

Bylaws of St. Mary's University College Panhellenic Council

Article I. Name

The name of this organization shall be the *St. Mary's University College* Panhellenic Council, after referred to as CPC.

Article II. Mission and Objectives

We, the representatives of Alpha Phi Fraternity, Alpha Sigma Tau Sorority, Delta Zeta Sorority, and Sigma Sigma Sigma Sorority and associate member Kappa Delta Chi Sorority at St. Mary's University, in order to develop a greater understanding among the women's social Greek letter organizations, seek solutions to our common problems, assist each other, and the University in attaining educational, and valued objectives, and encourage the development of friendship, do hereby establish this constitution. United, we will accomplish our mission by doing the following:

1. Consider the goals and the ideals of member groups as continually applicable to campus and personal life,
2. Promote superior scholarship as basic to intellectual achievement,
3. Cooperate with member sororities and the University administration in concern for and maintenance of its social and moral standards,
4. Act in accordance with National Panhellenic Conference UNANIMOUS AGREEMENTS and policies,
5. Act in accordance with rules established by CPC that do not violate the sovereignty, rights, and privileges of member sororities; and
6. Act in accordance with all rules and policies established by St. Mary's University
7. To continuously support its values and promote a mission.

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

- C. Associate membership. Local sororities or national or regional non-NPC member groups may apply for associate membership of the *St. Mary's University* CPC. The membership eligibility requirements and the process for submitting an application via Rattler Tacks and approval of the application shall be determined by CPC. Associate members shall:
 - A. Pay dues as determined by the College Panhellenic Council
 - B. Have a voice and one vote on all matters except extension-related matters
 - C. If they are not participating in the formal recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. May be expelled for cause by a majority vote of CPC.
 - D. Not be entitled to vote on the question of its expulsion.
 - E. Hold all College Panhellenic Council positions, aside from President and Vice President of Recruitment.
 - 1. The holding of offices will be determined by a submission of intent to be voted on by CPC. Offices may be determined at the discretion of CPC.

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 *St. Mary's University* CPC bylaws, code of ethics, and any additional rules this CPC may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this CPC in conflict with the NPC Unanimous Agreements shall be void.
- B. All members, without regards to the membership class, under the *St. Mary's University* CPC shall abide by NPC Unanimous Agreements. Of which a woman who is or has ever been an initiated member of an existing NPC sorority, or associate member under the *St. Mary's University* CPC, shall not be eligible for membership in another NPC sorority or associate member under the *St. Mary's University* CPC.

Article IV. Officers and Duties

Section 1. Officers

The officers of the *St. Mary's University* CPC shall be President, Vice President of Internal Affairs, Vice President of Membership Recruitment, Vice President of Finance and Records, and the Vice President of Campus Activities.

Section 2. Eligibility

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

- A. Regular membership. Members from women's fraternities holding regular membership in the *St. Mary's University* CPC shall be eligible to serve as any officer.

- B. Provisional membership. Members from women's fraternities holding provisional membership in the St. Mary's University CPC shall not be eligible to serve as an officer.
- C. Associate membership. Members from women's fraternities holding associate membership in the St. Mary's University CPC shall be eligible to serve as an officer, aside from President and Vice President of Recruitment.

Section 3. Selection of Officers and Chairwomen

The offices of President, Vice President of Internal Affairs, Vice President of Membership Recruitment, Vice President of Finance and Records, and the Vice President of Campus Activities at St. Mary's University CPC shall be held through election/slate process.

- A. The President must earn a minimum of a cumulative and semester GPA of 2.5 each semester at the time of election and throughout her term.
- B. Candidates for the Presidency position will be presented to the standing voting delegates and voted on the following week prior to presentation.
- C. The election will be secret ballot with the winner obtaining majority vote 3 to 5.
- D. The offices of Vice President of Internal Affairs, Vice President of Membership Recruitment, Vice President of Finance and Records, and the Vice President of Campus Activities shall be slated by current executive board. Interested parties must submit an application for positions and meet the 2.5 cumulative and semester GPA requirement.
- E. The slate will be presented to the standing voting delegates following the election results of Presidency, and will be voted on the following week. A 3/5th vote will be required to accept slate.
- F. Executive Slate: If slate isn't passed as a whole with at least a 3/5 vote by the chapters, the slate committee will reconvene. Applications become available again for one week, with the slate committee reconvening and determining the new slate. If previous candidates are interested in continuing to run for a position once applications have been re-opened, they must reapply.

Section 4. Office-Holding Limitations

No more than 2 members from the same women's fraternity shall hold office during the same term.

Section 5. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin no later than four weeks before the end of the academic year and will conclude when the office has finished all of their duties.

Section 6. Office Hours

All executive officers shall designate a total of two office hours per week to be completed in the CPC office.

Section 7. Removal

Any officer may be removed for cause by a vote of two-thirds of CPC.\

Section 8. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.

Section 9. Duties of Officers

A. The president shall:

1. Have overall responsibility for the operation of CPC.
2. Call and preside at all meetings of CPC.
3. Preside at all meetings of the Executive Board.
4. Serve as an ex-officio member of all CPC committees with voice, but no vote.
5. Communicate regularly with the CPC advisor.
6. Be familiar with the NPC Manual of Information and all governing documents of this association.
7. Ensure that the NPC annual report is completed.
8. Communicate regularly with the NPC area advisor.
9. Maintain current copies of the following: St. Mary's University CPC bylaws and standing rules; the CPC budget; contracts executed on behalf of the CPC; correspondence and materials received from the NPC area advisor; all CPC reports to NPC; and other pertinent materials.
10. Organize and attend an Executive Board retreat. The Executive Board Retreat shall be held at the beginning of each fall semester.
11. Organize and attend a New Member retreat. The New Member Retreat shall be held at the beginnings of the fall and spring semesters.
12. Serve as the representative of the CPC to the University Community.
13. Prepare reports for University Officials Meet with the Board of Trustees as a representative of CPC and inform them of future and current events of CPC.
14. Perform all other duties as assigned.

B. The Vice President of Internal Affairs shall:

1. Perform the duties of the President in her absence, inability to serve, or at her call.
2. Serve as chair of the Judiciary Committee.
3. Oversee the actions of all other standing committees. Perform duties of the Vice
4. President of Finance and Records in her absence.
5. Oversee bylaws revision.
6. Serve as the Student Government Association Representative when needed.
7. In conjunction with the Vice President of Membership Recruitment, oversee the Gamma Mu selection process
8. Perform all other duties usually pertaining to this office.

C. The Vice-President of Membership Recruitment shall:

1. Chair the Membership Recruitment Committee.
2. Be responsible for distributing copies of the Membership Recruitment Rules, applicable to that recruitment period, approved by the CPC to all members of the Council and to each President of the member's sororities at least two weeks prior to the end of each semester.
3. Present a full report and compiled evaluations, including committee recommendations, to the CPC following each Membership Recruitment Period.
4. Along with the CPC Advisor, maintain up-to-date files of approved Membership Recruitment rules, past Membership Recruitment statistics, and all other pertinent materials.
5. Work with the Membership Recruitment committee in compiling a Membership Recruitment brochure and other Membership Recruitment materials.
6. In conjunction with the Vice President of Internal Affairs, oversee Gamma Mu selection process.
7. Perform all other duties usually pertaining to this office.
8. Responsible for the public relations committee.

D. The Vice-President of Finance and Records shall:

1. Be responsible for the general supervision of the finances of CPC, which includes maintaining up-to-date financial records, giving a financial report at the first meeting of each month, and providing an annual report at the close of her term in office.
2. Be responsible for the preparation of the annual budget with the assistance of the CPC Advisor, following its approval by CPC, and for providing a copy to each Panhellenic member sorority.
3. Be responsible for the prompt billing and payment of all bills of the St. Mary's University CPC including to receive all payments due to the CPC, collect all dues (including Membership Recruitment fees), fines, and give receipts.
4. Meet regularly with the CPC Advisor.
5. Keep an up-to-date roll of all the members of the CPC and call the roll at all Council meetings.
6. Along with the Panhellenic Advisor and Vice President of Membership Recruitment, keep current statistics concerning the number of initiated members and new members of each CPC member sorority.
7. Keep full minutes of all meetings of the St. Mary's University CPC, actions, and activities.
8. Maintain a complete and up-to-date file, which will include the minutes of the meetings of the St. Mary's University CPC from date of its organization, copies of all contracts made by the Council and current correspondence. Also, is responsible for monitoring updates to the CPC website through the St. Mary's University Greek Life Office.
9. Handle and maintain all CPC correspondence, including but not limited to sending weekly minutes.
10. On a weekly basis, send all minutes and records to the NPC Area Advisor.
11. Perform all other duties usually pertaining to this office.
12. Responsible for scholarship/leadership committee.

E. The Vice President of Campus Activities shall:

1. Responsible for all activities associated with the Panhellenic Council. In conjunction with other organizations, she shall aid in the coordination of Greek Week, and one major project/event per semester.
2. Maintain an up to date file of all activities/functions associated with the position of Vice President of Campus Activities.

Article V. The College Panhellenic Council

Section 1. Authority

The governing body of the St. Mary's University CPC shall be CPC. It shall be the duty of CPC to conduct all business related to the overall welfare of the St. Mary's University CPC including, but not limited to: annually review the parameters as adopted in the recruitment rules for the automatic adjustment of total; determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish recruitment rules and recruitment style. CPC shall also have the authority to adopt rules governing the CPC that do not violate the sovereignty, rights and privileges of member women's fraternities.

Section 2. Composition and Privileges

The St. Mary's University CPC shall be composed of one voting delegate and one alternate voting delegate from each regular, provisional and associate member group at St. Mary's University as identified in Article III. The delegates shall be the voting members of CPC 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 fraternity, providing her credentials have been presented to the association president at least one week prior to the absence.

Section 3. Selection of Delegates and Alternates

Delegates and alternates to CPC shall be selected by their respective women's fraternity chapters to serve for a term of one year commencing at the start of the fall semester and ending at the end of the spring semester.

Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within 2 weeks and to formally notify the CPC secretary of her name, address and telephone number prior to attending the first meeting. Failure to select a replacement within the 2-week period will result in a judicial hearing with the CPC executive board.

Section 5. Regular Meetings

Regular meetings of CPC shall be held at a time and place established at the beginning of each academic term. These meetings are mandatory for the CPC Executive Board and CPC Voting

Delegates. Excuses for these meetings are due at five pm the Friday prior to the CPC email with CC'd Advisor and President of CPC.

Section 6. Special Meetings

Special meetings of CPC may be called by the president when necessary and shall be called by her upon the written request of no fewer than one-fourth of the member women's fraternities of the St. Mary's University CPC. Notice of each special meeting of CPC shall be sent to each member of CPC 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 7. Reports

Report submission deadlines are to be determined by the CPC President.

Section 8. Quorum

Two-thirds of the delegates from the member fraternities of the St. Mary's University CPC shall constitute a quorum for the transaction of business.

Section 9. Vote Requirements

- A. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.
- B. In the event a vote results in a tie, the Executive Board shall vote, with their collective vote serving as the tiebreaker. The vote of the Executive Board shall require a 3/4 majority.
- C. It is expected of each chapter to have dues paid and their respective delegates present in order to have a vote.

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the President, Vice President of Internal Affairs, Vice President of Membership Recruitment, Vice President of Finance and Records, and Vice President of Campus Activities.

Section 2. Duties

The Executive Board shall administer routine business between meetings of CPC and such other business as has been approved for action by CPC vote. At the next regular meeting of CPC through the secretary, 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.

Section 4. Special Meetings

Special meetings of the Executive Board may be called by the president when necessary and shall be called by her upon the written request of three members of the Executive Board.

Section 5. Quorum

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

Article VII. The Panhellenic Advisor

Section 1. Appointment

The CPC advisor of the *St. Mary's University CPC* shall be appointed by *St. Mary's University's Dean of Students* and shall preferably be a person with some Greek Life experience.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the *St. Mary's University CPC*. The Panhellenic advisor shall have voice but no vote in all meetings of CPC and the *Executive Board*.

Section 3. Duties of Advisor

- A. The Advisor and CPC President shall meet on a weekly basis.
- B. The Advisor shall help the President of CPC oversee all Committees.
- C. The Advisor shall serve as an objective voice in matters related to the Council and in handling concerns brought forth by officers and delegates of CPC. All matters related to the Council shall be conducted in a professional manner.
- D. The Advisor shall be present at major functions sponsored by the council. If the Advisor is unable to be present, a Student Life Staff representative should be present in his/her place.
- E. It is advisable that the Panhellenic Advisor be a member of the Association of Fraternity Advisors and follow the Association's code of ethical conduct.

Article VIII. Committees

Section 1. Standing Committees

- A. The standing committees of the *St. Mary's University CPC* shall be the Judicial Board, Membership Recruitment Committee, Philanthropy/Women's Issues Committee, Risk Management/Social Committee, Public Relations Committee, and the Scholarship/Leadership Committee.

Section 2. Judicial Board

The Judicial Board shall consist of the Vice President of Internal Affairs as chairwoman and 1 member designated as the Judicial Committee Representative from each of the CPC member groups. The Panhellenic advisor shall serve as a nonvoting ex-officio member.

Section 1. Appointment

- A. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations.
- B. The Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning.
- C. The Judicial Board shall educate member fraternities about the Panhellenic 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 St. Mary's University CPC that are not settled informally or through mediation.
- D. The entire Judicial Board shall conduct the hearing unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board.
- E. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.
- F. The members of the Judicial Board shall oversee the annual revision of the CPC Bylaws and Standing Rules.

Section 3. Membership Recruitment Committee

Membership: This committee shall be chaired by the CPC's Vice President of Membership Recruitment. This committee shall be composed of the Membership Selection chairs of each member sorority. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote.

- A. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to CPC before the end of the academic term preceding the membership recruitment period. After each membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to CPC based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member group and chapter advisor.

Section 4. Philanthropy/Women's Issues Committee

This committee shall be chaired by the Vice President of Campus Activities and consist of at least one CPC voting delegate as well as the Philanthropy/Service chairs from each member organization.

- A. This committee shall ensure the following of a designated rotation of each member women's fraternity's philanthropy to be supported per semester.

1. The rotation shall be as follows:

- i. Alpha Sigma Tau
- ii. Sigma Sigma Sigma
- iii. Delta Zeta
- iv. Alpha Phi
- v. Kappa Delta Chi

B. The committee shall oversee at least one CPC service project, and one women's issues presentation per school year. (Specify the one that is not performed one semester has to be done the other.)

C. The committee shall conduct a monthly presentation of information. This includes but is not limited to current women's issues, information about the upcoming event, etc.

Section 5. Risk Management/Social Committee

This committee shall be chaired by the Vice President of Internal Affairs and at least one CPC voting delegate as well as the Risk Management officers from each member organization.

A. This committee shall be responsible for organizing and hosting one risk management presentation per semester. It shall also be responsible for planning and supervising at least one social activity sponsored by the CPC per academic year.

Section 6. Public Relations Committee

This committee shall be chaired by the Vice President of Recruitment Public Relations and consist of all CPC voting delegates.

A. The Public Relations shall be responsible for all forms of publicity dealing with the CPC. This committee shall work closely with the Executive Board and all committees to make certain that the media is kept informed of the positive events of the CPC and its member fraternities. This includes management of Facebook, Twitter, Instagram, and other social media outlets.

Section 7. Scholarship/Leadership Committee

This committee shall be chaired by the Vice President of Finance Scholarship and consist of at least one CPC voting delegate as well as the Education/Scholarship officers from each member fraternity organization.

A. This committee shall serve as a resource to scholarship chairs from each member sorority and shall implement at least one workshop per semester for all member sororities/ scholarship chairs. In addition, this committee shall work on developing leadership skills in all members of sororities.

Article IX. Finances

Section 1. Fiscal Year

The fiscal year of the St. Mary's University CPC shall be from June 1 to May 31 inclusive.

Section 2. Contracts

The signature of the President and the Vice President of Finance and shall be required to initiate contracts with CPC. All contracts must then be forwarded to the appropriate St. Mary's University officials for approval.

Section 3. Checks

The process of initiating check payments on behalf of the St. Mary's University CPC shall bear dual signatures. The following shall be authorized to be one of the two required signatures: President, Vice President of Finance and Records, and the CPC Advisor.

Section 4. Payments

All payments due to the St. Mary's University CPC shall be received and recorded by the Vice President of Finance and Records. Checks for payments shall be made payable to the St. Mary's University CPC. In the absence of the V.P of Finance and Records/Recording Secretary, the Vice President of Internal Affairs shall collect payments.

Section 5. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. CPC membership dues shall be an assessment per member and new member.
 - 1. The dues of each CPC Regular member sorority shall be an assessment per member at fifteen dollars (\$15.00) and each new member at twenty dollars (\$20.00). The amount of such dues shall be determined annually by the CPC at its first regular meeting.
 - 2. The dues of each CPC member organization shall be payable on or before October 1st and March 1st. Any late payment of dues will require a penalty of a two dollar (\$2.00) increase per member of that sorority per week that the payment is delayed.
- C. Gamm Mu dues shall be paid at the CPC meeting following Recruitment Kick Off. Member fraternities will be responsible for paying twenty-five dollars (\$25.00) per minimum required Gamma Mu.

Section 6. Mandatory Events

Chapters will be fined five dollars (\$5.00) per initiated member that were not in attendance from the required attendance percentage. Excuses for these events are due via email 48 hours prior of to the event and are to be submitted by the CPC voting delegate. If the chapters are not informed about the event within a week, then the event cannot be mandatory.

- A. The fines of each CPC member organization shall be payable within a week of invoice notification. Any late payment of dues will require a penalty of a two dollar (\$2.00) increase per member of that sorority per week that the payment is delayed.

Section 7. Fees and Assessments

All late payments other than dues will receive an additional fee of twenty-five dollars (\$25.00) per week.

Section 8. Chapters that are under membership of St. Mary's University CPC must have a voting delegate attend weekly body meetings. Chapters will be fined fifty dollars (\$50.00) per initiated

member that were not in attendance. Excuses for these meetings are due via email the Friday before at five pm.

Article X. Extension

Section 1. Extension is the process of adding an NPC women's fraternity. The St. Mary's University CPC shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

Section 2. Voting Rights

Only regular members of CPC shall vote on extension matters.

Section 3. Total and Colonization

- A. When all CPC chapters at St. Mary's University are close to or over total, the CPC shall consider raising total or adding another chapter.
- B. Such a chapter shall be organized through colonization by an NPC fraternity.
- C. Consideration should be given to NPC fraternities that have previously had chapters on the campus and to those NPC fraternities that have filed letters expressing an interest in the campus.

Article XI. Violation Resolution

Section 1. Violation

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct is including how the collegiate member handles themselves under the code of ethics. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules, and/or membership recruitment regulations of the St. Mary's University CPC 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 St. Mary's University CPC shall follow all mediation guidelines found in the Manual of Information.

- A. Mediation. Mediation is the first step of the judicial process. The St. Mary's University CPC 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. CPC 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 St.

Mary's University CPC 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 St. Mary's University CPC 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 St. Mary's University CPC may adopt.

Article XIV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the St. Mary's University CPC by a three-fourths vote, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting allowing an opportunity for chapter input.

Article XV. Dissolution

This Association shall be dissolved when only one regular member exists at St. Mary's University. In the event of the dissolution of this Association none of the assets of the Association shall be distribute 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

Article I. Mandatory Events

Section 1. Attendance

The standard attendance requirement for all member organizations is 85% after excuses have been accounted for (the attendance requirement may be adjusted for specific events by majority vote of CPC). CPC executive board may vote adjust the percentage requirement of attendance based on feedback of the chapters voting delegates.

Section 2. Excuses

Excuses must be delivered to CPC by the member organization's voting delegates in proper format exactly one week before the scheduled event (due dates may be changed at the discretion of the Executive Board of CPC).

Section 3. Fines

For details about fines, please refer to Article IX. Section 6.

Article II. Administration of Membership Recruitment

Section 1. Guidelines

St. Mary's University Recruitment guidelines are intended to help guide sorority women and prospective members throughout the Membership Recruitment process. The guidelines incorporate many of the procedures recommended and/or required by the National Panhellenic Conference (NPC) according to the Fully Structured Recruitment style process. The purpose of Membership Recruitment is twofold:

- A. To ensure that sororities have equal opportunities for Membership Recruitment within our sorority system.
- B. To provide prospective members every opportunity to become acquainted with as many sororities as possible in order that they may make wise, unbiased decisions concerning membership.

Section 2. Automatic Reset of Total

Total is the allowable chapter size as determined by the College Panhellenic Council. To allow organizations to achieve parity as quickly as possible at the conclusion of primary recruitment, St. Mary's University's Panhellenic Association shall automatically reset total upon bid matching with the timing as determined by the Panhellenic president as long as it is accomplished within 72 hours after the completion of the primary recruitment period. Total will be determined by:

- A. [The median chapter size (MCS).] NOTE: This clause is recommended for Panhellenics if a small percentage of chapters are significantly smaller or larger than the others. An example of how this would apply is total would be set to the size of the fourth-largest chapter in a system of seven NPC organizations.

It was decided on the date of November 7th 2014 and median chapter size rounding up would be applied for the Spring 2015 semester. Each Fall semester a vote can be taken to determine a new methodology for automatic reset of total.

Section 3. Membership Recruitment Period

CPC shall sponsor a Formal and an Informal Membership Recruitment period each year

- A. St. Mary's University will follow the Fully Structured Recruitment (FSR) style as outlined in the National Panhellenic Conference handbook for Spring Recruitment
- B. All UNANIMOUS AGREEMENTS as stated in the National Panhellenic Conference Manual of Information shall be followed in the recruitment process.
- C. No Membership Recruitment shall take place during school recess.
- D. According to St. Mary's University policy, a woman must have completed a minimum of 12 hours in a University classroom taken on a full-time basis (dual credit, AP credit and CLEP credit do not count, however, Interdisciplinary Studies and ND0101 classes will count towards the requirement) and have at least a 2.0 last semester and 2.5 cumulative grade point average to participate in Membership Recruitment. (First time freshmen will may only participate in deferred recruitment).
- E. Following each Fall and Spring Recruitment periods, continuous open bidding (COB) shall be in effect during the academic year for all eligible women. According to the UNANIMOUS AGREEMENT and rules established by the Membership Recruitment Committee, COB may begin immediately following the end of Membership Recruitment period and must conclude on Friday of the week preceding "Study Week." Women are eligible for COB without any requirements of prior participation in Fall or Spring Membership Recruitment. During COB, a prospective member may be extended a bid orally or in writing. No restrictions on the times, places, or kinds of recruitment functions will be issues during COB except for rules outlined in the National Panhellenic Conference Manual of Information.
- F. At no time shall a woman be extended a bid without completing proper eligibility information with the St. Mary's University Student Life Office. A bid list of new members shall be turned into the Panhellenic Advisor for review and approval prior to extension of her bid.
- G. The logistics of Fall and Spring Recruitment shall be determined by the Vice President of Recruitment, CPC Advisor and the representatives from each chapter.

Article III. Standard Rules for Recruitment

Section 1. Infractions

Infractions may be filed during both the fall and spring recruitment periods.

Section 2. Slander and Sabotage

If slander or intentional sabotage against another sorority occurs during recruitment in both fall and spring semesters, infractions will be filled.

Section 3. College Enrollment and Participation

A woman must not be simultaneously enrolled in high school and attending college.

A woman must be a regularly matriculated student in the institution to be eligible to participate in membership recruitment.

Section 4. Alcoholic Beverages

CPC shall prohibit the use of alcoholic beverages in membership recruitment and Bid Day activities.

- A. For additional Information, refer to Unanimous Agreement VI. Section 2. C.

Section 5. Participation of Men

CPC shall prohibit the participation of men in membership recruitment and Bid Day activities.

- A. For additional Information, refer Unanimous Agreement X in NPC Manual of Information.

Section 6. Observance of Recruitment Rules and Panhellenic Code of Ethics

All members, including alumnae and new members, are responsible for understanding and observing the membership recruitment rules as well as the Panhellenic code of ethics.

Article IV. Structured Recruitment

Section 1. Dry Week

The dates for Dry Week shall set forth by the Membership Recruitment Committee. The rules to dry week are as follows:

- A. If more than 50% of the Profit is from Alcohol then the place is prohibited.
- B. Do not sit in bar locations at an approved establishment.
- C. Attendance at parties where others are consuming alcohol is prohibited during this week as well.

Section 2. Social Media

The following criteria will be prohibited on social media (to include but not limited to): pictures and statuses containing-

- A. Gamma Mu affiliation
- B. Fire arms and/or weapons
- C. Alcohol or alcoholic memorabilia
- D. Inappropriate dress attire and conduct unbecoming of a member including actions against risk management compliance issues
- E. Self-Promotion
 - Additional rules will be set forth by the Membership Recruitment Committee
- F. Explicit/ harassing/ sexual content
 - Additional rules will be set forth by the Membership Recruitment Committee

Section 3. Strict Silence

Strict Silence will begin on philanthropy night at the start of the first party and end with bid day celebrations.

Section 4. Favors and Gifts

No favors or gifts may be given to women by the fraternity and/or individual members.

Sections 5. Bid Promising and Illegal Extension

Chapter members or alumnae may in no way promise the potential new member an invitation/bid, or reveal any information regarding voting and preference procedures to the potential new member.

Section 6. Budget Cap

The Budget Cap shall be established by the Membership Recruitment Committee.

Article V. New Member Process and Initiation

Section 1. New Member Process

All new member education periods must follow all St. Mary's University policies. These policies are as follows:

- A. No new member program shall last more than 8 weeks.
- B. All programs and initiations should be finalized by 5 p.m. the Friday prior to Study Week/Study Days.
- C. All new members should be informed of the St. Mary's University, State and Federal definitions and laws about hazing within the first week of their educational program.

Section 2. Initiation

A new member may be initiated immediately after she has met the requirements of the sorority/fraternity to which she is associated.

Article VI. Recruitment Counselors (Gamma Mu)

Section 1. Member Fraternity Expectations

Member Fraternities are responsible for the actions of their selected Gamma Mu's and will be given biweekly progress reports and immediate notice of transgressions. Disciplinary action is at the discretion of the CPC executive board and if needed the CPC Judicial Board.

Section 2. Selection

Recruitment Counselors shall be selected by an application and interview process with the Executive Board of CPC.

- A. Each member fraternity is required to provide at least 3 Gamma Mu's during the recruitment period.
 - Associate member fraternities are required to provide at least Gamma Mu during the recruitment period.
- B. Women participating in student teaching or internships that require excessive time outside of regular hours or class times will not be selected as Recruitment Counselors.

Section 3. Requirements

Recruitment Counselors are required to:

- A. Be dependable, responsible, and available to potential members and the Recruitment Team.
- B. Display enthusiasm and a positive attitude toward the sorority experiences.
- C. Be objective, impartial, and a good listener.
- D. Respect the confidential nature of the role of the Recruitment Counselor position.

- E. Be sensitive and able to perceive another's feelings while remaining objective.
- F. Be in good standing with the affiliated sorority.
- G. Must have a last semester and cumulative GPA of at least a 2.5 based off a 4.0 scale.

Section 4. Expectations

Recruitment Counselors are expected:

- A. To promote CPC, the recruitment process and ultimately, retention within the selection process for maximum growth of CPC chapters.
- B. To provide potential members the proper channels of communication through the recruitment process in creating a clear understanding of the membership selection process.