



BYLAWS OF KENNESAW STATE UNIVERSITY COLLEGE PANHELLENIC COUNCIL

Article I. Name

The name of this organization shall be the Kennesaw State University College Panhellenic Council.

Article II. Object

The object of the College Panhellenic Council shall be to:

- Conduct the business of the College Panhellenic only during the campus academic year.
- Promote the growth of individual chapters and the sorority community.
- Organize and sponsor a women's-only membership recruitment program.
- Encourage the highest possible academic, social and moral standards.
- Coordinate activities, establish orderly procedures and provide programming in addition to recruitment.
- Adjudicate all matters related to the NPC Unanimous Agreements, College Panhellenic bylaws and/or other governing documents, College Panhellenic membership recruitment rules, College Panhellenic code of ethics and College Panhellenic standing rules.
- Actively support the mission of its host institution.
- Promote good public relations.
- Give service to the community and campus.
- Sponsor Junior Panhellenic, if appropriate, for specialized programming efforts.
- Promote friendship, harmony and unity among members, chapters, faculty, administrators and campus groups.

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 Kennesaw State University College Panhellenic Council shall be composed of all installed chapters of NPC sororities at Kennesaw State University. Regular members of the College Panhellenic Council shall pay dues as determined by the Panhellenic Council.
- B. **Provisional membership.** The provisional membership of the Kennesaw State University College Panhellenic Council shall be composed of all newly established chapters of NPC sororities at Kennesaw State University. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.
- C. **Associate membership.** The associate membership of the Kennesaw State University College Panhellenic Council shall be composed of women's-only local sororities or inter/national or regional non-NPC member organizations. 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 the associate chapter does not participate in the primary recruitment process, the associate chapter shall not have a vote on recruitment rules and the establishment or the modification of total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

- a. To become an Associate Member, the interested women's-only organization must fill out the Panhellenic Associate Membership form.
- b. A two thirds vote must pass for the women's-only organization to become associate members.

Section 2. Privileges and responsibilities of membership

Duty of compliance. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and policies and be subject to these Kennesaw State University College Panhellenic Council bylaws, code of ethics and any additional rules this College Panhellenic Council may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this Association in conflict with the NPC Unanimous Agreements shall be void.

Section 3. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. College Panhellenic Council membership dues shall be an assessment per member and new member.
 - a. Dues are \$15 dollars per member each semester.
 - b. \$1 per active member will be allocated to Greek Programming Board
 - c. Active member dues will be due at the second general body meeting, New Members dues will be due November 1st for Fall and April 1st for Spring.
 - d. Failure to pay on time will result in a \$25 fine for the delinquent chapter.

Section 4. Fees and assessments

The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.

Article IV. Officers and Duties

Section 1. Officers

The executive board officers of the Kennesaw State University College Panhellenic Council shall be President, Vice President of Membership, Vice President of Administration, Vice President of Recruitment, Vice President of Standards, Vice President of Recruitment Counselors, Vice President of Public Relation and Vice President of Diversity Equity Inclusion & Belonging. The directors board officers of the Kennesaw State University College Panhellenic Council include the Director of Recruitment Operations and the Director of Content and Marketing.

Section 2. Duties of officers

- A. The Executive Board
 - a. The President shall:
 - i. Have overall responsibility for the operation of the College Panhellenic Council.
 - ii. Call and preside at all regular and special meetings of the Kennesaw State University College Panhellenic Council.
 - iii. Call and preside at all College Panhellenic Council Executive Board meetings.
 - iv. Communicate with all Chapter Presidents and plan regular roundtables with them and the Panhellenic Executive Council.
 - v. Serve as an ex-officio member of all Panhellenic Council committees.
 - vi. Ensure that the NPC College Panhellenic annual report is completed.
 - vii. Communicate regularly with the Panhellenic Advisor digitally and/or face to face as well as in weekly meetings.
 - viii. Work with Panhellenic Advisor in the planning and booking of the annual leadership conference attended by the CPC Executive Officers.
 - ix. Work with Panhellenic Advisor and VP of Administration to update Bylaws at least once in her term.
 - x. Plan council transition meeting at the end of her term with the incoming CPC President.
 - xi. Communicate regularly with the NPC Area Advisor.
 - xii. Maintain a complete and up-to-date President's file, which will include a copy of the current Kennesaw State University College Panhellenic Council Constitution, Bylaws and Standing Rules; the current College Panhellenic Council budget; the current NPC Manual of information and related materials, current correspondence and materials received from the NPC Area Advisor; copies of the College Panhellenic reports to the Area Advisor and other

- xiii. pertinent materials.
 - xiii. Advise each CPC officer in further developing her position and staying up to date with all operations of CPC through at least one meeting per semester with each officer individually.
 - xiv. Be present and available in the Fraternity and Sorority Life Office two days of the week.
 - xv. Attend all conferences paid for by the Kennesaw State University College Panhellenic Council where a month and a half notice were provided.
 - xvi. Maintain confidentiality about any Judicial Processes they are made aware of.
- b. The Vice President of Membership shall:
- i. Perform the duties of the President in her absence.
 - ii. Plans annual Panhellenic Community-wide Program and periodic education or community service-based programs for the Panhellenic Community.
 - iii. Plans and supervises at least one philanthropy program, community service opportunity, or fundraiser each semester.
 - iv. Plans and supervises at least one educational or social program each semester.
 - v. Responsible for keeping CPC up to date and involved in all chapter and campus philanthropic events.
 - vi. Promotes scholastic excellence in the Panhellenic community by awarding the Panhellenic scholarship and recognizing 4.0s each semester.
 - vii. Be present and available in the Fraternity and Sorority Life Office one day of the week.
 - viii. Attend all conferences paid for by the Kennesaw State University College Panhellenic Council where a month and a half notice was provided.
 - ix. Maintain confidentiality about any Judicial Processes they are made aware of.
- c. The Vice President of Administration shall:
- i. Be responsible for the general supervision of the finances of the Kennesaw State University College Panhellenic Council. This includes creating the annual budget, receiving all payments to the College Panhellenic Council, collecting dues and promptly paying the annual NPC dues and all other bills.
 - ii. Maintain up-to-date financial records; give a financial report at each regular meeting of the College Panhellenic Council and an annual report at the close of her term of office.
 - iii. Oversees Delegate Development and educates them on their positions and duties.
 - iv. Responsible for working with the President to update bylaws as needed.
 - v. Serve as the reservation delegate for the College Panhellenic Council.
 - vi. Keep an up-to-date roll of the members of College Panhellenic Council and call it at all Council meetings.
 - vii. Keep full minutes of all meetings of the Kennesaw State University College Panhellenic Council and the College Panhellenic Council Executive Board. In addition, keep a record of all actions taken by the Executive Board.
 - viii. Maintain a complete and up-to-date file that will include the minutes of meetings of the Kennesaw State University College Panhellenic Council and its Panhellenic Council Executive Board from the date of its organization; copies of all contracts made by the College Panhellenic Council; and current correspondence.
 - ix. Be responsible for accepting and reviewing excuse letters/absence notifications from councils and delegates.
 - x. Send meeting minutes to the NPC Area Advisor as well as upload them on OwlLife.
 - xi. Be present and available in the Fraternity and Sorority Life Office one day of the week.
 - xii. Attend all conferences paid for by the Kennesaw State University College Panhellenic Council where a month and a half notice was provided.
 - xiii. Maintain confidentiality about any Judicial Processes they are made aware of.
- d. The Vice President of Recruitment shall:
- i. Assist in the College Panhellenic Council Advisor's office during Recruitment.
 - ii. Oversee and utilize the Operations of Recruitment, who serve as her committee.
 - iii. Must be in the Kennesaw area two months before Recruitment begins.
 - iv. Conduct all meetings pertaining to recruitment such as Recruitment Roundtable and the All Sorority Recruitment Rules Meetings.
 - v. Oversee the recruitment of potential new members, including the focus on current Kennesaw State students as well as incoming freshmen.
 - vi. Develop techniques to assist with the retention of PNMs once they have registered for recruitment.
 - vii. Implement best practices for COB promotion and execution.
 - viii. Be responsible for implementing a "sister orientation" program prior to the beginning of recruitment with the Vice President of Standards.
 - ix. Will plan any activity, meeting, function, etc. relating to Formal Recruitment.
 - x. Be present and available in the Fraternity and Sorority Life Office one day of the week.
 - xi. Attend all conferences paid for by the Kennesaw State University College Panhellenic Council where a month and a half notice was provided.
 - xii. Maintain confidentiality about any Judicial Processes they are made aware of.
- e. The Vice President of Standards shall:
- i. Be responsible for judiciary violations against both the national and local Panhellenic Constitution and Bylaws, unanimous agreement, as well as all university, state, and local laws.
 - ii. Work with the President on all recruitment infractions and judicial hearings.
 - iii. Act as Chairman of the CPC Judicial Board.
 - iv. Leads and arranges all judicial hearings with the board members and CPC President and assigns sanctions when appropriate or necessary to her and her board's discretion.
 - v. Disperses any/all infraction notification and outcomes to collegiate membership and

- chapters when needed.
 - vi. Implements and teaches effective risk management policies and procedures including a New Member Education Process.
 - vii. Work with the Vice President of Recruitment to plan and present the sister orientation.
 - viii. Work with the Vice President of Administration on maintaining records of all chapter fines.
 - ix. Be present and available in the Fraternity and Sorority Life Office one day of the week.
 - x. Attend all conferences paid for by the Kennesaw State University College Panhellenic Council where a month and a half notice was provided.
 - xi. Maintain confidentiality about all Judicial Processes, only notifying the President or Panhellenic Advisor.
- f. The Vice President of Recruitment Counselors shall:
- i. Be responsible for selecting, training and supervising the Pi Chis (Recruitment Counselors).
 - ii. Create and distribute Pi Chi applications, schedule interviews and make selections no later than the middle of February.
 - iii. Once Pi Chis have been selected, the Vice President of Recruitment Counselors must hold monthly meetings through the remainder of the spring semester, and biweekly meetings throughout the summer in which the Pi Chis are trained.
 - iv. Work with the Vice President of Recruitment to develop the schedule for the Recruitment Counselors during the week of recruitment.
 - v. Plan the Disaffiliation Dinner for thirty-one days prior to bid day. Work with the Vice President of Standards in holding the Recruitment Counselors accountable. In case of Pi Chi dismissal, inform the College Panhellenic Council as well as the Chapter President of the woman involved.
 - vi. Be present and available in the Fraternity and Sorority Life Office one day of week.
 - vii. Attend all conferences paid for by the Kennesaw State University College Panhellenic Council where a month and a half notice was provided.
 - viii. Maintain confidentiality about any Judicial Processes they are made aware of.
- g. The Vice President of Public Relations shall:
- i. Be responsible for all forms of publicity for the KSU College Panhellenic Council and assist in the promotion of Formal Recruitment.
 - ii. Oversee and utilize the Director of Public Relations as she sees fit.
 - iii. Create Panhellenic marketing materials to advertise the council and/or any of its events or programming.
 - iv. Maintain all forms of the Panhellenic social media.
 - v. Maintain and update the Panhellenic website.
 - vi. Equally and regularly promote all chapters on Panhellenic social media.
 - vii. Take pictures at events to ensure that all activities are documented.
 - viii. Keep up with noteworthy events or achievements that can be used to apply for awards.
 - ix. Design and order all apparel for CPC.
 - x. Delegate tasks to assist in detailed publicity for CPC to her director.
 - xi. Work with chapter PR chairs on maintaining an exceptional brand for the Panhellenic community in all chapters.
 - xii. Be present and available in the Fraternity and Sorority Life Office one day of the week.
 - xiii. Attend all conferences paid for by the Kennesaw State University College Panhellenic Council where a month and a half notice was provided.
 - xiv. Maintain confidentiality about any Judicial Processes they are made aware of.
- h. The Vice President of Diversity Equity Inclusion & Belonging
- i. Oversee DEI committee and hold monthly/regular meetings.
 - ii. Work with VP PR to update the Panhellenic website's DEI tracker.
 - iii. Actively be searching for DEI related initiatives.
 - iv. Be present and available in the Fraternity and Sorority Life Office one day of week.
 - v. Attend all conferences paid for by the Kennesaw State University College Panhellenic Council where a month and a half notice was provided.
 - vi. Maintain confidentiality about any Judicial Processes they are made aware of.
 - vii. Create partnerships with campus and community entities to promote new and existing opportunities and programming to the community (e.g., LGBTQ center, multicultural office, women's center.)
 - viii. Coordinate with all College Panhellenic officers to bring awareness of equity, inclusion and diversity to all areas of Panhellenic operations.
 - ix. Review all College Panhellenic operations such as recruitment, governing documents, officer selection, finances, etc. to improve accessibility and inclusivity.
 - x. Create or coordinate affinity spaces for marginalized members of the community.

B. The Directors Board

- a. The Director of Operations shall
- i. Arrange meals for the executive and directors board, and Pi Chi's during the week of recruitment.
 - ii. Be responsible for overseeing the room décor; as well as executing room checks the morning of recruitment with the help of her Vice President.
 - iii. Assist her Vice President in any way necessary.
 - iv. Attend all conferences paid for by the Kennesaw State University College Panhellenic Council where a month and a half notice was provided.

- v. Maintain confidentiality about any Judicial Processes they are made aware of.
- b. The Director of Content & Marketing shall
 - i. Assist her Vice President in maintaining Kennesaw State University College Panhellenic Council Social Media, Website and Tablings.
 - ii. This is including but not limited to content creation for social media and any designs for apparel and merchandise.
 - iii. Assist her Vice President in any way necessary.
 - iv. Attend all conferences paid for by the Kennesaw State University College Panhellenic Council where a month and a half notice was provided.

Section 3. Eligibility

Eligibility to serve as an officer shall depend on the class of membership. All women that wish to serve on the College Panhellenic Executive Council must meet an adjusted GPA of 2.65 and one of the follow classes of membership:

- A. Regular membership. Members from women's-only sororities holding regular membership in the Kennesaw State University College Panhellenic Council shall be eligible to serve as any officer.
- B. Provisional membership. Members from women's-only sororities holding provisional membership in the Kennesaw State University College Panhellenic Council shall not be eligible to serve as an officer.
- C. Associate membership. Members from women's-only sororities holding associate membership in the Kennesaw State University College Panhellenic Council shall be eligible to serve as an officer but should not serve as president or the vice president of recruitment.

Section 4. Selection of Officers

The executive board offices of President, Vice President of Membership, Vice President of Administration, Vice President of Recruitment, Vice President of Standards, Vice President of Recruitment Counselors, Vice President of Public Relations and Vice President of Diversity Equity Inclusion and Belonging and the Director of Recruitment Operations and the Director of Content and Marketing of the Kennesaw State University College Panhellenic Council shall be elected by ballot, except if there is only one nominee for an office that nominee shall be declared elected.

Section 5. Creation of Slate

- A. Slate will only be created by interested candidates who turn in an application and interviewed
- B. Selection Committee: Comprised of one representative of each chapter and the outgoing Panhellenic Executive Board.
 - a. In the case that a member of the selection committee is applying for a position, they will be asked to leave the conversation for that position
- C. For the regularly scheduled elections will proceed as follows:
 - a. Each candidate will interview for the positions that they have marked but can be considered for every position unless they have indicated that they do not want to be considered for such position.
 - b. After all interviews are complete, the slating will begin from President downwards until each position is filled. Once the entire board has been filled, the President will begin notifications.
 - c. Notifications: Notifications will be delivered via phone call, the candidate must be placed on speaker so that the council can be sure of their decision.
 - d. Should the candidate decline, the slate must be reconfigured before any other notifications are announced.
- D. Voting: Panhellenic Delegates are the only members that are permitted to cast votes on behalf of their chapter regarding the slate.
 - a. In the instance of a tie, the Panhellenic President will cast the deciding vote

Section 6. Office-holding limitations

- A. No more than 2 member(s) from the same women's-only sorority shall hold office on the executive board during the same term. There may be a total of 3 women from the same women's only sorority between the Executive Board and Directors board.
- B. The office of the Panhellenic President must be filled by a candidate who has previously served on the Panhellenic Council for at least one term or has served her Panhellenic organization as Chapter President. The office of the Vice President of Recruitment must be filled by a candidate who has previously served as one of the following positions: College Panhellenic Officer, Chapter President, Chapter Vice President of Recruitment, or Recruitment Counselor. The office of Vice President of Recruitment Counselors must have served previously as a Recruitment Counselor or a CPC Executive officer.

Section 7. Term

- A. The officers shall serve for a term of one year or until their successors are selected.
- B. The term of office will begin once the officers have been transitioned, no later than the end of the Fall semester.

Section 8. Removal

Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council. Any officer can be removed for not fulfilling duties listed under Article IV.

- A. Executive Council Officers may be removed from office for the following reasons:
 - a. Failure to fulfill responsibilities as an officer
 - b. Behavior inconsistent with that of an Executive Council officer
 - c. Violation of the KSU Student Code of Conduct
 - d. Failure to maintain an adjusted cumulative GPA of a 2.65 or higher
 - e. Failure to attend General Body and/or CPC Executive Council meetings
 - f. Failure to produce a minimum of two tangible projects, events, or activities per semester pertaining to the specific role of the officer. These two tangible projects must be created in consultation with the other members of the Executive Council, with approval coming from the CPC Advisor.
 - g. Failure to follow the Department of Fraternity and Sorority Life's financial procedures, including making unapproved purchases, failure to return receipts and/or the card, or providing the card to an unauthorized individual(s), will result in disciplinary sanctions. This may include reimbursement of money used, removal from position, and/or referral to the respective council's judicial board and/or the Department of Student Conduct and Academic Integrity

Section 9. Vacancies

- A. Applications will open for vacancies. Vacancies will be filled by appointment of the president, conferred by the Panhellenic Council with a majority vote.

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the Kennesaw State University College Panhellenic Council shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the Kennesaw State University College Panhellenic Council including, but not limited to: annual review of the parameters as adopted in the recruitment rules for the evaluation and/or adjustment of total every regular academic term, annual determination of dues, approval of the annual budget, consideration of extension, setting a calendar of events, determining programming and establishing recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the College Panhellenic Council that do not violate the sovereignty, rights and privileges of the member sororities.

Section 2. Composition and privileges

The Kennesaw State University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate women's-only member organization at Kennesaw State University as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, a designated member of the specific sorority may cast the vote, provided the credentials of this individual have been previously presented to the Council president.

Section 3. Selection of delegates and alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's-only sorority chapters to serve for a term of one year commencing after the final general body meeting for the previous officers and no later than December 1st.

Section 4. Delegate vacancies

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

Section 5. Duties and responsibilities

A. Panhellenic delegate duties and responsibilities

- a. Must attend all Panhellenic Council General Body meetings.
- b. When unable to attend, must provide a 24-hour notice of absence with a valid excuse to the VP of Administration.
- c. Ensure her alternate is present in the case of her absence at a Panhellenic Council General Body meeting.
- d. Must support NPC Unanimous Agreements, policies and procedures.
- e. Must understand local College Panhellenic Council policies and procedures.
- f. Should know when to consult her sorority's chief panhellenic officer for assistance and advice regarding College Panhellenic concerns.
- g. Should be prepared and knowledgeable about College Panhellenic concerns, the view of the member organization and chapter, and how to voice concerns to the Council.
- h. Should present regular College Panhellenic Council reports at chapter meetings.
- i. Must attend conferences paid for by the Kennesaw State University Panhellenic Council where a two-month notice was provided.
 - i. When unable to attend, must provide a 3 week notice of absence with a valid excuse and the name of her replacement to the President. Failure to notify their absence or find a replacement in time will result in the delegate's chapter receiving a fine for the amount it cost to register and send the delegate.

Section 6. Regular meetings

Regular meetings of the Panhellenic Council shall be held at 3:30pm on Thursdays. The location will be established at the beginning of each academic term.

Section 7. Annual meeting

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

Section 8. Special meetings

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

Section 9: Means of Communication

The Panhellenic Council may conduct business at any meeting (regular or special) using any means of communication by which all delegates participating may simultaneously hear one another and participate in the proceedings during the meeting. If meeting electronically or via conference call is not possible, the College Panhellenic Council can vote electronically. These votes should be limited to votes that are necessary. If these votes take place, they must be ratified at the next in-person College Panhellenic Council meeting and reflected in the meeting minutes.

Section 10. Quorum

Two-thirds of the delegates from the member sororities of the Kennesaw State University College Panhellenic Council shall constitute a quorum for the transaction of business.

Section 11. Vote Requirements

- A. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.
- B. A two-thirds vote of the Panhellenic Council shall be required to approve membership recruitment rules, a recolonization plan and for all extension-related votes.
- C. Proposed motions on issues that impact a chapter must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.
- D. The voting members of the Panhellenic Council General Body shall be the delegates of each sorority holding Regular membership. If a delegate is absent, her alternate shall cast the vote of her sorority. If both delegate and alternate are absent, a member of the sorority's Executive Council may cast the vote, providing her credentials have been presented in writing to the Council President prior to the meeting.

Article VI. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of the Kennesaw State University College Panhellenic Council shall be appointed by The Kennesaw State University administration.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Kennesaw State University College Panhellenic Council. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council.

Article VII. Committees

Section 1. Standing committees

- A. The standing committees of the Kennesaw State University College Panhellenic Council shall be the Judicial Board.
- B. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

Section 2. Appointment of committee membership

The Vice President overseeing the committee shall appoint members and chairman of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member women's-only sororities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board and the Alumnae Advisory Council.

Section 3. Judicial Board

The Judicial Board shall consist of the vice president as chairman up to 8 members from the College Panhellenic Council member organizations. The Panhellenic advisor shall serve as a nonvoting, ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations 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. The Judicial Board shall educate member sororities about the College Panhellenic judicial procedure. See the College Panhellenic Judicial Procedure section of the NPC Manual of Information for the composition of the Judicial Board.

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

Article VIII. Finances

Section 1. Fiscal Year

The fiscal year of the Kennesaw State University College Panhellenic Council shall be from January 1st to December 1st inclusive.

Section 2. Financial Management Policy

To provide oversight and accountability regarding finances, the College Panhellenic Council will follow the financial procedures as outlined below by the Department of Fraternity and Sorority Life.

- A. The College Panhellenic Council will be responsible for having an off-site account with either the Credit Union of Georgia, Fifth Third Bank, Bank of America, or other recognized financial institutions. Two individuals, preferably the president and treasurer or administrative officer must be on the account.
- B. the account must be backed up to the officer's Gmail Drive.
- C. All bank issued credit/debit cards will be kept in the office of the College Panhellenic Council advisor. When the card is needed for payment, a form must be completed which outlines the reasoning and price of the purchase and submitted to receive the card. If possible, a quote for the purchase should be included with the request. Cards are not allowed to be transferred from one person to another after it is checked out of the office before it is returned. After the purchase is made, the card must be returned to the office within a specified period of time (typically within 24 hours, unless a weekend or an event deems it necessary to have the card for an extended period of time) and must be accompanied by the receipt. Failure to provide a receipt may result in the individual with the card being responsible for the charges incurred during that time
 - a. Credit/debit cards will be prohibited from being saved on any computer or app.
- D. All checks will be kept in the office of the College Panhellenic Council advisor. When a check needs to be written for payment, a form must be completed which outlines the reasoning and price of the purchase, including a quote or invoice for the item, for the check to be written. Two signatures, which can be either the president, administrative officer, ~~and/or advisor~~, must be on each check, unless special permission is given. A check cannot be paid to and signed by the same individual.
- E. Pre-approval is required for all reimbursements by completing a form. Money spent by an individual without this approval may result in not receiving the reimbursement. Reimbursement requests must be made within 5 business days from the date of purchase.
- F. Failure to follow these procedures, including making unapproved purchases, failure to return receipts and/or the card, or providing the card to an unauthorized individual(s), will result in disciplinary sanctions. This may include reimbursement of money used, removal from position, and/or referral to the respective council's judicial board and/or the Department of Student Conduct and Academic Integrity.
- G. All promotional and apparel items must be approved through the College Panhellenic Council

advisor. If the words "Kennesaw State University," "KSU," or the KSU logo are on the item, the design must be sent to Kennesaw State University's Design Approval at designapproval@kennesaw.edu.

Section 2. Contracts

- A. All contracts must be approved through the Contracts Process as mandated by Kennesaw State University.
- B. Dual signatures will be required on all contracts. The following shall be authorized to be one of the two required signatures: The President, Vice President of Administration or Panhellenic Advisor.

Section 3. Checks

All checks and electronic payments issued on behalf of the Kennesaw State University College Panhellenic Council shall bear dual signatures. The following shall be authorized to be one of the two required signatures: The President, Vice President of Administration or Panhellenic Advisor.

Section 4. Payments

All payments due to the Kennesaw State University College Panhellenic Council shall be received by the VP of Administration, who shall record them. Checks for payments shall be made payable to the Kennesaw State University College Panhellenic Council.

Section 5. Budget

The Executive Council shall vote on any allocation of the CPC Collaboration Fund before any funds are

given

Article IX. Extension

Section 1. Extension

Extension is the process of adding an NPC women's only sorority.

The Kennesaw State University College Panhellenic Council shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the NPC Manual of Information.

Section 2. Voting rights

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

Article X. Violation Resolution

Section 1. Violation

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the Kennesaw State University College Panhellenic Council 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

The Kennesaw State University College Panhellenic Council shall follow all NPC Unanimous Agreements and NPC guidelines for the judicial process found in the NPC Manual of Information.

Section 4. Fines without informal resolution

Chapters who receive fines without an informal resolution (sanctions already established prior by the College Panhellenic Council) will have 10 business days to appeal or pay the fine to the College Panhellenic Council

Article XI. Hazing

Per the Unanimous Agreements, NPC supports all efforts to eliminate hazing. Hazing is defined as any action or situation with or without consent that recklessly, intentionally or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury, or causes discomfort, embarrassment, harassment or ridicule or that willfully destroys or removes public or private property. Also see the Kennesaw State University Zero Tolerance Hazing Policy, which can be found in the KSU Student Handbook.

Article XII. Inclusion Statement

Kennesaw State University College Panhellenic Council does not categorically deny membership to an individual, based on race, color, religion, sex*, national origin, age, disability, marital status, military or veteran status or political affiliation.

*Pursuant to 20 U.S.C. 1681(a)(6)(A), social fraternities and sororities may limit membership on the basis of sex.

Article XIII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Kennesaw State University College Panhellenic Council when applicable and when they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the Kennesaw State University College Panhellenic Council may adopt.

Article XIV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Kennesaw State University Panhellenic Council by a two-thirds vote, provided 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 College Panhellenic Council shall be dissolved when only one regular member exists at Kennesaw State University. In the event of the dissolution, none of the assets of the Council shall be distributed to any members of the Council, but after payment of all debts, its assets shall be given to NPC unless otherwise required by state law.

STANDING RULES

Section 1: Panhellenic Meetings

- A. Panhellenic General Body meetings occur every other Thursday. Executive meetings occur every week in between.

Section 2: Participation in Men's Recruitment

- A. In compliance with the National Panhellenic Conference resolution, and in pursuant to the provisions of Title IX of the Education Amendment of 1972 confirming the single-sex designation for

women's and men's fraternities, the Kennesaw State University National Panhellenic Conference member groups expect their members not to participate in any men's fraternity recruitment events. Violation of this unanimous agreement will result in a formal judicial hearing where any sanctions, which may include a fine, will be discussed.

- B. Participation in men's recruitment is defined as:
 - a. Attending any IFC event intending to recruit new members. This includes but is not limited to IFC Rush Week Open Events and PR tables.
 - b. Promoting a fraternity at one of their PR tables, on social media, or wearing fraternity letters during IFC Rush Week.
 - c. Attending any men's fraternity intramural games.
 - d. Posting/tagging a men's fraternity and personal social media page on one's own photo. There are to be no men's fraternity letters within the photo.
- C. Panhellenic women must be unbiased and uninvolved in influencing the opinion of a fraternity in the KSU Community.

Section 3: Recruitment Counselors (Pi Chi)

1. Recruitment Counselors will participate in an interview process. The Panhellenic Executive Council will announce the deadline for applications and selection.
2. A Recruitment Counselor must have participated in at least one Primary recruitment period as an active chapter member.
3. Panhellenic Executive Council, Directors and Recruitment Counselors will disassociate from their respective chapters 30 days prior to Bid Day. After this time, Recruitment Counselors will make no contact with their respective sororities.
4. A Recruitment Counselor may never imply membership in her or any sorority to a PNM until bids are issued, if they do they will immediately be released as a Recruitment Counselor .
5. All Recruitment Counselors must put all their social media accounts on private before recruitment opens. This will be monitored by the Vice President of Standards.
6. Recruitment Counselors will be required to attend Orientation Fairs and summer events with the Panhellenic Executive Council to meet PNMs and publicize Recruitment.
7. Recruitment Counselors cannot go into the rooms during Recruitment.
8. Panhellenic Executive Council and Recruitment Counselors will not be permitted to hold their own chapter doors for parties throughout Recruitment.
9. A Recruitment Counselor will relay no information concerning a PNM to any sorority or fraternity member or non-Greek. Failure to comply will result in disciplinary action including removal at the discretion of the Panhellenic Vice President of Recruitment Counselors, Standards President, and Panhellenic Advisor. Depending on the time of removal the chapter may be required to fill the vacancy of that Recruitment Counselor.
10. If at any time a Recruitment Counselor is not fulfilling her duties based on the recruitment counselor contract, or breaks a recruitment rule, the Panhellenic President or Vice President of Recruitment Counselors will ask her to step down and no longer participate for the remainder of the current recruitment period. If the Recruitment Counselor is removed during or briefly before recruitment, the Panhellenic Council will fill the opening. The chapter she is affiliated with will receive a \$50 fine.
11. If a Recruitment Counselor is asked to step down the Recruitment Counselor would return to sister status immediately and assume the same rules and regulations as provided for all active chapter members. Sanctions to be set by the Vice President of Standards, as well as, the chapter the Recruitment Counselor will return to.

Section 4: FSL Leadership Role Requirements

Any/all students holding a leadership position under the advisement of The Department of Fraternity and Sorority Life (FSL) shall be in good standing with their respective chapter, National Organization, FSL, Department of Student Life, and Kennesaw State University during the entire length of their position/involvement. Students shall also be free of student conduct charges during their leadership involvement. Students shall also be active members of their organizations; no inactive or early alumna status can serve on the board.

CODE OF ETHICS

We, the members of sororities at Kennesaw State University, agree to promote honesty, respect, sisterhood and cooperation within the College Panhellenic and our respective chapters and in our daily lives. This code of ethics is designed to inspire our members, reinforce exemplary conduct and values-based leadership and perpetuate lifelong membership to enrich the sorority and Panhellenic experience.

We, as College Panhellenic members of Kennesaw State University, agree on and commit to:

- Uphold and demonstrate the Panhellenic spirit in thought, word and action through our chapters as well as individual members.
- Demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the College Panhellenic, each inter/national organization and the institution.
- Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference (NPC).
- Avoid disparaging remarks about any sorority or collegiate woman and refrain from discussing Panhellenic matters with nonmembers.
- Provide an equitable and inclusive sorority experience for all women who are interested at the institution.
- Recognize friendly relations with all collegiate women, both sorority members and nonmembers, realizing the importance of creating and building friendships.
- Plan recruitment events that provide opportunities for the greatest possible number of women to become sorority members while protecting the rights and privileges of individuals and chapters.
- Provide a safe, positive and enriching recruitment experience, understanding that membership is a social experience arrived at by mutual selection.
- Strive to be truthful, honorable, open and friendly to all potential new members during all recruitment events.
- Be respectful of the rights of every potential new member to make a personal choice, including but not limited to: not joining the sorority community at a specific time, intentional single preference or preference all sorority chapters.

We, as College Panhellenic members of Kennesaw State University], also agree on and commit to:

- Respectfully adhere to the bylaws and recruitment rules of the College Panhellenic Association.
- Abide by all local and federal laws and NPC inter/national Unanimous Agreements, policies and best practices.
- Hold one another accountable to this code of ethics, remembering at all times that we represent not only our individual chapters but also the Panhellenic community as a whole.

RECRUITMENT RULES

Recruitment rules are located in a separate document that will be reviewed prior to each primary recruitment. The recruitment rules will follow all NPC Unanimous Agreements and Kennesaw State University Policies. Recruitment will be organized by the College Panhellenic Council with support from the Kennesaw State Department of Fraternity and Sorority Life.