. Is responsible for any awards applications on behalf of Panhellenic Executive

Council

- j. Attend Panhellenic hosted events
- k. Is a member of the Panhellenic Recruitment team

B. The Vice President of Management

- a. Shall preside over the Panhellenic Council in the absence of the President
- b. Acts as Parliamentarian during meetings
- c. Coordinates all issues relating to the bylaws of the Panhellenic Association
- d. Oversees infraction and mediation processes for violations to the TCU Panhellenic Bylaws, NPC Unanimous Agreements, NPC Code of Ethics, etc.
- e. Promotes risk management and wellness within the Panhellenic Association
- f. Serves as chairwoman of the Panhellenic Standards Board
- g. Facilitates and organizes all aspects of the election process
- h. Meets regularly with the Panhellenic Delegates
- i. Attends Panhellenic hosted events
- j. Is a member of the Panhellenic Recruitment team
- k. Acts as Chair of the Judicial Board. Shall appoint and appropriately train qualified members of the community to serve on the board on an as needed basis. The Judicial Board's duty to hold a hearing for all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the Texas Christian University Panhellenic Association that are not settled informally or through mediation. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

C. The Vice President of Recruitment Operations

- a. Coordinates all aspects of Primary Panhellenic Recruitment
- b. Plans all recruitment schedules, working with chapter Recruitment Chairmen, Recruitment Advisors, various University departments, and shall represent the Panhellenic Association during the summer orientation sessions
- c. Coordinates and reviews all National Panhellenic Unanimous Agreements regarding Membership Recruitment Rules
- d. Oversees the Panhellenic recruitment team to coordinate successfully all Primary Recruitment activities

- e. Coordinates all aspects of Continuous Open Bidding (COB)
- f. Attends Panhellenic hosted events
- g. Must have served as a Panhellenic Rho Gamma, a member of the Panhellenic Recruitment team, or a member of her chapter's Recruitment Team
- h. Must reside in Fort Worth during the summer
- i. Is a member of the Panhellenic Recruitment team

D. The Vice President of Recruitment Programming

- a. Coordinates application process for, selection of, and training of primary recruitment guides
- b. Plans and executes all spring semester training for recruitment guides
- c. Administers recruitment guide program during Work Week and Primary Recruitment
- d. Educate New Member Educators on best practices and policies
- e. Attends Panhellenic hosted events
- f. Must have previously served as a member of the Panhellenic Recruitment Team or as a Rho Gamma
- g. Must reside in Fort Worth during the summer
- h. Is a member of the Panhellenic Recruitment team

E. The Vice President of Finance and Administration

- a. Is responsible for all Panhellenic expenditures and budgeting
- b. Collects chapter dues, fines, and other moneys owed to Panhellenic
- c. Deposits all moneys into the Panhellenic bank accounts and abides by the rules and regulations governing the accounts
- d. Presents and maintains individual Panhellenic Executive Council budgets
- e. Is responsible for preparing Panhellenic Association budgets each fiscal year to be approved by the Panhellenic Council
- f. Is responsible for preparing Panhellenic Recruitment budgets to be approved by the Panhellenic Council by March 1<sup>st</sup>
- g. Fulfill reimbursement requests made to the Panhellenic Association
- h. Facilitate donation requests made by organizations outside of Panhellenic Association
- i. Takes and keeps records of the minutes and agendas for all Panhellenic Executive Council meetings and Panhellenic Council meetings



- j. Keeps records of chapter expenditures and budgets throughout primary recruitment
- k. Coordinates Panhellenic attendance at a designated fraternal leadership conference
- l. Attends Panhellenic hosted events
- m. Is a member of the Panhellenic Recruitment team

F. The Vice President of Member Development

- a. Works with the Associate Delegates on sister sorority events and a Panhellenic wide event
- b. Meets regularly with Associate Delegates
- c. Plans and executes values-based programming
- d. Promotes leadership opportunities for Panhellenic women (such as UIFI, etc.)
- e. Promotes all scholarship and programming opportunities made available to the Panhellenic chapters
- f. Meet with the scholarship chairmen and help to provide creative, innovative ways to enhance their continued scholarship efforts
- g. Coordinates Panhellenic Scholar of the Month and Faculty Member of the Month
- h. Plans the Scholarship Reception, Month of the Scholar and Faculty Appreciation Week
- i. Attends Panhellenic hosted events
- j. Is a member of the Panhellenic Recruitment team

G. The Vice President of Public Relations

- a. Is in charge of any general promotions for Panhellenic Association and coordinates efforts for publicity materials
- b. Is responsible for all publicity releases involving the Panhellenic Association and shall maintain a current up-to-date file containing all publicity released
- c. Compiles a calendar each semester of chapter activities (including, but not limited to, initiation, Founders Day, internal philanthropy)
- d. Is a liaison between the Panhellenic Council and any TCU media
- e. Assist with all recruitment promotions year-round
- f. Assist with all TCU Panhellenic Merchandise including general PR and recruitment
- g. Maintains Panhellenic website and Engage information
- h. Coordinates the monthly Panhellenic newsletter
- i. Attends Panhellenic hosted events

- j. Must reside in Fort Worth during the summer
- k. Is a member of the Panhellenic Recruitment team

#### H. The Vice President of Service and Philanthropy

- a. Is responsible for all service activities sponsored by Panhellenic Association
- b. Approves all philanthropy events that the Panhellenic Association participates in
- c. Regularly communicates opportunities for organizations to participate in outside service projects
- d. Meets with the Service Chairmen regularly to provide them guidance and assistance with philanthropic and service opportunities
- e. Coordinates opportunities for outside service projects
- f. Acts as the Director for the Circle of Sisterhood Committee and is responsible for selecting the other members of the Director Board. This special committee will be responsible for hosting a Circle of Sisterhood Week once a semester
- g. Attends Panhellenic hosted events
- h. Is a member of the Panhellenic Recruitment team

## **Article V. The Panhellenic Council**

### **Section 1. Authority**

The governing body of the Texas Christian University Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the Texas Christian University Panhellenic Association including, but not limited to every regular academic term 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 Association that do not violate the sovereignty, rights and privileges of member women's sororities.

### **Section 2. Composition and Privileges**

The Texas Christian University Panhellenic Council shall be composed of one delegate, one associate delegate, and the president from each regular, provisional and associate member group at Texas Christian University. The delegates shall be the voting members of the Panhellenic Council. The associate delegates and chapter presidents shall have voice but no vote. The associate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and associate are absent, a member of the sorority may cast the vote, providing her credentials have been presented to the Panhellenic President.

### **Section 3. Selection of Delegates and Associates**

Delegates and Associate delegates to the Panhellenic Council shall be selected by their respective women's sorority chapters to serve for a term of one year. The term of office will begin at the beginning of the spring academic term and end at the end of the fall academic term.

### **Section 4. Delegate Vacancies**

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within three weeks and to notify the Panhellenic Association Vice President of Finance and Administration of her name, email and telephone number.

### **Section 5. Regular Meetings**

Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic semester. The Vice President of Management shall be responsible for notifying Chapter Presidents, Panhellenic Delegates, Executive Council Officers, and the Panhellenic Advisor of all regular and special meetings.

### **Section 6. Annual Meeting**

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**

Special meetings of the Panhellenic Council may be called by the president when necessary and shall be called by her upon the written or electronic request of no fewer than one-fourth of the member women's fraternities of the Texas Christian University Panhellenic Association. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

### **Section 8. Attendance**

The Panhellenic Delegate and Associate Delegate from each chapter must attend each Panhellenic Council meeting. Chapters may have a substitute if either regular representative is unable to attend.

- A. Consistent failure is three non-University excused absences.
- B. Mediation will occur after the second non-University excused absence.
- C. The fine will be \$50 per non-University excused absence after three absences.
- D. Failure to have a substitute present will result in an automatic \$50 fine.
- E. Consistent University excused absences should have a consistent substitute for the duration

of the absence.

### **Section 9. Quorum**

Two-thirds of the delegates from the member fraternities of the Texas Christian University Panhellenic Association shall constitute a quorum for the transaction of business.

### **Section 10. Vote Requirements**

~~A. Proposed motions on issues that impact a chapter as a whole must be announced at least two weeks prior to the scheduled vote to allow opportunity for chapter input before a vote may be taken on the issue.~~

\*Suspended until December 31, 2021

- B. A two-thirds vote of the Panhellenic Council shall be required to approve a re-establishment plan, for all extension-related votes, and to change or establish recruitment rules and bylaws. All other votes, unless specified in these bylaws, shall require a majority vote for adoption. (See the Article XIV on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.)
- C. In the event of a tie, chapters shall revote, with a runoff between options, if possible, until the appropriate majority is reached. If the majority cannot be reached, then the motion fails.

## **Article VI. The Executive Board**

### **Section 1. Composition**

The composition of the Executive Board shall be the President, Vice President of Management, Vice President of Member Development, Vice President of Recruitment Operations, Vice President of Recruitment Programming, Vice President of Public Relations, Vice President of Finance and Administration, and Vice President of Service and Philanthropy. The Panhellenic Executive Council shall be composed of these eight offices under the advisement of the Panhellenic Advisor.

### **Section 2. Duties**

The Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council through the Vice President of Finance and Administration, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.

### **Section 3. Regular Meetings**

Regular meetings of the Executive Board shall be held at a time and place established at the beginning of each academic term and will be communicated to all officers and the advisor by the Panhellenic President.

#### **Section 4. Special Meetings**

Special meetings of the Executive Board may be called by the president when necessary and shall be called by a written request from her or at the suggestion of another officer.

#### **Section 5. Quorum**

A majority of Executive Board members shall constitute a quorum for the transaction of business.

#### **Section 6. Attendance**

Officers are allowed two excused absences per semester at the discrepancy of the Panhellenic President. Notification must be 24 hours prior to the start of the Executive Council meeting or Panhellenic Council meeting. Additional absences will require the officer to meet with the Panhellenic President and Advisor and their position may be up for removal.

### **Article VII. The Panhellenic Advisor**

#### **Section 1. Appointment**

The Panhellenic advisor of the Texas Christian University Panhellenic Association shall be appointed by the Texas Christian University administration.

#### **Section 2. Authority**

The Panhellenic advisor shall serve in an advisory capacity to the Texas Christian University Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board.

### **Article VIII. Committees**

#### **Section 1. Membership Recruitment Committee**

- A. The Membership Recruitment Committee shall be comprised of the Recruitment Chairs from each chapter.
- B. The Vice President of Recruitment Operations is the head of the Membership Recruitment Committee.
- C. Alumnae advisors may attend the meetings of the committee. The Alumnae Advisors shall have voice but no vote.
- D. The Membership Recruitment Committee shall meet at least twice a semester.
- E. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council.
- F. After each membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of

the Recruitment statistics and Recruitment evaluations from new members, potential new members who withdrew, each member organization, and chapter advisor.

### **Section 3. Presidents Committee**

- A. The committee will discuss issues in the Panhellenic, Greek, TCU, and Fort Worth communities at large.
- B. Shall be comprised of all present Panhellenic Chapter Presidents at Texas Christian University and headed by the Panhellenic President.
- C. Members will meet biweekly or however frequently the current Panhellenic President decides necessary.

### **Section 4. Philanthropy Committee**

- A. This committee shall be comprised of the Panhellenic Delegates from each Panhellenic chapter at Texas Christian University and headed by the Vice President of Service and Philanthropy.
- B. The committee will be in charge of approving packets for philanthropy events that the Panhellenic chapters will participate in. The packets must be in accordance with the rules and values set forth by the Panhellenic Association of Texas Christian University.
- C. Members of this committee will meet biweekly or however frequently the Vice President of Service and Philanthropy decides is necessary.

### **Section 5. Scholarship Committee**

- A. The Scholarship Committee shall be comprised of the Scholarship Chairs from each chapter.
- B. The Vice President of Member Development is the head the Scholarship Committee.
- C. The members of the Scholarship Committee shall meet at least twice a semester.
- D. The Scholarship Committee is responsible for creating programming that will benefit the women on our campus academically

### **Section 6. Judicial Board**

- A. The Judicial Board shall be comprised of women in the Panhellenic community who are appointed and appropriately trained by the Vice President of Management who serves as the Chair.
- B. The members of the Judicial Board shall meet on an as needed basis if informal resolution and mediation are unsuccessful for Violation Resolutions.
- C. The Judicial Board is responsible for adjudicating violations as defined in Article XI. Violation Resolution.

### **Section 7. Circle of Sisterhood Committee**

- A. The Circle of Sisterhood Committee should be comprised of a Director Board who hold open

meetings for the Panhellenic community.

- B. The Director Board will be comprised of the Vice President of Service and Philanthropy, acting as Director, a Director of Ambassador Recruitment, Director of Programming, and Director of Public Relations.
- C. The Committee will be responsible for holding bi-monthly meetings, raising awareness about Circle of Sisterhood, and hold a Circle of Sisterhood Week once a semester at a time of the committee's choosing.
- D. Should the community be planning for a trek, the committee will aid in fundraising efforts, and select the representatives for the trek.

## **Article IX. Finances**

### **Section 1. Fiscal Year**

The fiscal year of the Texas Christian University Panhellenic Association shall be from January 1 to December 31 inclusive.

### **Section 2. Contracts**

Approval by the President and Vice President of Finance and Administration shall be required for any contract. Unless deemed unnecessary, contracts shall be submitted through TCU Fraternity and Sorority Life using the university's official contracting system to enter into agreements on behalf of the Texas Christian University Panhellenic Association. When unnecessary, dual signatures of the President and Vice President of Finance and Administration shall be required to bind the Texas Christian University Panhellenic Association.

### **Section 3. Checks**

All checks issued on behalf of the Texas Christian University Panhellenic Association shall bear dual signatures, one authorized officer and one authorized Fraternity and Sorority Life staff member. The following shall be authorized to be one of the two required signatures: President or Vice President of Finance and Administration and Panhellenic Advisor, Assistant Director of Fraternity and Sorority Life, or Director of Fraternity and Sorority Life. The Vice President of Recruitment Operations and Vice President of Recruitment Programming are authorized to be one of the two required signatures on checks from the recruitment account.

### **Section 4. Payments**

All payments due to the Texas Christian University Panhellenic Association shall be received by the Vice President of Finance and Administration within two weeks of the invoice date, who shall record them. Checks for payments shall be made payable to the Texas Christian University Panhellenic Association.

### **Section 5. Dues**

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.

- B. Panhellenic Association membership dues shall be an assessment \$15.00 per member and new member each semester.
- a. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
  - b. The amount each chapter will be charged each semester shall be based on the official Panhellenic fall and spring membership roster submitted to the Office of Fraternity and Sorority Life.
  - c. The dues of each Panhellenic Association member sorority shall be payable within two weeks of the invoice date.

## **Section 6. Fees and Assessments**

The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary. In the event of an outstanding payment, a late fee equal to 10% of the original payment will be enacted the day after the payment is due. The late fee will continue to increase weekly by 10% of the original payment until the payment plus late fees have been paid in full to the Texas Christian University Panhellenic Association.

## **Article X. Extension**

### **Section 1. Process**

Extension is the process of adding an NPC women's sorority. The Texas Christian University Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

- A. The Panhellenic council shall vote to form an exploratory committee to evaluate the viability of extension when a majority of the Panhellenic chapters are above campus total.
- B. If extension is recommended, then the exploratory committee will make a motion to the Panhellenic council to open the campus for expansion.
- C. If approved the Panhellenic council will appoint a Panhellenic extension committee. This committee will be responsible for evaluating and selecting interested NPC groups for presentations following NPC extension procedures as outline in the manual of information.
- D. An extension committee shall be appointed for selection of an NPC group.

### **Section 2. Voting Rights**

Only regular members of the Panhellenic Council shall have one vote on extension matters.

## **Article XI. Violation Resolution**

### **Section 1. Violation**



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

### **Section 2. Informal Resolution**

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

### **Section 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 Texas Christian University Panhellenic Association shall follow all judicial procedures found in NPC Unanimous Agreement VII.

- A. Mediation. Mediation is the first step of the judicial process. The Texas Christian University Panhellenic Association 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's Judicial Appeal Committee. The Texas Christian University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

## **Article XII. Hazing**

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

## **Article XIII. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Texas Christian University Panhellenic Association 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 Texas Christian University Panhellenic Association may adopt.

## **Article XIV. Amendment of Bylaws**

These bylaws may be amended at any regular or special meeting of the Texas Christian

University Panhellenic Council by a two-thirds vote, provided that the proposed amendment has been announced and submitted in writing two weeks prior to the day of the vote.

### **Article XV. Dissolution**

This Association shall be dissolved when only one regular member exists at Texas Christian 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 and Procedures**

### **Article I. Mission Statement**

The Panhellenic Association exists to encourage collegiate women in their pursuit of academic excellence, involvement in leadership activities, and becoming responsible citizens to our community. We further pursue the facilitation of an acceptance of human differences, and the development of noble character. We will continue without discouragement as we strive for the common goal of Panhellenic unity and everlasting sisterhood.

### **Article II. Code of Ethics**

#### **TCU COLLEGE PANHELLENIC ASSOCIATION CODE OF ETHICS**

We, the members of women's sororities at TCU, agree to promote honesty, respect, Sisterhood and cooperation within the College Panhellenic and our respective chapters and in our daily lives. This code of ethics is designed to inspire our members, reinforce exemplary conduct and values-based leadership, and perpetuate lifelong membership to enrich the sorority and Panhellenic experience. We, as Panhellenic women of TCU, agree on and commit to:

- A. Uphold and demonstrate the Panhellenic spirit in thought, word and action through our chapters as well as individual members.
- B. Demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the College Panhellenic, each inter/national organization and our institution.
- C. Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference.
- D. Avoid disparaging remarks about any sorority or collegiate woman and refrain from discussing Panhellenic matters with nonmembers, in accordance with the dignity and good manners of sorority women.
- E. Recognize friendly relations with all collegiate women, both sorority members and nonmembers, realizing the importance of creating and building friendships.
- F. Abide by all local and federal laws, TCU Student Code of Conduct and policies, and NPC inter/national member organization bylaws. Hold one another accountable to these standards, remembering at all times that we represent not only our individual chapters but also the Panhellenic community as a whole.

### **Article III. Recruitment Rules**

#### **Section 1. Code of Ethics**

We, as Panhellenic women of TCU, agree on and commit to:

- A. Respectfully adhere to the bylaws and recruitment rules of the TCU Panhellenic Association.
- B. Plan recruitment events that provide opportunities for the greatest possible number of women to become sorority members while protecting the rights and privileges of individuals and the chapters.
- C. Provide a safe, positive and enriching recruitment experience, understanding that membership is a social experience arrived at by mutual selection.
- D. Strive to be truthful, honorable, open and friendly to all potential new members during all recruitment events.
- E. Be respectful of the rights of every potential new member to make her own choices, including the right not to join the women's sorority community.
- F. Refrain from limiting a potential new member's chances of becoming a member of the Panhellenic community.

As Panhellenic women of TCU, these are the tenets by which we strive to live.

#### A. Statement of Positive Panhellenic Contact

NOTE: All College Panhellenics should promote and encourage personal and informative Panhellenic-spirited contact with potential new members at all times, year-round. Strict silence is intended for a short period — not more than 24 hours — from signing the membership recruitment acceptance binding agreement (MRABA) until bid distribution.

Additional silence rules are not desirable, because they can suppress participation in recruitment and stunt growth in your Panhellenic community. Panhellenics are encouraged to eliminate all silence and no-contact statements from their recruitment rules, except for the strict silence required during the short time period between preference events and bid distribution. All member organizations are expected to display ethical behavior at all times. Ethical behavior means adhering to local Panhellenic rules as well as NPC policies. It means holding yourself and others accountable to make good choices in your actions. Ethical conduct promotes parity for all member organizations through fair play.

We, the women of TCU, will promote Panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin at the time of MRABA signing and last until bid distribution. No sorority member, including alumnae and new members, may communicate or live with potential new members during this period. Strict silence is defined as verbal, nonverbal, written, and printed, text message and electronic communication or communicating through a third party. If potential new members live in a residence hall with sorority members, only casual greetings and contact are permitted.

#### B. Statement of Adherence to NPC Unanimous Agreements Policies Regarding Recruitment

All NPC member organizations represented at TCU believe in strictly adhering to NPC

Unanimous Agreements and policies. All organizations will follow these valued and nonnegotiable policies during the recruitment process.

### C. Statement of Values-Based Recruitment

NOTE: The purpose of values-based recruitment is to focus on meaningful conversations with potential new members and recruiting/pledging women who will have a positive impact on chapters and the Panhellenic community. NPC has a policy on values-based recruitment and encourages Panhellenic's to incorporate this concept into all recruitment styles. Nonessential features should be removed from the process, and the focus of membership recruitment should be on the values, benefits and obligations of membership for each organization.

All NPC member organizations represented at TCU will promote the following practices during membership recruitment:

1. Engage in values-based conversations.
2. Choose recruitment activities and behaviors that reflect the core values of our organizations.
3. Make informed choices, based on shared values, about potential new members.
4. Educate potential new members about the values, benefits and obligations of sorority membership. In accordance with NPC policy, TCU recruitment events do not include skits, elaborate decorations and costumes.

### D. Statement of Membership Recruitment Acceptance Binding Agreement (MRABA)

NOTE: NPC member organizations want every potential new member to be informed about her options for joining a sorority. To be certain that each woman has this information, Panhellenic's must use the MRABA script immediately prior to a potential new member's signing the MRABA.

The TCU Panhellenic will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member interested in joining a sorority, whether during primary or informal recruitment. We agree to all policies and steps pertaining to the MRABA.

### E. Statement of Automatic Reset of Total

Total is the allowable chapter size as determined by the College Panhellenic. 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. Total will be determined by average chapter size (ACS) rounded down to the nearest whole number.

## **Section 2. Rules**

A. All members of the Texas Christian University Panhellenic Association shall abide by the

NPC Unanimous Agreements, agreed upon TCU Recruitment Rules, and the TCU Panhellenic Code of Ethics.

- B. Members of organizations within the TCU Panhellenic community will not participate in Interfraternity Council member organizations' recruitment period including but not limited to all informal events, formal events, Bid Day events, membership selection processes, recruitment apparel promoting a single IFC organization's recruitment, and the use of social networking sites to promote a single organization's recruitment.
- C. All members and Panhellenic Chapters will abide by the NPC Policies found in the Manual of Information including Financial Transparency starting during formal recruitment of 2020.
  - a. Financial Transparency (1963, 2017, 2018) – POLICY All chapters will share detailed financial information (member dues, chapter fees and assessments, etc.) with potential new members prior to extending a bid. The College Panhellenic will specify the round of recruitment in which the financial information will be shared if fully structured recruitment is utilized. See the NPC website for implementation guidelines.

### **Section 3. Structure**

Fully structured recruitment shall be the recruitment style for primary recruitment.

### **Section 4. Date**

Primary recruitment shall take place prior to the start of the fall semester.

### **Section 5. Eligibility/Registration**

- A. To be eligible for primary recruitment or continuous open bidding, a student must be currently enrolled at Texas Christian University for a minimum of 12 semester hours.
- B. All participants in Panhellenic Primary Recruitment should have a minimum of a 2.0 cumulative grade point average, according to the Membership Requirements for Student Organizations. Participants shall be notified by Panhellenic if their grade point average falls below this average.
- C. All women wishing to participate in Primary Recruitment shall register with the Panhellenic Council and pay the stipulated registration fee established by the Panhellenic Council.
- D. Students on disciplinary probation at the time of Panhellenic Recruitment are not eligible to participate in the process.
- E. Potential New Members are expected to abide by all terms outlined in the PNM Code of Conduct from the time of registration through bid distribution. Failure to adhere to these terms could result in removal from the Panhellenic Formal Recruitment Process.

### **Section 6. Participation**

- A. Only active members and new members may participate in Primary Recruitment.
- B. Alumnae and fraternity representatives must be distinguished by nametags, and different attire to let the potential new member know they are alumnae. Alumnae, fraternity/sorority representatives, and visitors may not recruit women. Exceptions to this rule are at the discretion of the Panhellenic Executive Council.
- C. One alumna may serve as a musical accompanist and/or be available to carry drinks, props, etc. out of the chapter room. All other alumnae interaction with PNMs is prohibited. Exceptions to this rule are at the discretion of the Panhellenic Executive Council.
- D. A chapter desiring any participation during Primary Recruitment from the active membership of another chapter must have the permission of the Panhellenic Council.

### **Section 7. Quota/Total**

- A. Total shall be determined by the average chapter size rounded down to the nearest whole number. Average chapter size shall be determined by the active membership number of each chapter provided in roster form to the Panhellenic Advisor. College Panhellenics are required to review total each academic term — within 72 hours of bid distribution for the term during which 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. These adjustments ensure that total reflects current campus conditions and the Panhellenic goal of growth and parity.
- B. Following Primary Recruitment, if a chapter fails to submit their total in time, then the chapter size is calculated by the roster submitted prior to Recruitment plus the total number of PNMs matched.
- C. For new members and active members: any member who is away from campus for the entire academic year is not counted in total. Members away for only one academic term are counted in total.
- D. TCU shall utilize a secondary quota system to include all eligible PNMs not classified as first-year students.

### **Section 8. Budgets**

- A. The Primary Recruitment budget cap shall be \$6,000. All recruitment chairmen must turn in an itemized list with receipts (photocopies or actual receipts) on or before the date set by the Vice President of Recruitment Operations.
  - a. Anything that a potential new member sees during recruitment events that has been purchased for recruitment week **MUST** be included in their primary recruitment budget. Examples of this include but are not limited to flowers, greenery, chair and table rentals, linens, table decoration, beverages, glassware, clothing, pictures, balloons, napkins, musical accompanist, backdrops for rounds, video budgets, name tags etc.

- b. Any fees, including but not limited to, delivery fees, tax, shipping and handling, installation, on top of each of the “seen items” must be included in the \$6,000 budget listed above.
  - c. Anything that is used behind the scene by the chapter during recruitment does NOT need to be included in their primary recruitment budget. Examples include but are not limited to chapter meals, reference study or membership selection paperwork and materials, food donated or sent to the chapter by local or regional alumnae, work week incentives for chapter members, furniture that remains in the chapter room throughout the school year, etc.
  - d. Alumnae donations may be used for behind-the-scenes usage.
- B. For every dollar exceeded in the Primary Recruitment budget the chapter will be required to pay the exceeding amount to the Panhellenic Council.
  - C. Chapters will be fined \$5 per day they are late in submitting their primary recruitment budget.
  - D. The VP of Recruitment Operations will notify chapters of any missing or late receipts and will offer them a three-day grace period to turn them in. Any chapter who turns the receipts in after the three-day grace period shall be fined 50% of the total amount of missing or late receipts (i.e., if a chapter is missing a receipt for \$20, or turns it in late, they will be fined an additional \$10).

## **Section 9. Primary Recruitment Rounds**

- A. Throughout the summer months, an ongoing document between the Vice President of Recruitment Operations and each chapter recruitment chair will be continuously updated to show all details of the recruitment rounds. It will include round descriptions and content (songs, decorations, outfits, videos, slideshows etc.) and a full sanitation plan ~~for beverages served during Round 4.~~ The finalized document shall be finished and turned into the Vice President of Recruitment Operations by July 1st. Suggestions for changes by Vice President of Recruitment Operations will be given back by July 15<sup>th</sup>.

*\*Amendments expire December 31, 2021*

- a. A grace period will be granted until August 1<sup>st</sup> during which a chapter can make minor changes to its chapter planning document with the approval of the Vice President of Recruitment Operations. Minor changes will be defined by the Vice President of Recruitment Operations.
  - b. Late submission of the Chapter Planning Document will result in a decrease of \$100 per day from the chapter’s primary recruitment budget. The late fees will begin to accrue on July 2<sup>nd</sup>. (i.e. a Chapter Planning Document submitted one day late will result in a chapter’s allowable recruitment budget being reduced to \$5,900).
- B. Each chapter shall submit a list of current chapter members (new members and active



members) to the Panhellenic Advisor the day work week starts.

- C. Chapter members may greet potential new members as they enter and exit the events at the front door but may not step outside the door. Two members are allowed to be outside holding open the door. An automatic fine of \$75 may be assessed if, after an initial warning, more than two members step outside of the threshold.
  - a. Chapters are not allowed to display any outside decoration during work week and primary recruitment. This includes car decorations, decorative sorority paraphernalia on the inside or outside of the chapter house that is visible (i.e. windows) from the outside, sorority letters outside any residence hall windows on TCU campus, and any new additional plants/flowers/planters used solely for recruitment. Permanent landscaping and permanent exterior home accessories shall be permitted.
    - i. Handheld props smaller than 3 square feet will be temporarily allowed outside for the purpose of taking photos and should be brought back in immediately after use.
- D. Chapters may hire one musician. The cost if any must be included in the chapter's primary recruitment budget. Sound systems or speakers are only permitted during Rounds 2 and 3. Microphones (handheld or headsets), excessive stage lighting, and DJs (unless an active member of the chapter) are not allowed.
- E. Food shall not be served during recruitment events, with the exception of snacks and/or meals that Panhellenic provides to the potential new members.
- F. A rough draft of the Primary Recruitment schedule will be given to the chapters on June 1<sup>st</sup>.
- G. Content for Primary Recruitment Rounds must align with any guidelines created by the Membership Recruitment Committee and voted on by the Panhellenic Council.
- H. Round 1
  - a. All chapter members and representatives shall wear casual attire during first round events.
  - b. First round events shall follow a values-based Recruitment which includes: basic or standard folding chairs or current chapter room furniture (it is recommended that all PNMs have chairs), no extra housing decorations, 2 floral arrangements, no skits of any sort or full productions, which includes but is not limited to: gathering at a designated place in the room, costumes, choreography (planned, practiced, synchronized hand or body movements), plots, characters, theatrical apparel, or sets, and only allowing entrance/exit songs and conversation. There should not be any tables that are not already part of the chapter room during Round 1.
    - i. Photos of each chapter facility will be taken by the Vice President of Recruitment Operations in the Spring semester prior to Recruitment.

- c. PNMs will bring their water bottle provided by Panhellenic into the chapter facilities.
- d. No more than one active may talk to a PNM at one time. Transitions are allowed when talking to a PNM.

I. Round 2

- a. All chapter members and representatives shall wear casual attire during second round events.
- b. All chapters shall incorporate their Inter/National philanthropy or Inter/National philanthropy policy into Round 2.
- c. T-shirts for chapter members must be the same shirt that the chapter uses for their signature/ (inter)national philanthropy event or service project during the spring semester prior to Recruitment or the fall or spring semesters directly following Recruitment.
- d. The t-shirt will not be included in the Panhellenic budget if the following two conditions are met:
  - i. A chapter spends \$25 or less/per shirt/member. If a chapter spends more than \$25/shirt, then it will be included in the budget.
  - ii. Shirts are used for approved sorority events in the spring semester prior to Recruitment or the fall or spring semesters directly following Recruitment. The event must be approved by The Panhellenic Executive Council.
- e. All potential new members shall wear the t-shirt provided by the Panhellenic Council for the second round of primary recruitment.
- f. Second round event content shall consider the concept of a “no frills” recruitment.
  - i. May include 1 video that pertains to the Inter/National Philanthropy.
  - ii. May include a PowerPoint, song, display boards, or speaker (must be active chapter member) that pertains to the Inter/National Philanthropy.
  - iii. May not include skits or full productions, which includes but is not limited to gathering at a designated place in the room, costumes, choreography (planned, practiced, synchronized hand or body movements), plots, characters, theatrical apparel, or sets.
- g. PNMs will bring their water bottle provided by Panhellenic into the chapter facilities.
- h. No more than one active may talk to a PNM at one time. Transitions are allowed when talking to a PNM.

J. Round 3

- a. All chapters shall incorporate leadership into Round 3.

- b. Solid colored cotton t-shirts will be worn by each chapter during round 3.
    - i. The screen print will be designed by the Panhellenic Vice President of Public Relations. The Vice President of Public Relations will present 2 design options for the Recruitment Committee to vote on by April 1st needing a simple majority to pass.
    - ii. Chapters will wear a standard shirt color, the two shirt options will be proposed and voted on by April 1st.
    - iii. Chapters will be billed by Panhellenic for the cost of the shirts but will not include the costs in the recruitment budget.
  - c. All potential new members shall wear the t-shirt provided by the Panhellenic Council for the third round of primary recruitment.
- \*Relocated for 2021 Formal Recruitment. Will revert back to the original formatting at the conclusion of the 2021 Formal Recruitment process.*
- d. Third round event content shall consider the concept of a “no frills” recruitment.
    - i. May include 1 video that pertains to leadership.
    - ii. May include a PowerPoint, song, display boards, or speaker (must be active chapter member) that pertains to leadership.
    - iii. May not include skits or full productions, which includes but is not limited to gathering at a designated place in the room, costumes, choreography (planned, practiced, synchronized hand or body movements), plots, characters, theatrical apparel, or sets.
  - e. PNMs will bring their water bottle provided by Panhellenic into the chapter facilities.
  - f. No more than one active may talk to a PNM at one time. Transitions are allowed when talking to a PNM.
  - g. During the 3rd round of Formal Recruitment, chapters shall present PNMs with individual chapter financial information along with Financial and Housing Information form. The presentation will last for a minimum of four minutes.
    - i. PNMs are allowed to take the Financial and Housing Information form with them when they leave the chapter facility, and chapters will not face a fine.
    - ii. The Financial and Housing Information form must be in accordance with the template provided by Panhellenic and should be submitted along with the Chapter Planning Document for review and approval by July 1<sup>st</sup>.
    - iii. This form will be distributed by Panhellenic either virtually or in print depending on the determined recruitment format for Round 3.

*\*Amendments will expire December 31, 2021*

- iv. All chapter financial transparency components, including but not limited to, presentations, handouts, and Chapter Planning Documents, must be in compliance with the NPC Financial Transparency Program.
- h. Solid colored cotton t-shirts will be worn by each chapter during round 3.
  - i. The screen print will be designed by the Panhellenic Vice President of Public Relations. The Vice President of Public Relations will present 2 design options for the Recruitment Committee to vote on by April 1st needing a simple majority to pass.
  - ii. Chapters will wear a standard shirt color, the two shirt options will be proposed and voted on by April 1st.
  - iii. Chapters will be billed by Panhellenic for the cost of the shirts but will not include the costs in the recruitment budget.

#### K. Preference Round

- a. ~~Drinks other than water are allowed on Preference Round.~~  
*\*Suspended until December 31, 2021*
- b. No more than one active may talk to a PNM at one time. Transitions are allowed when talking to a PNM.
- c. No gifts, favors, preference letters or notes should be given to potential new members. The intent is to avoid inappropriate actions that could be misinterpreted by potential new members.
  - i. Giving anything to a potential new member or doing anything that could be construed as promising a bid violates recommended NPC recruitment procedures.
  - ii. Symbolic items used as part of a preference ceremony (e.g., a pearl or flower) are not considered gifts. However, they must not be taken from the recruitment event.
- d. No discussion of Bid Day plays/activities with any potential new members.
- e. Only solid-colored napkins on Preference Round.

#### L. Entering and Exiting

- a. No form of door stack will be allowed during work week activities or any round of recruitment.
- b. The timing of rounds will begin at the time detailed on the official schedule.
- c. The timing of rounds will end when the outside door closes.
- d. Exit songs are optional and are limited to only occur within the chapter facility. Once

the door is closed, singing is prohibited. If a chapter is in the middle of a song, they are permitted to complete it.

- e. In the event of an internal entrance, all chapter members in the chapter room will be completely silent from the 2-minute knock to the 30-second knock, while the PNMs are entering the house.

## **Section 10. Membership/Invitation/Acceptance Procedures**

- A. All potential new members who attend preference round events shall be included on the bid lists of the chapters that extended the invitation.
- B. Potential new members must, if invited, attend the maximum number of events held during each round of Primary Recruitment. If a potential new member finds it impossible to attend, she must notify her recruitment guide and have the absence excused by the Panhellenic Advisor.
- C. In accordance with the NPC Unanimous Agreements, potential new members who sign the membership recruitment acceptance binding agreement and decline their bid are ineligible to pledge another NPC group at Texas Christian University until the beginning of the next primary membership recruitment period.
  - a. Exceptions to an individual's ineligibility to be pledged may be granted by the NPC Board of Directors in the following cases:
    - i. documented illegal conduct by the chapter offering the bid, or
    - ii. documented errors in the communication of or violation of Panhellenic membership recruitment policies procedures.
- D. A potential new member who has withdrawn from primary recruitment prior to signing her membership recruitment acceptance binding agreement shall be eligible for snap and continuous open bidding.
- E. Upon the termination of a pledge by either the chapter or the new member, she is ineligible to join another NPC group at Texas Christian University until the next primary recruitment. Please consult the NPC Manual of Information for re-pledging guidelines.
- F. Chapter invitation lists or bid lists that are turned in past the scheduled time due will result in a fine of \$5 per minute for every minute late.

## **Section 11. General Conduct**

- A. The chapter facility shall not be used for any recruitment purposes during the summer. The recruitment chair, the recruitment advisor, and/or a member of the recruitment team may schedule one day during the month of June to conduct a walk through the chapter facility. This walk though can be for up to two hours of time during regular business hours. The date must be scheduled prior to May 15<sup>th</sup>, and a member of the Panhellenic Recruitment team or FSL must be present.

- B. Official hashtags or hashtags commonly used to target the incoming class (#tcu2025, #tcu25, etc.) shall be used exclusively by official chapter and Panhellenic social media accounts, and should not be used on personal accounts of individual members.
- C. Excluding the Recruitment Chair and her assistant, no work should be done over the summer prior to Work Week. This is including, but is not limited, to making decorations, practicing songs, conversation practice, etc. Chapters are encouraged to maximize their time during the spring semester prior to Primary Recruitment.
- D. The office of Fraternity and Sorority Life will determine the beginning of Work Week in accordance with Worth Hills move in, however, Work Week shall begin no more than 5 days prior to the beginning of Panhellenic Recruitment.
- E. Chapter's members that have been selected for Frog Camp may start Work Week one day early in an organized time frame and location by The Panhellenic Executive Council. It is strongly encouraged that members that are chosen for Frog Camp pick dates that do not coincide with Work Week and Primary Recruitment.
- F. Chapters and Advisors shall not contact potential new members to request pictures or information. This includes requesting TCU Panhellenic Recruitment Registration completion.
- G. Chapters, Advisors, and Alumnae shall not seek out contact to potential new members. If the chapter member, advisor, and/or alumnae have a longstanding relationship with the potential new member prior to her acceptance to Texas Christian University (i.e. family members, high school friends, etc.), then they are allowed to discuss TCU and Fraternity and Sorority Life in general. No promoting of own chapter is allowed regardless of relationship status with PNM.
- H. No chapter, chapter member, alumna, or advisor shall host, plan, sponsor, encourage or announce facilitated contact between active member and potential new members even if there is a longstanding relationship. Normal and customary contact is not planned or facilitated in anyway. This policy is in effect throughout the entire year.
- I. Chapters and chapter members shall not contact, follow, or friend request potential new members including contact via Facebook, Twitter, Instagram, Vine, Snapchat, Pinterest, letter, email, text, phone call or any other social network or personal contact after May 1. The only exceptions to this rule are Frog Camp Facilitators, Orientation Leaders (OLs), Orientation Coordinators (OCs) Frogs First Leaders, and Resident Assistants (RAs), and if a long-standing relationship exists between the PNM and the active member. Frog Camp Facilitators and OLs/OCs, Frogs First Leaders, RAs may accept friend requests and answer general questions related to TCU only. Frogs First leaders may also contact incoming students (including PNMs) when directly related to their role. OLs/OCs and Frog Camp Facilitators, Frogs First Leaders, and RAs may not reveal their affiliations during this time. If any active members receive questions about the Recruitment Process, then the active should refer that PNM to the Panhellenic executive board or Fraternity and Sorority Life Office.
- J. Chapters, chapter members, alumnae, and/or advisors shall not entertain, spend money on, or

otherwise influence a potential new member. This includes any personalized items (name cards, napkins, etc.) that are given to the PNM before or during recruitment from chapters, chapter members, alumnae, and/or advisors.

- K. Active members may not take potential new members to any primary or informal organized event sponsored by a Greek organization, student, or alumnae members of Texas Christian University. This also includes establishments where alcohol is served as the primary source of revenue.
- L. Although Panhellenic does not "cap" the number of women allowed to visit TCU in a given weekend if it appears that a chapter or chapter members are inviting potential new members to TCU whether it is one at a time, five at a time, etc. for the purpose of recruiting, the chapter may be found in violation of the TCU Code of Ethics and the NPC definition of positive Panhellenic contact.
- M. All recruitment materials must be removed from all chapter facilities by no later than 14 days after Bid Day.

## **Section 12. Primary Recruitment Conduct**

- A. There shall be no communication between chapter members, and/or advisors and potential new members outside of Primary Recruitment events.
- B. In accordance with the NPC Unanimous Agreements, the use and/or consumption of alcoholic beverages is strictly prohibited for all members, new members, and potential new members 24 hours before and after any Primary Recruitment event and 24 hours before and after Bid Day (i.e. If a round begins on a Sunday, no matter the time alcohol will be prohibited from 11:59 PM on Friday night to 11:59 PM on Monday and If bid day occurs on a Sunday, no matter the time, alcohol will be prohibited from 11:59 PM on Friday night until 11:59PM on Monday.)
- C. As stated in the NPC Unanimous Agreements, the participation of men is strictly prohibited in Primary Recruitment and bid day activities.
- D. Distribution of sorority specific paraphernalia to fraternity members to wear during recruitment is strictly prohibited.
- E. Chapter members shall wear nametags and/or clothing identifying their affiliation at all times during Primary Recruitment. An exception will be made for academic related uniforms during the times they are required to be worn.
- F. There shall be no promising of bids directly or indirectly by any chapter member, alumni, and/or advisor. There is a ZERO TOLERANCE policy for oral bidding from chapter members, alumnae, and/or advisors. A potential new member shall not receive a bid until it is given through the Panhellenic Council on bid day.
- G. Recruitment chairmen are responsible for completely covering up composite pictures of Panhellenic Council officers and Recruitment Guides. These women shall not be included in chapter pictures, Primary Recruitment slideshows, websites, and social media, etc.

- H. Primary recruitment chairmen and the Panhellenic Council shall share the burden of informing and enforcing these rules.
- I. If a chapter or chapter member is accused of breaking any primary recruitment policy, the College Panhellenic Association Judicial Procedures outlined by the NPC Manual of Information will be followed.
- J. Chapters will be fined the following for releasing potential new members late from their events:
  - a. 30 seconds-1 minutes: \$50
  - b. 1 minute- 2 minutes: \$75
  - c. 2 minutes- 3 minutes: \$100
  - d. 3 minutes- 4 minutes: \$125
  - e. 4 minutes- 5 minutes: \$150
  - f. Over 5 minutes: \$50 each additional minute
- K. Recruitment fines and other required information or documents are due two weeks after they have been issued. Chapters will be fined \$10 each day they are late.
- L. Potential new members shall not be in the Worth Hills area of campus during Primary Recruitment except during scheduled events or unless they reside in the Worth Hills area of campus.
- M. The TCU Fraternity and Sorority Life staff and Panhellenic recruitment team shall have the ability to enter a sorority's house during Fall Recruitment at any time during work week and the primary recruitment process as long as there is valid reason. The recruitment team shall have access to any area open to a potential new member.
- N. Positive Panhellenic contact shall be observed throughout the entire Primary Recruitment period. Strict silence is observed between the end of preference events and bid distribution. This means that there will be no contact; written, verbal, printed or typed, with the potential new members by sorority members, new members or alumnae. No sorority member, alumna or new member may visit a potential new member in her residence hall room or place of residence during work week and/or primary recruitment.
- O. Unless initiated by the PNM or a long-standing relationship exists between the PNM and the active member, there should be no physical contact (i.e. handshake, embrace) between the PNM and active member.

### **Section 13. Recruitment (Recruitment Guides)**

- A. One Vice President of Recruitment Programming shall be selected by January. This woman must have previously served as a Recruitment Guide or as a member of the Recruitment Team.



- B. The Vice President of Recruitment Programming will notify all chapter presidents by mid-December, after she is elected, of the number or percentage of Rho Gamma applications required per chapter, and the minimum number of Rho Gammas that will be selected per chapter. Every chapter will be required to have at minimum the same percentage of applicants.
  - a. Chapter Presidents and primary Recruitment Chairs will be notified of the women chosen from their chapter to be Recruitment Guides.
- C. All Recruitment Guides must have a minimum 3.0 cumulative GPA and be of junior or senior standing.
- D. All Recruitment Guides must be in “good standing” (i.e. academically, socially, financially, etc.) with their chapter.
- E. The Vice President of Recruitment Programming shall plan programs and activities for the Recruitment Guides and Recruitment Team.
  - a. The Recruitment Team consists of the Panhellenic Executive Board members.
- F. The Recruitment Team and all Recruitment Guides 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.
- G. All Recruitment Guides should be taken off any and all chapter email lists/online groups, or social media sites pertaining to recruitment from the day they are selected until the end of Primary Recruitment. Recruitment Guides should not be attending Recruitment meetings or workshops in the spring semester prior to Primary Recruitment.
- H. If a recruitment counselor withdraws from the process at any point, the corresponding chapter will be assessed a penalty. The fine will be \$250 after April 15th, \$500 after May 15th, or \$750 after August 1<sup>st</sup>.
- I. Chapters will be responsible for paying a \$50 fee per each Recruitment Counselor from their chapter.
- J. Recruitment Guides should not be present with the PNM at the time the MRABA is being signed.

#### **Section 14. Other**

- A. The Vice President of Recruitment Operations shall notify Recruitment Chairs for chapters no later than March 1st as to when Recruitment 101 will take place. One member of Panhellenic Exec (of a different chapter) will attend and co-facilitate with the chapter’s recruitment chairmen.
- B. Recruitment 201 will take place prior to the start of formal recruitment.
- C. ~~All primary recruitment bylaw revisions and additions must be finalized by March 1<sup>st</sup>. To~~

~~pass any changes to the recruitment bylaws after this date, the revision must pass unanimously.~~ \*Suspended until December 31, 2021

## **Section 15. Rules and Procedures for Continuous Open Biding**

- A. Any chapters that are under Panhellenic total or quota may participate in continuous open bidding during the regular school year until they reach the Panhellenic total or quota.
- B. Snap bidding may begin immediately after the official distribution of invitations by the Panhellenic Executive Council for chapters who are under quota. Chapters may pledge up to total through Continuous Open Bidding. Total is reset within 72 hours following Primary Recruitment.
- C. Chapters must notify the Panhellenic Council that a woman is pledged within 24 hours of her signing her membership acceptance binding agreement.
- D. Prior to issuing the bid, chapters must verify the eligibility of the potential new member with the Panhellenic Advisor. Once her eligibility is verified, the chapter may deliver the bid to the potential new member.
- E. It is the responsibility of the chapter to check the grades of the potential new member.
- F. Once a new member signs a COB membership acceptance binding agreement, they are ineligible to pledge another NPC fraternity on the TCU campus until the beginning of the next primary membership recruitment period.
- G. The Panhellenic Council shall provide a list of unaffiliated and interested women to chapters below quota or total.

## **Article IV. Philanthropic Events**

### **Section 1. Event Parameters**

- A. Philanthropy events shall last only two days, with one major activity and two non-major activities taking place within those two days.
  - a. Major activities include but are not limited to: athletic events, skits, cooking contests, pageants, auctions, or any activity that earns a chapter points based on the number of members participating.
  - b. Non-Major activities include but are not limited to: competitive fundraising (e.g. penny wars), profit shares, t-shirt sales, or any event that does not earn a chapter points based on the number of members participating; all non-major events must be fundraising or awareness related.
- B. All entry fees for philanthropy events shall not exceed \$75.
- C. All major philanthropic activities occurring on weekdays shall not exceed four hours in duration and shall only occur between the hours of 4pm-11pm.

- D. No sorority or fraternity shall give or receive any gifts or services during the week of the events. This especially includes the purchase of alcohol for a fraternity or sorority, or the hosting of any party where members of the hosting chapter are in attendance.
- E. No shoe polish, glitter, confetti, paint, chalk or anything of the like shall be used in the hosting chapter's house or anywhere on Texas Christian University property. Yard signs, fliers and/or posters may be hung at the BLUU, KFCB, and in residence halls pending approval from and according to University Unions, Housing and Residence Life, and Fraternity and Sorority Life policies.
- F. "Spirit" points are not allowed. "Spirit" dress shall be limited to t-shirts during class; however, an organization will not receive points for this. Costumes may be worn during skits, serenades, games, and field events.
- G. Participation points allocated for t-shirt sales, skits, athletic events, etc. shall be awarded on a percentage-based scale (number of t-shirts sold divided by the total number of members in the participating chapter). Philanthropy events shall last only two days, with one major activity and two non-major activities taking place within those two days.
- H. Money donated, if part of the point system process, shall be counted with a first, second, third, etc. placing system. Dollar amounts shall not be considered point totals.
- I. Organizations must provide a sign at all donation drive locations listing the organization they are affiliated with and the cause or foundation.
- J. Any activity within an organization's philanthropy shall not include aspects that encourage negative competition directly affecting other organizations.
- K. All philanthropy events co-sponsored by a Texas Christian University fraternity or sorority must comply with all federal, state, and local laws, Texas Christian University Student Code of Conduct, and participating and hosting chapter's Inter/National bylaws and policies.
- L. Any chapter found in violation of above parameters will be referred to their respective council's Judicial/Standards Board.

## **Section 2. Submission Process**

- A. Hosting chapters must submit an Engage form on the Fraternity and Sorority Life Engage page by the 10th of the month prior to the event (i.e. April events are due by March 10th).
- B. The Engage form requires information on the following:
  - a. Dates, times, locations, and schedules for all events. If an event is scheduled for outdoors, an alternative location must be established in case of bad weather.
  - b. If the event is a competition of any kind, the form must include information on judging criteria, point breakdown, and any other component that determines the winner.
  - c. If a t-shirt will be sold, the t-shirt design must be included in the form for the

Panhellenic Vice President of Service and Philanthropy to approve.

- C. An invitation to participate must be extended to all councils present at Texas Christian University, including the Multicultural Greek Council, National Pan-Hellenic Council, Independent Greek Council, and Interfraternity Council (i.e. chapters requesting participation of sororities, must extend an invitation to all sororities on campus, rather than those of one council).

### **Section 3. Approval**

- A. If the hosting chapter wants the participation of the Panhellenic chapters, the following shall occur:
  - a. The Panhellenic Vice President of Service and Philanthropy will distribute via email the philanthropy information forms to the Panhellenic Delegates to review.
  - b. The Panhellenic Delegates will have four days to review the form and provide changes and suggestions to the Panhellenic Vice President of Service and Philanthropy.
  - c. If a Panhellenic chapter is interested in participating, it will be the responsibility of the Panhellenic chapter to contact the hosting chapter.
- B. Should a philanthropy event be approved for one semester but does not happen in that same semester, the event information form must be re-submitted for approval in the semester in which it will take place.

## **Article V. Stipends**

- A. Requirements for receiving a stipend:
  - a. Each Panhellenic Executive Officer who resides in Fort Worth over the summer and completes a minimum of ten hours of work each week in the Fraternity and Sorority Life office shall be eligible for a stipend.
  - b. Vice President of Recruitment Operations, Vice President of Recruitment Programming, and Vice President of Public Relations are required to remain in Fort Worth over the Summer. Any other officer may opt into receiving a stipend if they adhere to the requirements outlined. Panhellenic Executive Board officers who are not required to remain in Fort Worth over the summer must declare whether or not they will stay over the summer by March 1<sup>st</sup>.
- B. Stipend Amount
  - a. Each Executive Council member that resides in Fort Worth over the summer and works ten hours each week in the Fraternity and Sorority Life Office shall be eligible to receive a \$500 dollar a month stipend for a maximum of three months.

Revised April 29, 2021