

# **Constitution of the College Panhellenic Council of Virginia Commonwealth University**

**Adopted: April 1, 1984**

**Revised: April 9, 2015**

## **Article I: Name**

Section 1: The name of this organization shall be the College Panhellenic Council of Virginia Commonwealth University. From here forward, the name of the organization will be referenced with the acronym of CPC.

## **Article II: Purpose**

Section 1: The purpose of this College Panhellenic Council (CPC) shall be to develop and maintain fraternity life and inter-fraternal relations at a high level of accomplishment and in doing so to:

- A. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
- B. Promote superior scholarship as basic to intellectual achievement.
- C. Cooperate with member fraternities and the university administration in concern for and maintenance of high social and moral standards.
- D. Act in accordance with National Panhellenic Conference **UNANIMOUS AGREEMENTS** and policies.
- E. Act in accordance with such rules as established by CPC as do not violate the sovereignty, rights, and privileges of member fraternities.
- F. Align with the academic vision of Virginia Commonwealth University.

## **Article III. Membership**

Section 1: Membership of the College Panhellenic Council of Virginia Commonwealth University shall be composed of all members in good standing of inter/national National Panhellenic Conference and non-NPC associate member organizations that have met the requirements for membership in the CPC and VCU student organization guidelines as outlined below in VCU Student Organization Policies and Procedures.

Section 2. There shall be three classes of membership: regular, provisional and associate.

- A. Regular membership. The regular membership of the Virginia Commonwealth University Panhellenic Council shall be composed of all chapters of NPC sororities at VCU. Regular members of the College Panhellenic Council shall pay dues as determined by the Panhellenic Council. Each regular member shall have voice and one vote on all matters.
- B. Provisional membership. The provisional membership of the Virginia Commonwealth University Panhellenic Council shall be composed of all colonies of NPC sororities at VCU. 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 women's non-NPC member organizations may apply for associate membership of the Virginia Commonwealth University Panhellenic Council. 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.
- D. Membership of the CPC is limited to regular enrolled undergraduate Virginia Commonwealth University students.
- E. Member chapters of the CPC are expected to meet or exceed a required 2.5 semester grade point average every semester for both the total chapter performance and the new member class performance, per VCU Fraternity and Sorority Life Office requirements.
- F. The CPC will not discriminate on the basis of race, \*sex, religion, color, national origin, physical or mental handicap, age, sexual orientation, or status as a veteran in selection of members.

\*The U.S. Congress allows social sororities and fraternities to remain single sex organizations.

#### **Article IV. Officers**

- Section 1. The elected officer's of the College Panhellenic Council of Virginia Commonwealth University shall be:
  - A. President
  - B. Vice President of Standards
  - C. Vice President of Operations
  - D. Vice President of Recruitment
  - E. Vice President Education and Programming
  - F. Vice President of Public Relations
  - G. Vice President of Philanthropy and Service
  - H. Vice President of Recruitment Counselors
- Section 2. The officers shall be delegates from the fraternities holding Regular or Associate membership in the College Panhellenic Council of Virginia Commonwealth University.
- Section 3. Chapters holding Associate membership shall not be eligible to hold office until one full year from receiving official recognition from the College Panhellenic Council. Associate member chapters may not hold the Vice President of Recruitment.

- Section 4. The officers shall take office during the first meeting of Spring term and shall hold office until the installation of new officers during the first meeting of the following Spring term.
- Section 5. Each officer will have an oral evaluation with the Panhellenic President and the Panhellenic Advisor at the mid-point and end of her term on the Panhellenic Executive Board.

#### **Article V. Meetings**

- Section 1. The College Panhellenic Council of Virginia Commonwealth University shall hold one regular meeting each week at a time and place designated at the beginning of the semester.
- Section 2. A special meeting of the College Panhellenic Council of Virginia Commonwealth University may be called by the President when necessary, and shall be called by her upon written request of any Regular, Provisional, and Associate member fraternity at Virginia Commonwealth University.
- Section 3. The delegates from each Regular, Provisional or Associate member fraternity shall be responsible for notifying her chapter members of all regular and special meetings of the College Panhellenic Council of Virginia Commonwealth University.

#### **Article VI. Attendance**

- Section 1. Each chapter will have two (2) representatives at each meeting, consisting of one elected delegate and one elected alternate delegate.
- Section 2. Panhellenic delegates and alternate delegates will have one (1) unexcused absence per semester. If a second unexcused absence occurs, the chapter will pay a \$20.00 fine. If there is a third missed meeting, the chapter will lose its vote for the remainder of the semester.
- A. If the chapter can not have a minimum of two (2) delegates at all general body meetings due to class, the chapter will write an official letter of notification to the College Panhellenic President notify her of such. The chapter will also email all votes in that can be emailed in and will forfeit their vote otherwise.

#### **Article VII. The Panhellenic Council**

- Section 1. The administrative body of the College Panhellenic Council of Virginia Commonwealth University shall be the CPC Executive Board.

- Section 2. It shall be the duty of the Panhellenic Executive Board to administer all business related to the overall welfare of the College Panhellenic Council of Virginia Commonwealth University, including recruitment and new member periods, which do not violate the sovereignty, rights and privileges of member fraternities.
- A. The College Panhellenic Council of Virginia Commonwealth University shall be composed of two delegates from each chapter, one elected delegate and one elected alternate delegate.
  - B. Delegates to the CPC shall be selected by their respective fraternity chapters to serve for a term of one year beginning the first meeting of Spring term and ending the last meeting of the Fall term of the same calendar year.
  - C. When a delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to select a replacement within two weeks and to notify the CPC President of her name, email address, and telephone number. When a meeting of the CPC occurs while a vacancy exists, a delegate from the fraternity shall fulfill the duties of the delegate in all cases, save that of President.
  - D. The officers of the CPC Executive Board shall serve as the officers of the College Panhellenic Council, and shall have such powers and duties as are prescribed in the Bylaws of the College Panhellenic Council of Virginia Commonwealth University.
  - E. If any officer wishes to resign for any reason, she should first submit a letter of resignation at the next regular meeting of the CPC. The President shall ask persons interested in filling the vacant office to notify her within one week of the meeting. The Executive Board shall screen those persons who have expressed an interest in the vacant office and submit no less than one and no more than four names to the CPC at the next regular meeting. Election procedures shall follow those set forth in the Bylaws of the College Panhellenic Council of Virginia Commonwealth University. In the event of the resignation of the President, the Panhellenic Advisor shall receive the written notification and the Vice President shall become the President for the remainder of the term of office.
  - F. Removal of an officer shall be completed through a two-thirds (2/3) vote of the CPC. Charges against an officer may be brought by any member of the CPC, and will be voted on the following week.
  - G. Regular meetings of the CPC shall be held at a time and place established at the beginning of each academic term.
    - 1. Special meetings of the CPC may be called by the President when necessary and shall be called by her upon the written request of any member delegate to the CPC.
    - 2. Two-thirds of the member fraternities shall constitute a quorum for the transaction of business.
  - H. Voting
    - 1. The voting body of the College Panhellenic Council of Virginia Commonwealth University shall be its delegate membership.
    - 2. The voting members of the CPC shall be the delegates of each fraternity holding Regular or Associate membership. If a delegate is absent, the vote of her fraternity shall be cast by the alternate delegate. If both delegates are

absent, the vote may be cast by a member of the fraternity who is serving as a proxy, providing her credentials have been presented to the President prior to the meeting.

3. A quorum must be present at a meeting in order to conduct business. Once a quorum has been established, two-thirds (2/3) of the voting members present shall be required to establish recruiting rules, to elect officers, to amend the Constitution and the Bylaws, to approve an extension proposal and to accept Associate and Regular members to the College Panhellenic Council of Virginia Commonwealth University. A majority (1/2) vote shall be required to carry all other questions.
- I. The Panhellenic advisor and the fraternity chapter Presidents, shall have a voice, but no vote.

### **Article VIII. Panhellenic Advisor**

- Section 1. The Panhellenic Advisor shall be chosen by the University Administration.
- Section 2. The Panhellenic Advisor shall serve in advisory capacity to the College Panhellenic Council of Virginia Commonwealth University and its Executive Board.

### **Article IX. Standing Committees**

- Section 1. Such Standing Committees and special officers as may be necessary to carry out the work of the College Panhellenic Council of Virginia Commonwealth University shall be appointed by its Executive Board to serve during the tenure in office of the Board which appoints them. See Article V. of the College Panhellenic Council of Virginia Commonwealth University Bylaws.

### **Article X. Finance**

- Section 1. The fiscal year of the College Panhellenic Council of Virginia Commonwealth University shall be from July 1 to June 30 inclusive.
- Section 2. All checks issued on behalf of the College Panhellenic Council of Virginia Commonwealth University shall be issued by the Panhellenic Advisor or President and the Vice President of Operations.
- Section 3. All payments due to the College Panhellenic Council of Virginia Commonwealth University shall be made to the CPC who shall record them. Checks for payments shall be made payable to the College Panhellenic Council of Virginia Commonwealth University.
- Section 4. Panhellenic Budget
- A. The new and outgoing Vice President of Operations, in combination with the Panhellenic Advisor, shall formulate a budget for the upcoming fiscal year within

one month after the election. This budget shall be subject to the approval of the newly elected Executive Board and the CPC.

- B. Each chapter will receive a copy of the annual budget following the approval from the Council.
- C. A monthly report will be provided to the Council on the income and expenditures of the Panhellenic Account.

Section 5. College Panhellenic Council Funds

- A. No CPC Funds can be used to purchase alcohol or sponsor an event where alcohol is supplied.
- B. CPC funds may not be used to furnish the Executive Council with expensive or unnecessary private social functions
- C. All social events sponsored by the CPC will follow the Virginia Commonwealth University Risk Management Policies.

**Article XI. Unanimous Agreements and Policies**

Section 1. All members of the College Panhellenic Council of Virginia Commonwealth University shall act in accordance with the fundamental Panhellenic rules and policies established by the National Panhellenic Conference in the \*UNANIMOUS AGREEMENTS (the Panhellenic Compact, Standards of Ethical Conduct, College Panhellenic Agreements, Agreements of the Questionnaires and Constitutions, and The Jurisdiction of a College Panhellenic Council). \*see the NPC Manual of Information UNANIMOUS AGREEMENTS.

Section 2. All College Panhellenic Council of Virginia Commonwealth University rules and policies shall be in harmony with those currently established by National Panhellenic Conference when appropriate.

Section 3. All fraternities of the Council shall act in accordance with the Virginia Commonwealth University policies and regulations for student organizations.

**Article XII. Violations**

Section 1. Violation of any regulation of this Constitution or its related Bylaws, of recruitment rules, of rules concerning matters other than recruitment, of the National Panhellenic Conference UNANIMOUS AGREEMENTS (The Panhellenic Compact, Standards of Ethical Conduct, College Panhellenic Agreements, Agreement on Questionnaires and Constitutions, and The Jurisdiction of a College Panhellenic Council) shall be the occasion for penalties established by the College Panhellenic Council of Virginia Commonwealth University in conformity with those recommendations by National Panhellenic Conference. (See NPC Manual of Information, 20<sup>th</sup> edition, UNANIMOUS AGREEMENTS, p. UA 1-12). All violations will be referred to the College Panhellenic Council Judicial Board for mediation or hearing.

- Section 2. Any dispute growing out of the violation of CPC rules and regulations shall be adjusted through arbitration principles.

### **Article XIII. Panhellenic Judicial Board**

- Section 1: The Virginia Commonwealth University Panhellenic Judicial Board will be under the direction of the Panhellenic Vice President of Standards with advisement by the Panhellenic Advisor. All policies and procedures can be found in the College Panhellenic Council of Virginia Commonwealth University Judicial Board Policies and Procedures found in the by-laws

### **Article XIV. Amendments**

- Section 1. This Constitution may be amended by a two-thirds (2/3) vote of the voting members of College Panhellenic Council of Virginia Commonwealth University, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

**College Panhellenic Council of Virginia Commonwealth University  
By-Laws**

**Article I. Panhellenic Delegate Duties**

Section 1. The CPC delegates shall:

- A. Attend all CPC meetings and workshops.
- B. Function as the liaison between the CPC and her chapter.
- C. Serve as the voting representative for her chapter.
- D. Be responsible for notifying her chapter of all regular and special meetings of the CPC.
- E. Submit and maintain a current roster of the membership, officers, and alumnae advisors of her chapter.
- F. Meet with an executive officer within two weeks of installation to obtain the list of delegate responsibilities.
- G. Fulfill duties outlined in the NPC Manual of Information (page O-4)
- H. Attend delegate training during the first month of the term of office.

Section 2. In the absence of the chapter's delegate The CPC alternate delegates shall:

- A. Attend all CPC meetings and workshops
- B. Function as the liaison between the CPC and her chapter.
- C. Serve as the voting representative for her chapter.
- D. Be responsible for notifying her chapter of all regular and special meetings of the CPC.
- E. Fulfill duties outlined in the NPC Manual of Information (page O-4).

**Article II. Selection of Officers**

Section 1. Eligibility

- A. A candidate for a Panhellenic Executive Board officer position may not have an expected graduation date prior to the expiration of her term of office, nor may she have been accepted to a study abroad program during the term of office.
- B. A candidate for an officer position must be an initiated member in good standing of a chapter holding Regular or Associate membership in the College Panhellenic Council of Virginia Commonwealth University.
- C. A candidate for an officer position must have a minimum cumulative grade average of 2.5, and maintain this throughout the term in office. If an officer falls below this grade requirement, she will be removed from office.
- D. An officer of the CPC may not concurrently serve as President of her chapter, or in any officer position that causes conflict with Panhellenic programs or disaffiliation during formal recruitment.
- E. The President position may not be held by the same fraternity for two consecutive years.
- F. No chapter may have more than two members serve on the Panhellenic Executive



Council at a time.

- G. A candidate for office must have been a member of their organization for one year.

#### Specific Officer Requirements

- A. President, Vice President of Standards, and the Vice president of Recruitment must have participated in Formal Recruitment in the role of chapter member.
- B. Vice President of Recruitment must have participated in Formal Recruitment as a potential new member.
- C. Vice President of Recruitment must be in the Richmond Area of Summer break.

### Section 2. Election and Rotation Procedures

- A. The CPC recommends that each elected position have at least two members nominated, requiring chapters to nominate at least one eligible candidate.
- B. The CPC elected officers shall be announced at one meeting prior to the last meeting of the fall semester. A candidate information packet shall be available for persons interested in running for an office at the meeting nearest November 1 or earlier.
- C. Each woman who is interested in a Panhellenic Executive Board position will complete the application in the officer information packet and submit it electronically two weeks before election speeches. The election packet will then be sent to each chapter to assist in communication.
- D. Elections
  - 1. Delegates shall poll their chapters prior to speeches and elections Each chapter should grant to its delegate the power to vote in the best interest of the chapter, as perceived by the delegate, in the event of some change of the status of a candidate during the election meeting.
  - 2. Officers shall be elected in the following order: President, Vice President of Standards, Vice President of Operations, Vice President of Recruitment, Vice President of Education and Programming, Vice President of Public Relations, Vice President of Philanthropy and Service, Vice President of Recruitment Counselors.
  - 3. A quorum must be present at the meeting in order to proceed with the election.
  - 4. A simple majority vote by secret ballot shall be required to elect an officer. In the event that more than two candidates run for an office and the election is not resolved in the first round of voting, the candidate with the fewest votes shall be dropped from the ballot. In the case of a tie, the CPC President will cast a vote on behalf of the Panhellenic Executive Council.
  - 5. No more than two officers may be elected from the same fraternity.

### Section 3. The newly-elected Panhellenic officers shall be installed by the out-going President and Officers at the last regular meeting of the fall semester of the CPC.

### Section 4. If a vacancy occurs during the second semester of office, the Executive Board will appoint a replacement that is confirmed with a (2/3) majority vote by secret ballot at the

following regular meeting

### **Article III. Officer Duties (passed Fall 2014)**

#### **Section 1. President**

The President has overall responsibility for the operation of the College Panhellenic Council, including calling and presiding at all regular meetings, special meetings of the CPC and Executive Board meetings. She serves as the Chief Justice of the Panhellenic Judicial Board in the absence of the Vice President. She will promote the values of the Greek Mission Statement and the spirit of Panhellenic. She will provide inspiration and guidance to the Panhellenic General Body and Panhellenic Executive Board.

*Her duties include but are not limited to the following:*

- A. To help to develop and implement training of the Panhellenic Delegates each semester with the Vice President of Operations.
- B. To meet with the Presidents of the Multicultural Greek Council, Interfraternity Council and the National Pan-Hellenic Council on a monthly basis.
- C. To serve as a member of Panhellenic Recruitment Team.
- D. To serve as the liaison between the Panhellenic Executive Board and Panhellenic delegates.
- E. To attend all Panhellenic functions.
- F. To maintain a complete and up-to-date President's notebook which will contain the following:
  - a. VCU College Panhellenic Council Constitution
  - b. Bylaws and standing rules and regulations
  - c. Current College Panhellenic Council Budget
  - d. Current correspondence and materials received from NPC
  - e. Agendas and minutes from all meetings.
- G. To maintain five office hours in the Fraternity and Sorority Life Office between the hours of 8-5 pm Monday through Friday.

#### **Section 2. Vice President of Standards**

The Vice President of Standards will serve as the Chief Justice of the Panhellenic Judicial Board. She will train all Panhellenic Judicial Board Justices and perform the duties of the President in her absence. She will educate herself and others on various Risk Management and Wellness topics on campus including alcohol/substance abuse, sexual health, sexual violence, stress management, depression, eating disorders/body image, etc.

*Her duties include but are not limited to the following:*

- A. To facilitate the education of Panhellenic women on all issues pertaining to the sorority community, including but not limited to, alcohol and substance abuse, and sexual assault.
- B. To maintain open dialogue with and assist chapter Risk Managers, as well as other members of the Fraternity & Sorority community, to identify and attempt to solve larger Risk Management/Wellness issues.
- C. To train Panhellenic Social Chairs on risk management policy.

- D. To collaborate with the Interfraternity Council Vice President, the National Pan-Hellenic Council Vice President, the Multicultural Greek Council Vice President and the Fraternity and Sorority Life leadership to manage all campus risk management entities.
- E. To work with the individual chapters' social and risk management chairs to aid in the development of risk reduction and education policies and procedures.
- F. To coordinate all documents and approval processes in accordance with the Governing Council Risk Management Guidelines.
- G. To maintain a complete and up-to-date notebook which will contain the following:
  - a. VCU College Panhellenic Council Constitution
  - b. Bylaws and standing rules and regulations
  - c. Any other documents regarding Risk Management and Judicial concerns
- H. To maintain five office hours in the Fraternity and Sorority Life Office between the hours of 8-5 pm Monday through Friday.

### Section 3. Vice President of Recruitment

The Vice President of Recruitment will oversee all items involving recruitment and membership for the College Panhellenic Council. She will plan and operate Panhellenic recruitment. She will act as Panhellenic Recruitment team chairwoman. She will be responsible for creating and carrying out the vision of Panhellenic Recruitment, which includes Formal Recruitment and Continuous Open Bidding. She is to promote a positive image of Panhellenic Recruitment on campus and within the Panhellenic Community. She will work closely with recruitment chairs and advisors from each chapter and hold monthly meetings with them.

*Her duties include but are not limited to the following:*

- A. To call and preside over all meetings of the Recruitment Chair Roundtables, including preparing the agenda.
- B. To organize and prepare informational meetings for Potential New Members about recruitment during the Spring and Fall semesters.
- C. To field questions and concerns from individual chapters concerning recruitment to ensure each chapter's preparation and success during the recruitment process.
- D. To schedule monthly meetings with the recruitment team and Panhellenic Advisor.
- E. To work with non-fully participating member groups to ensure their needs are fulfilled by the College Panhellenic Council.
- F. To maintain a complete and up to date notebook which will contain:
  - a. College Panhellenic Council of VCU Constitution
  - b. Bylaws and standing rules and regulations
  - c. All NPC and VCU Recruitment Rules and Regulations
- G. To meet with chapters individually to ensure all paperwork is submitted on time.
- H. To maintain five office hours in the Fraternity and Sorority Life Office between the hours of 8-5 pm Monday through Friday.

#### Section 4. Vice President of Operations

The Vice President of Operations oversees the general operations of the College Panhellenic Council, including finances and records. She will keep an up-to-date role of the members. She be responsible for the general supervision of the finances of the College Panhellenic Council of Virginia Commonwealth University. She will assume the role of parliamentarian and be versed in parliamentary procedure. She will keep full minutes of the Virginia Commonwealth University Panhellenic Executive Board and CPC meetings, as well as record all actions taken by the Executive Board. Minutes shall be distributed prior to the next meeting.

*Her duties include but are not limited to the following:*

- A. To assist in the preparation of the annual budget and following its approval by the CPC, for providing a copy to each College Panhellenic Council of Virginia Commonwealth University member organizations.
- B. To serve as a liaison between chapters, CPC, and advisors regarding finances.
- C. To be responsible for receiving all payments due to the CPC, collecting all dues, and giving receipts.
- D. To assist in the operations of CPC events and recruitment regarding room bookings, expenses, and day of coordination.
- E. To assist the President in the training of the Panhellenic Delegates.
- F. To track Founders' Days of each Panhellenic chapter and award them with a token of congratulations on the week of their Founders' Day.
- G. To assist in the logistical preparations for recruitment, including Bid Day management, schedule management, food orders, etc.
- H. To maintain a complete and up-to-date notebook which will contain the following:
  - a. VCU College Panhellenic Council Constitution
  - b. Bylaws and standing rules and regulations
  - c. Current College Panhellenic Council Budget
  - d. Current receipts and other financial records
  - e. Current room-bookings
  - f. Current calendar
- I. To maintain five office hours in the Fraternity and Sorority Life Office between the hours of 8-5 pm Monday through Friday.

#### Section 5. Vice President of Public Relations

The Vice President of Public Relations is responsible for marketing the College Panhellenic community in a positive light and encourage chapters' public relations chairs to do likewise.

*Her duties include but are not limited to the following:*

- A. To be responsible for the upkeep and promotion over all forms of social media (Facebook, Instagram, Twitter, Pinterest, and etc.).
- B. To promote on campus events for the members of the College Panhellenic Council as well as the Interfraternity Council, Multicultural Greek Council, and the National PanHellenic Council.
- C. To update the CPC website to remain accurate and current.
- D. Involving recruitment, she is accountable for any recruitment advertisements and public relations, as directed by the Recruitment team.
- E. To serve as purchasing coordinator for Recruitment and any other promotional materials needed.
- F. To maintain a complete and up to date notebook that contains the following:
  - a. VCU College Panhellenic Council Constitution
  - b. Bylaws and standing rules and regulations
  - c. Current PR Budget
  - d. Receipts and correspondence from purchase of promotional items
- G. To maintain five office hours in the Fraternity and Sorority Life Office between the hours of 8-5 pm Monday through Friday.

#### Section 6. Vice President of Education and Programming

The Vice President of Education and Programming is responsible for promoting academics among the council. She is responsible for planning educational programs for chapters to attend.

*Her duties include but are not limited to the following:*

- A. To coordinate all educational programs sponsored by the College Panhellenic Council to address concerns and facilitate growth within the Greek community
- B. To establish and encourage strong academic achievement among member groups
- C. To coordinate at least one program co-sponsored with each council (IFC, MGC, NPHC)
- D. To serve as a resource for chapters' academic chairs and programming initiatives as needed.
- E. To serve as a liaison between university constituent groups (Wellness Resource Center, University Counseling Center, Student Conduct, etc.) and member groups
- F. To collaborate with Order of Omega to promote members' academic excellence.
- G. To maintain a complete and up to date notebook that contains the following:
  - a. VCU College Panhellenic Council Constitution
  - b. Bylaws and standing rules and regulations
  - c. Any materials regarding past and future programs

- H. To maintain five office hours in the Fraternity and Sorority Life Office between the hours of 8-5 pm Monday through Friday.

Section 7. Vice President of Recruitment Counselors:

The Vice President of Recruitment Counselors is responsible for all items regarding recruitment counselors and the potential new members. She will work with the Vice President of Recruitment closely to facilitate Panhellenic Formal Recruitment.

*Her duties include but are not limited to the following:*

- A. To chair in the selection of recruitment counselors
- B. To serve as a member of the recruitment team.
- C. To lead in the development of the recruitment counselor training program
- D. To maintain a complete and up to date notebook which will contain:
  - a. College Panhellenic Council of VCU Constitution
  - b. Bylaws and standing rules and regulations
  - c. All NPC and VCU Recruitment Rules and Regulations
- E. To assist the Vice President of Recruitment and Operations in the logistics of timeline and schedules from Welcome Week through Bid Day
- F. To oversee recruitment counselors and potential new members throughout recruitment weekend.
- G. To aid the Vice President of Recruitment and serve in her place should the Vice President of Recruitment be unable to fulfill any duties.
- H. To maintain five office hours in the Fraternity and Sorority Life Office between the hours of 8-5 pm Monday through Friday.

Section 8. Vice President of Philanthropy and Service

The Vice President of Philanthropy and Service will be responsible for promoting strong community service and philanthropic spirit throughout the College Panhellenic Council.

*Her duties include but are not limited to the following:*

- A. To establish and chair a philanthropy and service committee consisting of member groups' service and/or philanthropy chairs to develop a strong community service program and assist in continuing strong philanthropy initiatives.
- B. To plan and execute one philanthropy event per year.
- C. To plan and execute one service event per semester.
- D. To serve as the liaison and promoter for Circle of Sisterhood on VCU's campus.
- E. To aid in the recognition process for outstanding philanthropic and community service activities.

- F. To maintain a complete and up to date notebook that contains the following:
  - a. VCU College Panhellenic Council Constitution
  - b. Bylaws and standing rules and regulations
  - c. Circle of Sisterhood and Half the Sky information
- G. To maintain five office hours in the Fraternity and Sorority Life Office between the hours of 8-5 pm Monday through Friday.

#### **Article IV. The Executive Board**

- Section 1. The Executive Board shall:
- A. Consist of President, Vice President of Standards, Vice President of Operations, Vice President of Education and Programming, Vice President of Public Relations, Vice President of Philanthropy and Service, and Vice President of Recruitment Counselors.
  - B. Appoint all standing and special committees and their chairmen and in making these appointments, recognize representation from all member fraternities.
  - C. Administer routine business meetings of the CPC when advisable and such other business as has been approved for action by College Panhellenic Council of Virginia Commonwealth University vote.
  - D. Report all action taken by the Executive Board at the next regular meeting of the CPC and record minutes of the meeting.
  - E. All officers are required to work with the CPC during recruitment and assist as needed.
  - F. All joint officers are required to work with the Panhellenic Executive Board and joint meetings between the Multicultural Greek Council, Interfraternity Council, the National Pan-Hellenic Council and Panhellenic Executive Board. If an officer misses more than two meetings, they will be reported to the President and the Judiciary Board will assess the situation and sanctions may occur.
  - G. All Panhellenic Executive Council officers will disaffiliate from their sorority from August 1 for the fall term through bid-day activities.

#### **Article VI. Panhellenic Web-Site**

- Section 1: College Panhellenic Council website
- A. The CPC website will be managed by the Vice President of Public Relations, per the requirements set forth by Virginia Commonwealth University. These policies can be found on the Virginia Commonwealth University website.
  - B. Review of the CPC web-site will take place each semester by the members of the CPC and the CPC Advisor.
  - C. Chapters that have a website may request their site be linked directly to the CPC website ([www.cpcvcu.com](http://www.cpcvcu.com)) . A review of chapter sites that are linked to the CPC website will also be reviewed each semester by the Vice President of Standards,

#### **Article VII. Administration of Membership Selection (recruitment)**

- Section 1. A formal recruitment shall be held every academic year. The date will be determined the previous year by the College Panhellenic Council of Virginia Commonwealth University.
- Section 2. The National Panhellenic Conference quota-total system shall be followed.
- Section 3. Preferential bidding system shall be used.
- Section 4. Except during the formal recruitment period, or during an extension moratorium, continuous open bidding shall be in effect during the university calendar year for all eligible women students.
- Section 5. Chapters which do not fill basic quota during formal recruitment may continue to bid and pledge to quota in continuous open bidding even though reaching quota puts them over chapter total.
- Section 6. Every regularly enrolled new member, initiate, or affiliate of a chapter shall be counted in chapter total.
- A. A list of new members, initiated, and affiliated members shall be filed with the Panhellenic Advisor on the first day of classes each term.
  - B. Any de-pledging, termination, or other change in membership shall be reported to the President of the College Panhellenic Council of Virginia Commonwealth University and the Panhellenic Advisor no later than twenty-four hours after it has occurred.
- Section 7. Summer Contacts.
- A. Initiated members and new members may not host or participate in summer recruitment parties held specifically by their organization for women planning to attend Virginia Commonwealth University.
  - B. Collegiate members shall be encouraged to attend Panhellenic events.
- Section 8. College Panhellenic Council of Virginia Commonwealth University Recruitment Regulations and Guidelines. \*see STANDING RULES

### **Article VIII. New Membership and Initiation**

- Section 1. A woman must be a regularly matriculated student to be eligible for recruitment and new membership. She must have a 2.75 cumulative high school GPA and/or 2.3 cumulative college GPA, per VCU Fraternity and Sorority Life Office requirements.
- Section 2. A CPC member fraternity may not issue an invitation to membership or formally initiate a woman during the school recesses.
- Section 3. Any new member must be initiated within 8 week of bid acceptance.



- Section 4. A person who is or has ever been an initiated member of an existing NPC fraternity shall not be eligible for membership in another NPC fraternity.
- Section 5. When a potential new member's Membership Recruitment Acceptance Binding Agreement (MRABA) is matched with a chapter's bid list, or when she signs a continuous open bidding acceptance card, she may not be pledged to any other NPC fraternity on the same campus for one calendar year.
- Section 6. A student who has had her new member period broken by a fraternity or who has broken her new membership to a fraternity may not be asked to join another fraternity on the same campus for one calendar year from the date she was initially a new member. However, she may be allowed new membership from the same fraternity chapter at any time within that calendar year as long as the chapter is below campus total.
- Section 7. When a new member transfers to another campus, she shall be eligible to become a new member of the fraternity of her choice at the earliest opportunity.

#### **Article IX. Financial Procedures**

- Section 1. Membership Dues
- A. The dues of each CPC member fraternity shall be \$10.00 per member (including new members) per semester.
  - B. The dues of each CPC member fraternity shall be payable within ten (10) business days of being invoiced with separate invoices for any additional new members joining during Continuous Open Recruitment.
- Section 2. Panhellenic Budget
- D. The new and outgoing Vice President of Operations, in combination with the Panhellenic Advisor, shall formulate a budget for the upcoming fiscal year within one month after the election. This budget shall be subject to the approval of the newly elected Executive Board and the CPC.
  - E. Each chapter will receive a copy of the annual budget following the approval from the Council.
  - F. A monthly report will be provided to the Council on the income and expenditures of the Panhellenic Account.
- Section 3. Panhellenic financial obligations that are overdue shall result in a fine of \$5.00 per week until payment is received. Legitimate reasons for late payment shall be reported to the Vice President of Operations prior to the due date in order for a grace period to be considered by the Executive Board. If payment is not made within 30 days of the invoiced date, the chapter will lose voting privileges until such time the payment is received in full.

#### **Article X. Hazing**

Section 1. The National Panhellenic Conference defines hazing as, "any action taken or situation created intentionally, whether in or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule." FIPG defines hazing as, "any action taken or situation created, intentionally, whether on or off fraternity premises to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include the creation of excessive fatigue; physical and psychological shocks; wearing publicly apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; morally degrading or humiliation games and activities; late night sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations and policies of the educational institution.

The College Panhellenic Council of Virginia Commonwealth University acts in accordance with the guidelines of the National Panhellenic Conference and Virginia Commonwealth University. Thus, all forms of hazing, pledge day, or pre-initiation activities which are defined as hazing shall be prohibited.

## **Article XI. Panhellenic Judicial Board and Mediation and Procedures**

### **Section 1. Judicial Board Purpose**

- A. The purpose of the Judicial Board shall be to interpret the CPC Constitution and Bylaws, the Virginia Commonwealth University Student Rules and Procedures, Fraternity and Sorority Governing Council Risk Management Guidelines, and Hazing Policy in response to alleged violations of these documents by its member organizations.
- B. Violations that occur in reference to Recruitment Rules and Regulations, are referred through the College Panhellenic Council Mediation Process, following the procedures listed in the National Panhellenic Conference Manual of Information.

### **Section 2: Judicial Process Overview**

Fraternities are encouraged to resolve alleged infractions through informal discussion with the involved parties. Should the informal discussions be unsuccessful, the Judicial Process will be set in motion by the filing of a report of an alleged violation.

#### **A. Mediation**

1. The purpose of mediation is to find a solution satisfactory to both the complaining party and the accused fraternity that is appropriate under NPC UNANIMOUS AGREEMENTS and the College Panhellenic Council Recruitment Rules and Regulations.
2. The College Panhellenic President shall appoint a neutral party to serve as the mediator. The mediator shall not be an undergraduate student. The Panhellenic Advisor may serve as a mediator if she/he has not filed the violation.
3. Mediation shall be closed to the public. The participants in the mediation shall be representatives from each fraternity involved, including a chapter

advisor or the complaining party if other than a fraternity, the College Panhellenic President, the Panhellenic Advisor and in cases of recruitment infractions, the College Panhellenic Vice President of Recruitment.

4. No more than three participants (including a chapter advisor) shall represent either party and/or each sorority involved at mediation.
  5. In cases of infractions for which a College Panhellenic officer or another individual has information regarding the infraction and did not file the infraction, then the person shall attend only for the purpose of presenting the information, after which he or she shall be excused from the mediation.
- B. Judicial Board Hearing
1. In the event mediation is not successful, a judicial board hearing shall be held.
  2. The College Panhellenic Council shall establish procedures to be followed during a judicial board hearing. The procedures shall be adopted in accordance with the College Panhellenic Council Bylaws.

### Section 3: Judicial Board Composition

- A. The CPC Judicial Board shall be composed of one member from each active Regular or Associate member organizations of the College Panhellenic Council of Virginia Commonwealth University and the Vice President of Standards of CPC who will serve as Chair of the board. The judicial board will not have a representative from the referred chapter, in order to keep the integrity of the board.
- B. Each Regular and Associate member organization of CPC will select one representative to be trained to hear judicial board cases.
  1. Judicial Board members must have a 2.5, semester and cumulative GPA while serving on the Board.
  2. Judicial Board members must be in good standing with their fraternity or sorority chapter.
- C. The only member of the CPC Executive Board to serve on the Judicial Board will be the Vice President of Standards. If the Vice President of Standards is not able to serve, the CPC President will sit as the chair of the judicial board.
  1. The Judicial Board Chair will work with the CPC Advisor on the following:
    - a. Provide notice to charged organizations of the alleged violations, time and place of the hearing in writing within two days of the Fraternity and Sorority Advisor's receipt of the CPC Violation Form.
    - b. In the event the Judicial Board Chair's chapter is involved in the violation inquiry, they must pardon themselves from the process. The replacement must be a member of the Executive Board and not involved, starting with the president.

### Section 4: Pre-Hearing Procedures

- A. The CPC President, CPC Advisor(s), any fraternity or sorority chapter or member, any Virginia Commonwealth University student or faculty member, or any member of the VCU or Richmond community or public at-large may bring charges against an organization or organization member.

- B. In order to bring charges before the CPC Judicial Board, an executive summary must be signed and submitted to the CPC Advisor no more than (10) days after knowledge of the alleged incident.
- C. Upon receipt of an executive summary, the CPC Vice President of Standards will meet with the CPC Advisor to discuss the case and determine whether a case shall be brought to the Judicial Board. The CPC Vice President of Standards and the CPC Advisor have the right to conduct pre-hearing investigations at their discretion.
- D. In the event that more than one chapter is involved in the alleged incident, each chapter will be investigated separately by the appropriate judicial body (if not another CPC member chapter).
- E. If a case is to be brought before the CPC Judicial Board, the Vice President of Standards shall, by way of letter, notify the chapter(s) and/or individual(s) of the charges.
- F. The letter shall specify a hearing date at least (4) calendar days after the date the letter is received (unless the charged fraternity should request an earlier hearing date) and shall direct the organization (through its appointed representatives) to appear at the hearing at a specified time.
- G The letter shall also:
  - 1. Describe of the alleged violation
  - 2. Advise the organization of its rights:
    - a. to a private hearing
    - b. to appear at the hearing with an advisor
    - c. to present testimony of witnesses, documentary, or other evidence
    - d. to appeal
  - 3. The letter shall be delivered through e-mail and mail to the Chapter President.

#### Section 5: Judicial Board Hearing Procedures

The Judicial Board hearing should be conducted in a manner that adheres to certain guidelines and achieves the goal of reaching a fair and equitable decision.

- A. Judicial board hearings shall be closed to the public.
- B. The participants in the judicial board hearing shall be representatives from each member organization involved, including a faculty advisor or the complaining party if other than a fraternity, the CPC Judicial Board representatives, the CPC Vice President of Standards, and the CPC Advisor.
- C. The CPC Vice President of Standards serves as the Chair of the Judicial Board unless his or her organization is involved in the alleged infraction. In that case the CPC President shall serve as the CPC Judicial Board Chair.
- D. The CPC Judicial Board representative from the accused organization will not serve on the board for the hearing.
- E. The judicial hearing will be audio taped.
- F. Chapters involved in a hearing have the right to consult with a campus advisor. This advisor may be present during the hearing.
- G. Witnesses will be called one at a time and may remain in the hearing room only during their testimony.

- H. Following the completion of the hearing, the Judicial Board members hearing the case, the CPC Vice President of Standards and the CPC Advisor will go into executive session for deliberations.
- I. Deliberations are confidential and comments are not to be reported outside of the room, with the exception of the official written decision sent following the end of the hearing.
- J. Penalties should be assessed to fit the nature and degree of the offense.
- K. Information on the appeal process shall be presented at the close of the judicial board hearing.
- L. All documents associated with an investigation or judicial board hearing shall be kept by the CPC Advisor for a period of no less than three years.

#### Section 6: Judicial Hearing - Order of Events

- A. Call to order by the CPC Judicial Board Chair
- B. Introductions - Honor Code, not a legal system, and Confidentiality
- C. Read charges and obtain response to each (Responsible, Not Responsible, or Responsible with an explanation).
- D. Brief opening statement of charges and justification.
- E. Five minute opening statement by the accused organization.
- F. Call of witnesses to substantiate the charges - statements and questioning period.
- G. Call of witnesses to refute the charges - statements and questioning period.
- H. Closing statement by the accuser, if warranted.
- I. Closing statement by the accused organization representative.
- J. All in attendance except the Judicial Board Chairman, Judicial Board members, and the CPC Advisor are excused from the meeting.
- K. Charges stated by Judicial Board Chairman
- L. Chairman requests motion from Judicial Board member regarding decision(s). (Responsible or Not Responsible)
- M. Discussion of motion.
- N. Recommended decision of responsible / not responsible. If responsible, the board will immediately deliberate on recommended sanctions.
- O. Accused chapter representative and advisor return to hearing room and recommended decision is read. If responsible, the sanctioning and notification process is outlined. If necessary, a brief explanation of the appeals process is also outlined to the chapter representative and advisor.
- P. The Hearing Report Form is completed (decision, sanctions, and reasoning) and given to the CPC Advisor.

#### Section 7: Making Decisions

- A. Should unanticipated circumstances arise, the Judicial Board may clarify, modify, or change the procedures. In all such instances, however, every effort will be made to maintain fairness to all parties and to facilitate clear and reasonable expression of the positions represented.
- B. In a closed session, the Judicial Board shall decide if there is sufficient information to support alleged violations. The decision reached should be based upon the

- information presented at the hearing, which is most convincing, most credible, and of greatest weight or probability.
- C. If the Judicial Board finds that there is not sufficient information to support the allegations, the recommended decision will be Not Responsible. If the Judicial Board finds the group did violate the regulations, the Board will recommend the sanctions.
  - D. If and only if the decision is responsible, four factors should be taken into consideration while deliberating on appropriate sanction(s):
    - 1. The gravity of the violation
    - 2. Level of cooperation from the cited organization
    - 3. The impact the violations have on the Fraternity and Sorority, college, and surrounding communities.
    - 4. The educational impact of the sanctions on the organization.
  - E. Past organizational offenses may be considered if the board's finding is that the chapter is responsible for the alleged offense. No mention of past organizational offenses is allowed during the deliberation on responsibility.
  - F. A good Judicial Board will balance these considerations and make appropriate sanctioning recommendations.

#### Section 8: Sanctions

- A. The Judicial Board shall have the authority to recommend one or a combination of sanctions, including, but not limited to:
  - 1. Official Warning: An incident may be considered to be mild in nature and outcome by one that could have negatively influenced/affected the community. The incident may have been a spontaneous action or a planned event. The official warning is notification to the organization that they have been found responsible for a violation and that any other violations will result in more serious sanctions. Official warning is a statement to the organization that they need to reevaluate their behavior before serious action has to be taken.
  - 2. Educational Sanctions: The Judicial Board may choose to assign an educational project or task to be completed. Some examples of these sanctions include program development and implementation.
  - 3. Alcohol Education Class: Organizations found in violation of the Alcohol Policy may be required to attend Alcohol 101 class or another privately sponsored program (fee determined by the service provider).
  - 4. Referral for Counseling: If, in the opinion of the Judicial Board, an organization involved in a disciplinary situation will best be served by counseling, the group may be required to attend counseling sessions with a member of the Virginia Commonwealth University Counseling Staff or another professional off campus. The group will be responsible for all fees incurred by contracting the services of an independent professional.
  - 5. Restitution: Reimbursement for damage or loss to person(s) or property or misappropriation of property, either through appropriate repairs or monetary compensation, may be imposed as a sanction.
  - 6. Campus Restitution Hours: Campus restitution hours are intended to benefit the

organization and the campus. If the group does not complete the assigned campus restitution hours by the required date, the group may face additional charges and a new hearing.

7. Fines: Organizations may be required to pay a reasonable sum of money as a sanction.
  8. Suspension of Social Privileges: A student organization may lose social privileges that are specified with a particular sanction. The student or organization may not participate in extracurricular events or represent the university on or off the campus, except for activities that are required to meet class assignments.
  9. Disciplinary Probation for Student Organizations: A probationary status, imposed for a specific time period, during which an organization is expected to show a positive change in behavior. A letter will be sent to the national organization or governing body notifying them of probationary status.
- B. The Judicial Board may recommend the following sanctions, but ultimate authority lies with the VCU Fraternity and Sorority Life Office.
10. Disciplinary Suspension of Organization Recognition (may lead to loss of charter): The removal of an organization from the university, which permits the group to apply for recognition at a later date. While a group is suspended, they may not meet as a group or utilize campus facilities or services (intramurals, meeting in university space, etc.). If the organization attempts to return without official recognition, they risk their eligibility to return to VCU in the future.
  11. Preliminary Suspension of Recognition: A unique probationary status in which the organization is expected to immediately exhibit a marked improvement in behavior or face suspension from the university. The sanction of disciplinary suspension was considered for the group but was not deemed necessary. If the group does not meet all special stipulations association with the preliminary suspension or if they are found responsible of violating any other rule, regulations, policy or law, they may be sanctioned with disciplinary suspension from the university. If the group does not complete any stipulation of the preliminary suspension by the assigned date their recognition may be reevaluated. They national governing body is notified of the organization's status with the university.
  12. Permanent Separation: Permanent removal from the university. Organizations separated from the university will not be allowed to return to Virginia Commonwealth University in the future.

#### Section 9: Post-Hearing Procedures

- A. The CPC Judicial Board Chair will meet with the CPC Advisor to complete the post-hearing report form.
- B. The Vice President of Standards will inform the chapter in writing the following:
  1. Restatement of the charges
  2. Decisions rendered on the charges
  3. Sanctions with completion dates and resources for completion
  4. Appeals Process

**Section 10: Appeals**

- A. If a chapter is not satisfied that a fair and just sanction has been rendered by the Judicial Board, the chapter may appeal the decision to the Associate Director, Programs and Educational Services. A letter of appeal shall be submitted to the Associate Director within 48 hours of the chapter receipt of the decision.
- B. In order to determine if an Appeal hearing is required, the organization must state as clearly and fully as possible the reason for seeking a modification of the decision. The University criteria for considering an Appeal are as follows:
  - 1. Whether the original board's process was conducted fairly and in accordance with prescribed procedures.
  - 2. Whether there is new evidence or relevant information not available at the time of the original hearing that, if consequential, shall result in a remanding of the case to the original board.
  - 3. Whether the original decision is supported by substantial evidence.
  - 4. Whether the regulations alleged to have been violated were properly interpreted or applied by the original board.
  - 5. Whether the sanction imposed was proportionate to the gravity of the misconduct.

**Section 11: Completion**

- A. The CPC Advisor, in cooperation with the CPC Vice President of Standards, is responsible for ensuring the completion of all sanctions given by the CPC Judicial Board.
- B. In the event that a chapter or individual does not complete the specified sanction, the CPC Judicial Board will be re-convened to make further relevant decisions.

**Article XII. Extension**

- Section 1. When all NPC chapters at Virginia Commonwealth University are close to or over total, the CPC shall consider raising total or adding another chapter.
- Section 2. Such a chapter shall be organized through colonization by an NPC fraternity.
- Section 3. Consideration shall be given to NPC fraternities that have previously had chapters on the campus and to those NPC fraternities, which have filed letters expressing an interest in the campus.
- Section 4. Extension by Colonization of an NPC Fraternity.
  - A. When it has been determined that the campus is ready for the addition of another NPC fraternity, the Panhellenic Advisor shall notify the NPC Extension Chairman. At that time, national groups who are interested may present their formal application to the CPC Extension Committee.
  - B. From these applications, a minimum of two and a maximum of four shall be selected and their representatives invited to campus for final selection by the CPC.



- C. Upon colonization, the new group may petition for Provisional membership into the College Panhellenic Council of Virginia Commonwealth University. This recognition shall be obtained through the two-thirds (2/3) vote of the CPC. The CPC shall consider the advisability of extension in making this decision.
- D. The Executive Board shall serve as the official link between the colony and the CPC.
- E. Upon receipt of its charter and initiation of its founding members, the group may obtain Regular membership in the College Panhellenic Council of Virginia Commonwealth University by a two-thirds (2/3) vote of the Council, acknowledging the completion of the extension process.

Section 4. Extension by Colonization of a non-NPC Fraternity.

- A. A non-NPC fraternity or sorority can petition the College Panhellenic Council of Virginia Commonwealth University for membership at any time. The organization must meet the same selection criteria as is stated for NPC member organizations.
- B. Upon colonization, the new group may petition for Provisional membership into the College Panhellenic Council of Virginia Commonwealth University. This recognition shall be obtained through the two-thirds (2/3) vote of the Panhellenic Council.
- C. The Executive Board shall serve as the official link between the colony and the CPC.
- D. Upon receipt of its charter and initiation of its founding members, the group may obtain Associate membership in the College Panhellenic Council of Virginia Commonwealth University by a two-thirds (2/3) vote of the Council, acknowledging the completion of the process.

### **Article XIII. Rules of Order**

- Section 1. The College Panhellenic Council of Virginia Commonwealth University and its Panhellenic Executive Board shall be governed by Robert's Rules of Order Newly Revised except in matters specifically provided for in the Constitution, Bylaws, and Standing Rules.

### **Article XIV. Amendments**

- Section 1. These Bylaws may be amended by two-thirds (2/3) vote of the voting members of the College Panhellenic Council of Virginia Commonwealth University, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

### **STANDING RULES**

- Section 1. Shared Standards
- Section 2. Recruitment Regulations and Guidelines
- Section 3. Fraternity and Sorority Governing Council Risk Management Regulations and Policies (updated 11/8/11)

- Section 4. Serenading Guidelines
- Section 5. Academic Policy (passed 9/13/11)
- Section 6. NPC UNANIMOUS AGREEMENTS