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THE BYLAWS

of the

CHAPMAN UNIVERSITY

Panhellenic Association

**Revised April 2024**

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## **Bylaws of Chapman University Panhellenic Association Ratified: November 3, 2014**

### **ARTICLE I. NAME**

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

### **ARTICLE II. OBJECT**

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

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

### **ARTICLE III. NONDISCRIMINATION**

The Chapman University Panhellenic Association is committed to equal opportunity for all and does not discriminate in membership or access to its programs and activities on the basis of race, color, religion, creed, national origin, ability, age, socioeconomic class, sexual orientation, or gender identity (as long as the person in question identifies as a member of the female gender). The Panhellenic Association shall follow the Student Code of Conduct statutes regarding diversity, nondiscrimination, and affirmative action and will not make any decision or action that violates this document.

The member organizations of the Panhellenic Association have the right to confine their membership to women and those who identify as women, and their right to exist as single-sex organizations shall not be abrogated by any government agency or action under the provisions of Title IX of the Educational Amendments and IRS Code Title 26, which permits the organization to exclusively admit women.

## ARTICLE IV. MEMBERSHIP

### Section 1. Membership Classes

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

- A. **Regular membership.** The regular membership of the Chapman University Panhellenic Association shall be composed of all chapters of NPC sororities at Chapman University. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and one vote on all matters.
- B. **Provisional membership.** The provisional membership of the Chapman University Panhellenic Association shall be composed of all newly establishing chapters of NPC fraternities at Chapman University. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC fraternity.
- C. **Associate membership.** Local sororities or national or regional non-NPC member groups may apply for associate membership of the Chapman University Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the College Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters and, if they are not participating in the formal recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. 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.

### Section 2. Privileges and Responsibilities of Membership

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

## ARTICLE V. OFFICERS AND DUTIES

### Section 1. Officers

- A. The officers of the Chapman University Panhellenic Association shall be President, Vice President of Recruitment, Director of Recruitment, Vice President of Administration, Vice President of Scholarship and Standards, Vice President of Programming, Vice President of Public Relations, and Vice President of Community Advancement.

## Section 2. Eligibility

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

- A. **Regular membership.** Members from women's fraternities holding regular membership in the Chapman Panhellenic Association shall be eligible to serve as any officer.
- B. **Provisional membership.** Members from women's fraternities holding provisional membership in the Chapman Panhellenic Association shall not be eligible to serve as an officer.
- C. **Associate membership.** Members from women's fraternities holding associate membership in the Chapman Panhellenic Association shall be eligible to serve as an officer except president or the officer in charge of recruitment.
- D. **Dual Leadership Roles.** The President of Panhellenic cannot also be the President/Recruitment Director of their own chapter and Panhellenic Vice-President of Recruitment cannot be the VP/Director of Recruitment within their own chapter.
- E. The officers shall be members, in good-standing, from fraternities holding Regular membership in the Chapman University Panhellenic Association and maintain a cumulative 3.0 GPA.

## Section 3. Selection of Officers

- A. The offices of President, Vice President of Recruitment, Director of Recruitment, Vice President of Administration, Vice President of Scholarship and Standards, Vice President of Programming, Vice President of Public Relations, and Vice President of Community Advancement of the Chapman University Panhellenic Association shall be elected by slate.
- B. All applicants should submit a formal application and select applicants will be invited to interview.
- C. The elections committee along with the Panhellenic President and Panhellenic Advisor should conduct interviews accordingly and slate the next executive council.

D. The Panhellenic delegates shall then vote to approve or deny the slate accordingly and add or make any suggestions necessary. In the case that a Panhellenic delegate is applying for an office, a suitable alternate from the chapter will take the delegate's place in selecting the incoming Panhellenic executive council. If a member from the current Panhellenic executive council is applying for an office again, they will not be involved in the interview or application review process aside from their role as an applicant.

E. Chapters will be required to recommend a minimum of 5 candidates to apply for the Panhellenic Executive Board.

#### Section 4. Office-Holding Limitations

A. No more than 3 member(s) from the same sorority shall hold office during the same term.

B. Panhellenic will strive to elect members from a minimum of 5 Chapters.

#### Section 5. Term

The officers shall serve for a term of one calendar year, the term of office to begin in accordance with the beginning of the spring semester.

#### Section 6. Removal

##### A. Cause for Removal

If an officer fails to fulfill their duties and responsibilities, the Panhellenic President has the authority to recommend the Panhellenic Executive Board and Chapter Delegates vote to remove the officer from their position. Just cause must be shown in order to remove an Executive Board Officer from their position. In the event that the Panhellenic President is in question, the Vice President of Recruitment can recommend removing the President.

##### B. Removal Procedure

A review will be held with the Panhellenic President and Panhellenic Advisor, who will make a recommendation to be voted on by a  $\frac{2}{3}$  vote of the Panhellenic Council during a special meeting called by the Panhellenic President.

Violation(s) of the Panhellenic Code of Ethics, the Chapman University Code of Ethics, Panhellenic Community Plan for Diversity, Equity, and Inclusion, the Chapman University/National Panhellenic Conference Bylaws, or the Chapman University Student

Code of Conduct by an officer of the Panhellenic Executive Board could result in removal from office, depending on the severity of the offense.

## Section 7. Vacancies

Vacancies shall be filled by appointment by the elections committee.

## Section 8. Duties of Executive Officers

### A. The President shall:

- Preside at all meetings of the Panhellenic Council.
- Preside at all meetings of the weekly Executive Board meetings.
- Serve as an ex-officio member of all Panhellenic Association committees.
- Communicate regularly with the Panhellenic advisor.
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Ensure that the NPC annual report is completed.
- Communicate regularly with the NPC area advisor.
- Maintain current copies of the following: Chapman University Panhellenic Association bylaws and standing rules; the Panhellenic Association budget; contracts executed on behalf of the Panhellenic Association; correspondence and materials received from the NPC area advisor; all College Panhellenic reports to NPC; and other pertinent materials.
- Determine and oversee the interview and application process as necessary to the selection of the proceeding executive officers.
- Assist Panhellenic during formal recruitment.
- Serve as a student liaison for the Parallel Expansion Committee.
- Perform all other duties as assigned.
- Serve as a member of the Peer Accountability Board as needed (and not already designated as the peer accountability officer).

### B. The Vice President of Recruitment shall:

- Perform the duties of the president in their absence.
- Be responsible for planning, executing, and overseeing Panhellenic recruitment.
- Serve as Chair of the Membership Recruitment Committee.
- Prepare all recruitment materials (including, but not limited to, recruitment schedule, rules, etc.) for potential new members, recruitment counselors, chapter recruitment officers, and the Executive Council.
- Coordinate the facilities and equipment needed for recruitment.
- Serve as main contact for all chapter recruitment chairs.
- Perform all other duties as assigned.
- Serve as a member of the Peer Accountability Board as needed (and not already designated as the peer accountability officer).

C. The Director of Recruitment shall:

- Rho Gamma (Recruitment Counselor) experience is preferred.
- Develop and coordinate all activities relating to the Rho Gamma (recruitment counselor) program, including: updating the Rho Gamma application, conducting interviews, leading training sessions, planning the Rho Gamma retreat, and being the main contact for the Rho Gammas throughout the weekend of recruitment.
- Develop and coordinate all Potential New Member information sessions during the fall semester. .
- Assist the Vice President of Recruitment and president as necessary.
- Perform all other duties usually pertaining to this office.
- Serve as a member of the Peer Accountability Board as needed.

D. The Vice President of Administration shall:

- Record minutes of all meetings of the Chapman University Panhellenic Council and the Executive Board meetings.
- Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
- Send meeting minutes to the NPC area advisor.
- Shall be familiar with the NPC Manual of Information and all governing documents of this association.
- Be responsible for room management through 25Live scheduling system.
- Be responsible for the preparation of the annual budget.
- Supervise the finances of the Chapman University Panhellenic Association.
- Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
- Maintain up-to-date financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of their term of office.
- Shall be familiar with the NPC Manual of Information and all governing documents of this association.
- Assist Panhellenic during formal recruitment, and serve as a Rho Gamma (Recruitment Counselor), if needed.
- Perform all other duties as assigned.
- Serve as a member of the Peer Accountability Board as needed

E. The Vice President of Scholarship and Standards shall:

- Serve as Chair of the Peer Accountability Committee.
- Take minutes at mediations and follow up with accused chapters.
- Host a semesterly meeting with the academic chairs of every chapter..
- Encourage “good scholarship” through activities such as promotion of February as the “Month of the Scholar.”
- Outline and implement semesterly Panhellenic scholarships.
- Assist Panhellenic during formal recruitment.
- Perform all other duties usually pertaining to this.

F. The Vice President of Programming shall:

- Serve as Chair of the Greek Week Committee.
- Oversee Panhellenic sponsored events.
- Create and implement any additional programming as needed.
- Maintain a strong partnership and work ethic along with VP of Community Advancement to implement education and diversity related programming.
- As needed, coordinates with philanthropic and service events in the community.
- Assist Panhellenic during formal recruitment, and serve as a Rho Gamma (Recruitment Counselor), if needed.
- Perform all other duties usually pertaining to this office.
- Shall serve as chair of Community Philanthropy committee.
- Serve as a member of the Peer Accountability Board as needed

G. The Vice President of Community Advancement shall:

- Serve as Chair of the Diversity and Inclusion Committee with representatives from each chapter.
- Host regular meetings with the Diversity and Inclusion Committee throughout each academic term.
- Initiate and plan service opportunities in coalition with Chapman's Civic Engagement Initiatives, Cross-Cultural, and C.A.R.E.S., as well as coordinate Greek Day of Service with IFC/GLAs.
- Maintain a strong partnership and work ethic along with VP of Programming to implement education and diversity related programming.
- Assist the Director of Recruitment in planning and executing PNM Open House in the Fall semester.
- Assist Panhellenic during formal recruitment, and serve as a Rho Gamma (Recruitment Counselor), if needed.
- Serve as a member of the Peer Accountability Board as needed

H. The Vice President of Public Relations shall:

- Manage all Public Relations & Social Media of Panhellenic including the Panhellenic website, the Panhellenic portion of the Chapman website, and all social media accounts on behalf of the Council.
- Be responsible for the New Member Handbook.
- Create public relations initiatives, such as social media competitions and marketing models for large-scale events.
- Organize Panhellenic Council apparel and Recruitment apparel in correlation with vendors.
- Create Recruitment Handbook and other necessary marketing material.
- Constantly work to improve and expand the Panhellenic Council brand.



- Assist Panhellenic during formal recruitment, and serve as a Rho Gamma (Recruitment Counselor), if needed.
  - Serve as a member of the Peer Accountability Board as needed
- I. The Chapter Panhellenic Delegates shall:
- Be the voting members of the Panhellenic Council.
  - Attend all scheduled meetings on time. Attendance is defined as being present at both the beginning and the end of each meeting. If a delegate cannot be present at a meeting, it is expected that a prepared alternate delegate will be sent in their place.
  - Delegates should come to meetings with prepared chapter reports which should include, but are not limited to, recruitment events and progress, community service or philanthropic efforts, questions, ideas, thoughts or input.
  - Serve as an active participant in meetings and report back to their chapter any information from the meeting. Evoke conversation regarding Panhellenic matters and serve as the medium of communication between the Panhellenic Council and individual chapters.
  - Be familiar with National Panhellenic Conference and Chapman University policies.
  - Work with Executive Board members in the planning and hosting of Panhellenic events.
  - Maintain a complete and up-to-date file, which should include a copy of the current Women's Panhellenic Council Constitution, bylaws, standing rules and other materials pertaining to this office.
  - Maintain focus during Panhellenic Council meetings, in respect to the other delegates, the executive board, advisors, and attendees. This includes limited technology usage and reduction of unnecessary distractions.
  - Perform all other duties usually pertaining to this office.

## **ARTICLE VI. THE PANHELLENIC COUNCIL**

### Section 1. Authority

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

### Section 2. Composition and Privileges

The Chapman University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at Chapman

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 delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the fraternity, providing their credentials have been presented to the association president.

### Section 3. Selection of Delegates and Alternates

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

### Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within 2 weeks and to notify the Panhellenic president of the name and email address of the new delegate.

### Section 5. Regular Meetings

Regular meetings of the Panhellenic Council shall be held each week at a time and place established at the beginning of each academic term unless notified by the Chapman University Panhellenic Association president or advisor. All regular meetings are open to members of any regular member fraternity at Chapman University and any Panhellenic members, including alumnae. Visitors will also be welcomed to present to the Panhellenic Association provided permission has been granted by the president prior to the start of the meeting.

### Section 6. Special Meetings

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

### Section 7. Quorum

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

## Section 8. Vote Requirements

- A. Proposed motions on issues that impact a chapter as a whole must be announced a minimum of 2 weeks before to allow opportunity for chapter input before a vote may be taken on the issue.
- B. A two-thirds vote of the Panhellenic Council shall be required to approve a re-establishment plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption. (See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.)

## **ARTICLE VII: THE EXECUTIVE COUNCIL**

### Section 1. Composition

The composition of the Executive Council shall be the President, Vice President of Recruitment, Director of Recruitment, Vice President of Administration, Vice President Scholarship and Standards, Vice President of Programming, Vice President of Public Relations, and Vice President of Community Advancement.

### Section 2. Duties

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

### Section 3. Regular Meetings

Regular meetings of the Executive Council shall be held at a time and place established at the beginning of each academic term, these meetings shall be mandatory for each member of the Executive Council. All conflicts should be mentioned in advance to the Panhellenic President.

### Section 4. Special Meetings

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

## Section 5. Quorum

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

## **ARTICLE VIII. PANHELLENIC ADVISOR**

### Section 1. Appointment

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

### Section 2. Authority

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

## **ARTICLE IX. COMMITTEES**

### Section 1. Standing Committees

- A. The standing committees of the Chapman University Panhellenic Association shall be the Peer Accountability Board, Membership Recruitment Committee, Greek Week Committee, **Philanthropy Committee, and DEI Committee.**
- B. 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 Panhellenic President shall appoint members and chairs 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 fraternities as much as possible.

### Section 3. Peer Accountability Committee

The Peer Accountability Committee shall consist of the Vice President of Scholarship and Standards as chair, the Panhellenic President, and two member representatives from the College Panhellenic member groups, selected at random and rotated between accountability resolution meetings. The Panhellenic advisor shall serve as a non-voting ex-officio member. The Peer Accountability Committee members shall participate in training to be educated about the purpose

of the board, the rules and regulations the Peer Accountability Committee will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Peer Accountability Committee shall educate member fraternities about the Panhellenic Peer Accountability procedure. The members of the Peer Accountability Committee shall maintain confidentiality throughout and upon completion of the Peer Accountability process.

#### Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of the chapter's Recruitment Chair or delegate in the chair's absence from each chapter and the recruitment team. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the membership recruitment period. After each membership recruitment period, the chair of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member group and chapter advisor.

#### Section 5. Greek Week Committee

The Greek Week Committee shall consist of a chair, the Vice President of Programming, a representative from each fraternity holding membership in the Chapman University Panhellenic, and representatives of the Interfraternity Council as appointed by that council. The committee shall be responsible for the programming, guidelines, and regulations of Greek Week. The committee may file infractions against chapters who violate the Panhellenic spirit of the week. The Greek Week Committee will meet as requested by the Vice President of Programming in preparation and during Greek Week as necessary.

#### Section 6. Diversity and Inclusion Committee

The Diversity and Inclusion Committee shall consist of a chairperson, the Vice President of Community Advancement, and a representative from each sorority holding membership in the Chapman University Panhellenic. The committee shall be responsible for holding regular meetings, at a time determined at the beginning of each academic term, to discuss current issues and events relating to diversity, equity, and inclusion, and social justice in the Chapman Greek community. The committee will aim to collaborate with IFC, recruitment chairs, and other organizations to improve chapters internally and practices related to the recruitment of new members. Overall, the committee will be responsible for implementing education and programming to create a culture of inclusivity and diversity across all of Chapman's Greek Life.

#### Section 7.

The Philanthropy Committee shall consist of a chairperson, the Vice President of Programming, and a representative from each sorority holding membership in the Chapman University Panhellenic as the Philanthropy/Fundraising position of their chapter. The committee shall be responsible for holding regular meetings, at a time determined at the beginning of each academic term, to discuss current philanthropy events. The committee will aim to collaborate with the Vice President of Community Advancement, IFC, and other organizations to improve chapters' philanthropic events both internally and externally. Overall, the committee will be responsible for implementing collaboration and communication amongst the chapters to further the success of philanthropic efforts across all of Chapman's Greek Life.

#### Section 8. Other Committees

Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council.

### **ARTICLE X. FINANCES**

#### Section 1. Fiscal Year

The fiscal year of the Chapman University Panhellenic Association shall be from January 1<sup>st</sup> to December 31<sup>st</sup> inclusive.

#### Section 2. Contracts

The signature Panhellenic advisor shall be required to bind the Chapman University Panhellenic Association on any internal University contract. Any contact with an outside vendor must be approved by the Legal Affairs department at Chapman University.

#### Section 3. Checks

All checks issued on behalf of the Chapman University Panhellenic Association shall be authorized by the Panhellenic advisor.

#### Section 4. Payments

All payments due to the Chapman University Panhellenic Association shall be received by the Vice President of Administration, who shall record them. Checks for payments shall be made payable to the Chapman University Panhellenic Association.

#### Section 5. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. Panhellenic Association membership dues shall be an assessment per member and new member.
  - The amount of such dues for the next academic year shall be determined by the Panhellenic Council within the first month of each semester of that academic year.
    - i. The amount of such dues shall be \$6 per member and \$3 per new member unless changed by the council prior to the start of the semester.
  - The dues deadline shall be set at the beginning of each semester by the Vice President of Administration.

#### Section 6. Fees and Assessments

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

### **ARTICLE XI. EXTENSION**

Section 1. Extension is the process of adding an NPC women's fraternity.

The Chapman University Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

#### Section 2. Voting rights

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

### **ARTICLE XII. VIOLATION RESOLUTION**

#### Section 1. Peer Accountability Committee

- a. Each College Panhellenic Association shall establish a Peer Accountability Committee for the limited purpose of handling member organization infractions of:
  - i. NPC Unanimous Agreements
  - ii. College Panhellenic bylaws and/or other governing documents

- iii. College Panhellenic membership recruitment rules/guidelines
  - iv. College Panhellenic code of ethics
  - v. College Panhellenic standing rules
- b. The composition and duties of the Peer Accountability Committee must be defined in the College Panhellenic bylaws. All members of the Peer Accountability Committee must be collegians from the College Panhellenic's member organizations.
  - c. NPC does not recognize a Peer Accountability Committee that includes male members.
  - d. A College Panhellenic, through its officers, shall select and train a workable Peer Accountability Committee based on campus needs.
  - e. The duties and responsibilities of the Peer Accountability Committee must be consistent with this and all other NPC Unanimous Agreements.
  - f. All NPC Peer Accountability Committee shall be used to ensure proper documentation and adherence to the NPC Unanimous Agreements. Peer Accountability forms are available on the NPC website.
  - g. Documentation of all Peer Accountability proceedings shall be retained by the fraternity/sorority advisor for three years.

## Section 2. Peer Committee Process Overview

- a. Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreement, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the Chapman University Panhellenic Association shall be considered a violation.
- b. Sororities are encouraged to resolve alleged infractions as soon as possible through informal discussion with the involved parties before an infraction is filed.
- c. Should the informal discussions be unsuccessful, the Peer Accountability process will be set in motion by the filing of a violation report form for an alleged infraction. An infraction can only be filed against a chapter and not against any individuals. Violations



must be reported in the following manner on the College Panhellenic Violation Report available on the NPC website or from the College Panhellenic:

d. Timing

1. The College Panhellenic Violation Report shall be completed and presented to the president of the College Panhellenic Association in a timely manner, but not more than 30 calendar days from the date of the alleged infraction (including university/college breaks).
2. If the College Panhellenic president is unavailable or the violation is against their sorority, the report shall be presented to the fraternity/sorority advisor.
3. The College Panhellenic president and fraternity/sorority advisor shall review the College Panhellenic Violation Report to ensure that it has been filled out completely, including proper signatures and indication of rules/ guidelines violated. An incomplete report shall be returned to the reporting party for completion before proceeding.

e. Proper Reporting Authority

1. Infractions, excluding recruitment infractions, may only be reported and signed by one of these people:
  1. Chapter president on behalf of their chapter
  2. Chapter executive officer/board member on behalf of their chapter
  3. College Panhellenic officer
  4. Fraternity/sorority advisor
2. Recruitment infractions may only be reported and signed by one of these people:
  1. Chapter president on behalf of their chapter
  2. College Panhellenic officer in charge of recruitment or a recruitment counselor
  3. Potential new member
  4. Fraternity/sorority advisor

f. Receipt of Infraction

1. The following steps should be taken to make certain an infraction is properly received by the College Panhellenic:
  1. The College Panhellenic Violation Report is retained by the College Panhellenic president or fraternity/ sorority advisor and is available upon request by the accused sorority.

g. Notification of Chapter

1. The College Panhellenic president shall notify the accused sorority in writing by delivering the College Panhellenic Infraction Notice to that chapter president within seven days of receiving the College Panhellenic Violation Report.
  1. If the president of the accused sorority is unavailable, delivery may be made to another appropriate chapter sorority officer or advisor. The record of delivery shall be documented on the report.
  2. A copy of the College Panhellenic Infraction Notice shall be given to the fraternity/sorority advisor.

h. Response to Receipt of Infraction

1. Upon receipt of the College Panhellenic Infraction Notice, the accused sorority shall contact the College Panhellenic president within seven days to schedule mediation.
2. If the College Panhellenic Infraction Notice is delivered during a college/university break, the mediation/ Peer Accountability hearing may be scheduled after classes resume or held during the break if all parties are available.

Section 3. Mediation

- a. The purpose of mediation is to find a solution satisfactory to both the party who filed the infraction and the accused sorority, in accordance with the following documents:
  1. NPC Unanimous Agreements

2. College Panhellenic bylaws and/or other governing documents
3. College Panhellenic membership recruitment rules/guidelines
4. College Panhellenic code of ethics
5. College Panhellenic standing rules
6. Chapman University Code of Conduct

b. The following elements of mediation shall be followed:

1. Mediation shall be closed to the public.
2. All participants in the mediation shall keep strict confidentiality.
3. No more than three participants (including a chapter advisor) shall represent either party and/or each sorority involved at mediation.
4. 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.

c. Mediator Guidelines:

1. The College Panhellenic president in agreement with the fraternity/sorority advisor shall appoint a neutral party to serve as the mediator.
2. Though it is preferable that the fraternity/sorority advisor for Panhellenic not serve as the mediator, the advisor can serve if he or she did not file the infraction or has not been involved with the reported incident.
3. The mediator shall not be an undergraduate student.
4. All parties must sign a summary of the mediation proceedings on the Mediation Summary Report indicating the outcome of the mediation and their acceptance of the sanctions. The forms are available on the NPC

website. A copy of the report shall be retained by the fraternity/ sorority advisor for a period of three years.

5. Within 24 hours of the completion of the mediation, the Vice President of Scholarship and Standards or College Panhellenic President shall send a copy of the Mediation Summary Report to the parties designated on the form.

#### Section 4. Peer Accountability Committee Hearing

- a. If an agreement is not reached during the mediation process, a Peer Accountability hearing shall be held.
- b. The accused party may choose to go directly to a Peer Accountability hearing instead of mediation.
- c. The College Panhellenic shall follow procedures for Peer Accountability hearings as already established by its College Panhellenic Association bylaws.
- d. Hearings shall be closed to the public.
- e. No more than three participants (including a chapter advisor) shall represent either party and/or each sorority involved at a hearing.
- f. 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 they shall be excused from the Peer Accountability hearing.
- g. All parties must sign a summary of the hearing proceedings on the Peer Accountability Hearing Summary Report indicating the outcome of the hearing. Forms are available on the NPC website. A copy of the report should be retained by the fraternity/sorority advisor for three years.
- h. Within 24 hours of the completion of the Peer Accountability hearing, the College Panhellenic officer responsible for the Peer Accountability process shall send a copy of the College Panhellenic Peer Accountability Hearing Summary Report to the parties designated on the form.

- i. On those campuses where the small size of the College Panhellenic makes a Peer Accountability hearing ineffective because of conflicts of interest, and mediation has proved ineffective, the case may be referred directly to the NPC College Panhellenic's Peer Accountability Appeals Committee.

## Section 5. Sanctions

- a. Appropriate Sanctions; Each College Panhellenic shall strive to achieve a fair and reasonable resolution for infractions. Sanctions should fit the nature and degree of the offense.
  1. Monetary fines shall be acceptable only for a measurable offense of the Panhellenic's governing documents or stated membership recruitment rules.
  2. The amounts of monetary fines shall be predetermined by a vote of the College Panhellenic Council and stated in the Panhellenic standing rules and/or membership recruitment rules prior to the beginning of recruitment.
  3. Examples of reasons for monetary fines may be limited to:
    1. Late recruitment event invitation lists.
    2. Recruitment events that exceed designated event times
    3. Prohibited postings on social media outlets.
    4. Lack of required chapter attendance at Panhellenic-sponsored events.
  4. Sanctions shall not:
    1. Forbid formal or informal recruitment activities or the observance of an inter/national sorority event such as an educational program, ritual ceremony or historical celebration.
    2. Affect a sorority chapter's quota or total.
    3. Affect the time of new member acceptance and/or initiation.

4. Forbid the right of an NPC sorority to vote in College Panhellenic meetings.
5. Include removal from the College Panhellenic.
5. Duration of Sanctions
  1. The duration of any penalty imposed shall not exceed one calendar year from the time the decision is final.
6. NPC Notification of Sanctions
  1. Within 24 hours of the completion of mediation, the College Panhellenic president or the College Panhellenic Vice President of Scholarship and Standards shall send a copy of the Mediation Summary Report (not including the minutes) to parties indicated on the report form.

## Section 6. Appeals

- a. The decision of the College Panhellenic Association Peer Accountability may be appealed by any involved party to the NPC College Panhellenic's Peer Accountability Appeals Committee.
  1. An appeal shall be filed with the College Panhellenic president, using the process referenced in the Peer Accountability resource section in the Manual of Information and on the appeal form, within seven days of the decision.
  2. The Peer Accountability Appeals Committee shall reverse or uphold the decision of the College Panhellenic Association Peer Accountability board. The Peer Accountability Appeals Committee may also dismiss or modify sanctions as the committee deems appropriate.
  3. Any penalty shall begin only after all properly filed appeal decisions have been rendered. If a sanctioned sorority wants to fulfill all or part of the sanctions pending the outcome of a filed appeal, the sorority shall have that option.

- b. If the College Panhellenic Vice President of Scholarship and Standards and fraternity/sorority advisor and/or the Peer Accountability Committee are unable to resolve the mediation, they shall be responsible for the further conduct of the case and may also dismiss or modify sanctions as they deem appropriate.

#### Section 7. Ramifications

- a. If there is a violation of the Chapman University Code of Conduct, these referrals may be moved forward to the Dean of Students Office.
- b. At the discretion of the Panhellenic Standards officer and the severity of the infraction, the NPC Area Advisor will be notified of a Violation Report.

### **ARTICLE XIII. HAZING**

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned. The Panhellenic Association stands alongside the university advocating a no tolerance policy for incidents of 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.

### **ARTICLE XIV. AMENDMENT OF BYLAWS**

These bylaws may be amended at any regular or special meeting of the Chapman University Panhellenic Council by a two-thirds vote, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting allowing an opportunity for chapter input.

### **ARTICLE XV. DISSOLUTION**

This Association shall be dissolved when only one regular member exists at Chapman University. In the event of the dissolution of this Association none of the assets of the Association shall be distributed to any members of the Association, but after payment of the debts of the Association its assets shall be given to the National Panhellenic Conference.



**Philanthropy Amendment**  
**Voted on and Approved on May 10, 2021**  
**Updated Spring 2024**

**ARTICLE I. REGISTRATION AND ACCESSIBILITY**

- A. Campus-wide philanthropy events must be open to all IFC fraternities and Panhellenic sororities to participate in or select a representative to participate on their chapter's behalf.
- B. Prior to the event, chapters must formally extend an invitation 2 weeks in advance to all Panhellenic and IFC chapters to participate in the philanthropy event prior to assigning coaches or proceeding with formal plans.
- C. Entrance fees for philanthropy events are not permitted. Neither is the mandated purchase of t-shirts.
- D. Philanthropic pairings must be approved by the Vice President of Programming prior to being presented to the participating chapters.
- E. Chapter's philanthropy chairs are required to attend the Philanthropy committee meetings hosted by the Vice President of programming to discuss topics such as; merchandise designs, tabling schedules, and event layout.

**ARTICLE II. TIME LIMITATIONS**

- A. Panhellenic recommends that chapters host no more than 1 External Philanthropy Event per semester.
  - A. External Philanthropy Event- Time and monetary commitment are required by individuals from other chapters to make the event successful.
  - B. Internal Philanthropy Event- The success of the event is not determined by the time commitment or monetary commitment of outside chapters.



B. Philanthropy events lasting longer than one day may not exceed 5 days per week and 5 hours per day.

1. Tabling for promoting an event is not included in the guidelines stated above.

C. Individual contestants participating in philanthropy events may not host more than two student-driven or on-campus programming events during the event. Joint fundraisers hosted by two or more philanthropy contestants do not contribute to this total.

D. Mandatory contestant meetings may not go past 12am.

E. Philanthropic tabling **is recommended to** only occur once per semester and must have a theme and name that is related to your chapter's philanthropy.

**Tabling for External Philanthropy Events may not exceed 25 hours per semester.**

a. **This does not include tabling/fundraising efforts for other chapter's philanthropic events.**

A. Philanthropy- any monetary commitment that will benefit your chapter's national or local philanthropy

B. Community participation- any physical participation or time commitment that is required by the host to make the event successful.