

Bylaws of New Mexico State University Panhellenic Association

Article I. Name

The name of this organization shall be the New Mexico State 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, resolutions and policies.
5. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member women's fraternities.

Article III. Membership

Section 1. Membership Classes

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

- A. **Regular membership.** The regular membership of the New Mexico State University Panhellenic Association shall be composed of all chapters of NPC fraternities at New Mexico State 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 New Mexico State University Panhellenic Association shall be composed of all colonies of NPC fraternities at New Mexico 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 fraternity.
- C. **Associate membership.** Local sororities or national or regional non-NPC

member groups may apply for associate membership of the New Mexico State 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 since they are not participating in the primary recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

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

Article IV. Officers and Duties

Section 1. Officers

The officers of the New Mexico State University Panhellenic Association shall be President, President-Elect, **Vice President of Recruitment External, Vice President of Recruitment Internal**, Judicial Chairwoman, Vice-Judicial Chairwoman, Vice President of Finance and Records, Vice President of Public Relations, Vice President of Programming, Vice President of Service, Vice President of Risk Management, Vice President of Scholarship.

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 New Mexico State University Panhellenic Association shall be eligible to serve as any officer.
- B. **Provisional membership.** Members from women's fraternities holding provisional membership in the New Mexico State University Panhellenic Association shall not be eligible to serve as an officer.
- C. **Associate membership.**

Members from women's fraternities holding associate membership in the New Mexico State University Panhellenic Association shall be eligible to serve as an officer except President, President-Elect, Vice President of Recruitment External, Vice President of Recruitment Internal, Judicial Chairwoman and Vice-Judicial Chairwoman

Section 3. Selection of Officers

The offices of President-Elect, **Vice President of Recruitment External, Vice President of Recruitment Internal**, Vice-Judicial Chairwoman, Vice President of Finance and Records, Vice President of Public Relations, Vice President of Programming, Vice President of Service, Vice President of Risk Management, and Vice President of Scholarship of the New Mexico State University Panhellenic Association shall be chosen annually.

The offices of **Vice President of Recruitment External, Vice President of Recruitment Internal**, Vice President of Public Relations, Vice President of Programming, Vice President of Service, Vice President of Risk Management, and Vice President of Scholarship shall be pre-defined, rotating positions amongst the chapters. Each chapter shall nominate two candidates to be interviewed by a nominating committee.

Standing rule: Opened PR to entire Panhellenic community until December 13, 2021

The nominating committee shall consist of the President-Elect, Vice Judicial Chairman, Vice President of Recruitment External, Vice President of Recruitment Internal, and one representative from each chapter. The President-Elect shall be responsible for coordinating with chapters which member they would like to serve on the nominating committee. The nominating committee shall create a slate of nominees to be voted on by the delegates three Panhellenic Quorums before inductions. In the event a slated nominee is not affirmed by the delegates, the nominating committee shall reconvene to slate a new candidate that shall be voted upon at the following Panhellenic Quorum.

The non-rotating positions of President-Elect, Vice Judicial Chairman, Vice President of Recruitment External and Vice President of Recruitment Internal shall be open for applications from chapters as deemed appropriate according to Article IV Section 4. They shall be interviewed by the President-Elect, Vice Judicial Chairman, Vice President of Recruitment External, Vice President of Recruitment Internal, Panhellenic Advisor, and chapter Presidents. A slate of the nominees for the non-rotating positions shall also be presented and confirmed by the delegates at the same meeting where the rotating position nominating committee presents their slate.

Section 4. Office-Holding Limitations

For the positions of President and President-Elect, the women must not be chosen from the same chapter.

For the positions of Vice President of Recruitment External and Vice President of Recruitment Internal, the women must not be chosen from the same chapter.

For the positions of Judicial Chairman and Vice Judicial Chairman, the women must not be chosen from the same chapter.

The offices of President, **1 officer of the Vice Presidents of Recruitment**, and Judicial Chairwoman must not be chosen from the same chapter.

The offices of President-Elect and Vice-Judicial Chairwoman must not be chosen from the same chapter.

An officer shall not be eligible for reelection to the same office.

A fraternity chapter must have been chartered at New Mexico State University for one year in order to have a member hold office on the Panhellenic Council.

Must maintain a 2.75 Cumulative GPA.

Section 5. Term

The officers shall serve for a term of one year or until their successors are selected. The position of President-Elect and Vice-Judicial Chairwoman shall serve for a term of one year, and then assume the positions of President and Judicial Chairwoman respectively for the following term. The term of office will begin at the conclusion of inductions at the end of the fall semester. **Vice President of Recruitment External and Vice President of Recruitment Internal shall serve a term of one year and may apply for the opposite officer position.**

Section 6. Removal

Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council and the Delegates.

Section 7. Vacancies

In the event that the President cannot complete her term of office, the President-elect shall advance to the Presidency. The office of the President-Elect will then be filled by a new election. In the event that the Judicial Chairman cannot complete her term of office, the Vice Judicial Chairman shall advance to Judicial Chairman.

In the event the President-Elect, Vice Judicial Chairman, **Vice President of Recruitment External or Vice President of Recruitment Internal** cannot complete her term of office, a new member shall be selected to fill the position through an interview process as they were chosen.

In the event that the Vice President of Finance and Records, Vice President of Public Relations, Vice President of Programming, Vice President of Service, Vice President of Risk Management, and Vice President of Scholarship cannot complete her term in office, a new candidate must be chosen from the same chapter as the default office holder.

Section 8. Duties of Officers

A. All Officers

a. Duties:

- Must be a member of a Regular NPC Chapter.
- Attend Executive meetings weekly.
- Attend Panhellenic Quorum weekly.
- Hold a minimum of 1 office hour per week during both semesters of her term, excluding finals weeks.
- Maintain an up to date transition manual throughout the year
- Respond to emails within 48 hours excluding weekends and holidays.
- Train successors

B. The President

a. This position oversees the Executive Board and acts as the main representative of the Panhellenic Community

b. Qualifications: Must have gone through primary recruitment on the chapter side. Must serve the term before as President-Elect and is able to complete the full term as President.

c. Duties:

- Preside at all meetings of the Panhellenic Council.
- Attend all meetings of the Executive Board.
- 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: New Mexico State 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.
- Oversee all Executive Board Members
- Serve as the Panhellenic Executive Council Liaison to all

- parties within and outside of New Mexico State University.
- Hold monthly roundtables with Panhellenic Chapter Presidents
- Attend all functions sponsored by Panhellenic and oversee all PHC activities and operations
- Review, approve, and sign all Panhellenic Council checks and contracts involving the Panhellenic Council
- Make all AFLV arrangements including, but not limited to: hotel, airfare, and registration
- Responsible for AFLV award applications with the help of everyone on the Executive Council
- Serve as the Panhellenic Council liaison to all other clubs, organizations and Greek Councils including but, not limited to, IFC, NPHC and MGC.
- Serve as the media contact for the Panhellenic Association
- Review and update the bylaws and standing rules during the winter break following inductions with the Judicial Chairman
- Plan, along with the Advisor and President-Elect, Greek officer training, workshops, and retreats
- Perform all other duties as assigned.

C. The President-Elect

- a. This position performs the duties of President in her absence, and assists the President in all duties. She will assume the office of President upon completion of her term as President-Elect and/or vacancy in the President office.
- b. Qualifications: Must have proven leadership experience. Must have gone through primary recruitment on the chapter's side.
- c. Duties:
 - Preside at all meetings of the Panhellenic Executive Board and take minutes of Officer Reports.
 - Be familiar with the NPC Manual of Information and all governing documents of this association.
 - Coordinate New Member Presentation with the Inter-Fraternity Council (IFC) Executive Vice-President
 - Present a New Member program that introduces Panhellenic to the Fall and Spring New Member class at the Panhellenic Council Quorum following Bid Day
 - Responsible for organizing the selection of the rotating position nominating committee from each chapter
 - Serve as a liaison between IFC and the Panhellenic Council. This includes attending the IFC General Meetings

- Attend monthly roundtables with Panhellenic Chapter Presidents
- Plan, along with the Advisor and President, Panhellenic and Greek officer training, workshops, and retreats
- Schedule meeting locations for Quorum and Executive Council meetings a semester in advance
- Perform all other duties as assigned

D. The Vice President of Recruitment External

- a. This position deals directly with the functions and formation of Membership Recruitment.
- b. Qualifications: Must have gone through primary recruitment on the chapter's side, and who is able to complete the full term in office.
- c. Duties:
 - Coordinate and administer the Recruitment process externally.
 - Preside over all meetings of Recruitment Chairs and Advisors before, during, and after Recruitment.
 - Supervise any revision of Recruitment rules and Bylaws
 - Reserve meeting rooms and supplies necessary for each (recruitment) meeting.
 - Communicate directly with the chapters
 - Work with the Fraternity and Sorority Life Coordinator in creating the recruitment schedule
 - Perform all other duties pertaining to this office

E. The Vice President of Recruitment Internal

- a. This position deals directly with the functions and formation of Membership Recruitment.
- b. Qualifications: Must have previously been through a primary recruitment on the chapter side. Experience as Rho Gamma preferred.
- c. Duties:
 - Coordinate and administer the Recruitment process internally.
 - Coordinate and structure the Panhellenic Council committees related to recruitment.
 - In charge of the selection and training of the Rho Gammas.
 - Produce name tags for potential new members.
 - Make brochures about Panhellenic chapters to be used during primary recruitment.
 - Design shirts and order them for Rho Gammas for the three days of recruitment.

- Perform all other duties pertaining to this office.

F. The Judicial Chairman

- This position is responsible for addressing violations of the NMSU Panhellenic Association Bylaws, Code of Ethics, NPC Manual of Information, and all other governing documents pertaining to NMSU Fraternity and Sorority Life.
- Qualifications: Must have previously been through primary recruitment on the chapter side. Must have served as Vice-Judicial Chairwoman except in extenuating circumstances.
- Duties:
 - Coordinate any NMSU Panhellenic Association judicial proceedings with the NPC Manual of Information's Judicial Procedures and New Mexico State University Judicial Procedures
 - Review and update the bylaws and standing rules following their induction in the Fall semester with the President
 - Serve as Panhellenic Representative in all judicial proceedings, unless a Panhellenic officer has filed violation report
 - Coordinate mediation, and sit in to facilitate mediation proceedings
 - Serve as the Chief Justice of the Judicial Board
 - Organize a training for the members of the Judicial Board within one month of all Judicial Board members acquiring their respective positions
 - Serve as a Rho Gamma during primary recruitment
 - Recuse herself in the event her chapter is involved in any judicial proceedings. The Vice-Judicial Chairman shall assume her responsibilities in the event this occurs
 - Attend weekly meetings of the Executive Council
 - Plan a Panhellenic Judicial Board training session each semester of her term
 - Maintain a Judicial file including: a copy of the NMSU Panhellenic Association Bylaws, the Recruitment Rules of New Mexico State University Panhellenic Association, the NPC Judicial Procedure, the NPC Unanimous Agreements, and all cases, infraction notices, mediation minutes, and their decisions.
 - Perform all other duties pertaining to this office

G. The Vice-Judicial Chairman

- a. This position aims to learn from the Judicial Chairman and assist her through all judicial proceedings. She will assume the position of Judicial Chairman following the completion of her term and/or the absence of a Judicial Chairman.
- b. Qualifications: Must have previously been through primary recruitment.
- c. Duties:
 - Assist the Judicial Chairman in all manners regarding judicial proceedings
 - Serve as a Rho Gamma during primary recruitment
 - Take accurate meetings during mediations and give them to the President following the mediation
 - Allowed to sit in on all judicial proceedings. She will have no voice and no vote, except in the case the Judicial Chairman's chapter is involved in a judicial proceeding.
 - Perform all other duties pertaining to this office

H. The Vice President of Finance and Records

- a. This position primarily maintains the budget and monitors all business transactions that the Panhellenic Association has with outside parties
- b. Qualifications: Must have proven leadership experience. Preferably a member with experience in budgeting and finance related operations.
- c. Duties:
 - Supervise the finances of the New Mexico State University Panhellenic Association.
 - Prepare the annual budget and, after its approval by the Panhellenic Delegates, provide a copy to each New Mexico State University Panhellenic Association member fraternity.
 - Receive all payments due to the Panhellenic Association, collect all dues and fines and give receipts.
 - Pay promptly the annual NPC dues and all bills of the New Mexico State University Panhellenic Association.
 - 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 her term of office.
 - Review, approve, and sign (as needed) Panhellenic checks
 - Shall be familiar with the NPC Manual of Information and all governing documents of this association.
 - Communicate fee increases/decreases to the Panhellenic Association members
 - Assure that all committees and officers are aware of their budget
 - Set up Quorum and take accurate minutes of the

Quorum. Submit the minutes to the Fraternity and Sorority Community and the area advisor within 48 hours

- Make all financial arrangements for recruitment, including but not limited to: hotel, meals, room reservations, requests, etc.
- Keep an up-to-date roll of the members of Panhellenic Council.
- Perform all other duties pertaining to this office

I. The Vice President of Service

- a. This position shall serve as the liaison between fraternity service chairs and campus/community agencies seeking community service volunteers
- b. Qualifications: Must have proven leadership experience. Preferably a previous chapter service chair, or with experience in service activities.
- c. Duties:
 - Coordinate and facilitate all Panhellenic programs and activities pertaining to philanthropy and community service
 - Plan a major community service event/activity for the entirety of Fraternity and Sorority Community with her IFC counterpart each semester of her term
 - Plan the philanthropy event for New Member Presentation
 - Perform all other duties pertaining to this office
 - Inform chapters of on and off campus service opportunities available outside the Fraternity and Sorority Community.

J. The Vice President of Programming

- a. This position is responsible for the organization and promotion of events for the Panhellenic Community. This position works closely with the IFC council and various University Committees.
- b. Qualifications: Must have been a member of a chapter for a year or more.
- c. Duties:
 - Coordinate the Panhellenic selection process for the Fraternity and Sorority NMSU Homecoming nominee
 - Coordinate leadership development and educational opportunities for member chapters.
 - Oversee all event contracts with the New Mexico State Activities Office
 - Plan fall and spring Fraternity and Sorority Social
 - Plan fall New Member Social
 - Coordinate Sister Sorority pairs
 - Coordinate sponsorships and flyers to promote such

programs

- Perform all other duties pertaining to this office

K. The Vice President of Scholarship

- a. This position is meant to incorporate high academic achievement with chapter membership.
- b. Qualifications: must be a freshman, sophomore, junior, or senior with proven leadership experience.
- c. Duties:
 - Shall be familiar with the NPC Manual of Information and all governing documents of this association.
 - Inform all chapters of study skills and academic educational seminars
 - Host one scholarship round table per semester
 - Award scholarship certificates to chapters
 - Implement and develop scholarship and leadership programming with the Vice President of Programming (such as study hours, sister study partners, etc.)
 - Perform all other duties pertaining to this office

L. The Vice President of Risk Management

- a. The position is meant to maintain a safe campus environment and educate Panhellenic on safe college practices.
- b. Qualifications: Must be a sophomore, junior or senior with proven leadership experience.
- c. Duties:
 - Educate the Fraternity and Sorority community on New Mexico State University Events with Alcohol policies and regulations
 - Update the Panhellenic Council and chapter Risk Management chairs on any change to the New Mexico State University Events with Alcohol policies and regulations
 - Plan and implement programming such as GAMMA Meetings, Sorority Safety Night, and Drug Awareness Week
 - Coordinate Anti-Violence week with the Vice President of Risk Management on the Interfraternity Council
 - Create passive and active programming in association with a variety of health, wellness, and safety issues
 - Hold Monthly GAMMA meetings with IFC Counterpart

- Perform all other duties pertaining to this office

M. The Vice President of Public Relations

- a. This position is aimed at maintaining a positive and informative social media image of Panhellenic life
- b. Qualifications: Must be a sophomore, junior, or senior with proven leadership experience
- c. Duties:
 - Update all forms of social media on a regular basis
 - Maintain and update the two display cases in Corbett
 - Work with the IFC Public Relations officer on joint publicity and public relations events
 - Maintain and update the Panhellenic Life website
 - Shall be familiar with the NPC Manual of Information and all governing documents of this association.
 - Responsible for all correspondence by the Panhellenic Council
 - Oversee Panhellenic Council Publications and public relations
 - Perform all other duties pertaining to this office

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the New Mexico State 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 New Mexico State University Panhellenic Association including, but not limited to: annually review and adjust total as needed; 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 New Mexico State University Panhellenic Council shall be composed of one delegate from each regular, provisional and associate member group at New Mexico State University as identified in Article III. The chapter delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. If the delegate is absent, a member of the fraternity may cast the vote, providing her credentials have been presented to the association president.

Section 3. Selection of Delegates and Alternates

Delegates to the Panhellenic Council shall be selected by their respective women's fraternity chapters to serve for a term of one year commencing following the induction ceremony of the Panhellenic Council at the end of the fall semester.

Section 4. Delegate Vacancies

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

Section 5. Regular Meetings

Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term.

Section 6. Special Meetings

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

Section 8. Quorum

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

Section 9. Vote Requirements

- A. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.
- B. A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote by the Panhellenic Delegates for adoption.

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the President, President-Elect, Vice President of Recruitment External, Vice President of Recruitment Internal, Judicial Chairman, Vice Judicial Chairman, Vice President of Finance and Records, Vice President of Public Relations, Vice President of Programming, Vice President of Service, Vice President of Risk Management, and Vice President of Scholarship.

Section 2. Duties

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

Section 3. Regular Meetings

Regular meetings of the Executive Board shall be held at a time and place established at the beginning of each academic term.

Section 4. Special Meetings

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

Section 5. Quorum

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

Article VII. Panhellenic Advisor

Section 1. Appointment

The Panhellenic Advisor of the New Mexico State University Panhellenic Association shall be appointed by the New Mexico State University administration.

Section 2. Authority

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

Article VIII. Committees

Section 1. Judicial Board

The Judicial Board shall consist of the Delegates from each member chapter. The Judicial Chairman shall serve as the Chief Justice. The Panhellenic Advisor and

President shall serve as non voting ex-officio members. If a Delegate's chapter is involved in the violation, she shall excuse herself from all judicial proceedings. 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 New Mexico State University Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless Panhellenic Council adopts rules in the Standing Rules for the hearing to be conducted by a committee of the Judicial Board. Refer to the latest version of the New Mexico State University Panhellenic Association Judicial Procedures for the guidelines the Judicial Board will follow in the event a violation report is filed.

The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 2: Judicial Appeals Committee

The Appeals Committee shall consist of the Dean of Students, the **Director of Student Involvement and Leadership Programs**, and the Student Body President. The Panhellenic Advisor may be present at any Appeals processes, but shall receive no vote. They shall operate under the appeals guidelines found in the New Mexico State University Panhellenic Association Judicial Procedure.

Section 3: Rotating Position Nominating Committee

The Rotating Position Nominating Committee shall consist of the President-Elect, Vice Judicial Chairman, Vice President of Recruitment External, Vice President of Recruitment Internal, and one representative from each chapter. The President-Elect shall be responsible for coordinating with chapters which member they would like to serve on the nominating committee. The nominating committee shall create a slate of nominees to be voted on by the delegates three Panhellenic Quorums before inductions. In the event a slated nominee is not affirmed by the delegates, the nominating committee shall reconvene to slate a new candidate that shall be voted upon at the following Panhellenic Quorum.

Section 4. Other Committees

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

Article IX. Finances

Section 1. Fiscal Year

The fiscal year of the New Mexico State University Panhellenic Association shall be from June 1 to May 31 inclusive.

Section 2. Contracts

Dual signatures of the President and the Panhellenic Advisor shall be required to bind the New Mexico State University Panhellenic Association on any contract. On all contracts and matters involving Panhellenic funds which bind the Panhellenic Association shall require the signature of the President with the advice and consent of the Advisor. An additional signature shall be required from the Vice President for Finance.

Section 3. Checks

All checks issued on behalf of the New Mexico State University Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: President, Vice President of Finance and Records, or the Panhellenic Advisor. The **Vice President of Recruitment External and Vice President of Recruitment Internal** shall also have authority to sign checks from Move-In Day through Bid Day.

Section 4. Payments

All payments due to the New Mexico State University Panhellenic Association shall be received by the Vice President of Finance and Records or Panhellenic Advisor, who shall record them. Checks for payments shall be made payable to the Panhellenic Association of New Mexico State University.

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.
 - Organizations will be billed \$15.00 per active member each semester
 - Organizations will be billed \$25.00 per new member in the semester that they join.
 - The Active dues of each Panhellenic Association Regular and Associate member fraternity shall be payable on the date issued by the VP of Finance and Records. There will be a late fee of 15% of the bill for every day it is late.
 - The new member dues shall be due within twenty-four (24) hours of bid acceptance.
- C. If a member is taking early Alumnae or Inactive status, the fraternity or sorority must pay Active dues on her unless the appropriate National office approval papers have been provided to Panhellenic. If the approval papers are provided after the payment due date, the fraternity may request a refund. This same clause shall apply to Suspended members with appropriate fraternity papers.

- D. For any COB accepted after the Fall payment due date, the fee shall be due within twenty-four (24) hours of the bid acceptance and must be submitted to the Vice President of Finance and Records or the **Vice President of Recruitment External** along with the signed Membership Recruitment Binding Acceptance form. There will be a fee of 5\$ per day that this payment and/or the Membership Recruitment Binding Acceptance form is late, per each new member that is late.

Section 6. Fees and Assessments

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

Section 7. Budget

The Vice President for Finance with the advice and consent of the Executive Board, shall prepare a budget for the fiscal year that is to be presented at the last General meeting for the Spring semester.

- A. The Council shall have authority to revise and approve the Association budget.
- B. Monies approved within the budget may be expended without further Council approval.

Article X. Extension

Section 1. Extension is the process of adding an NPC women's fraternity. The New Mexico State 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 XI. Violation Resolution

Section 1. Violation

- a. 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 New Mexico State University Panhellenic Association shall be considered a violation.
- b. If any fraternity violates the following, but is not limited to, the New Mexico State University Student Code of Conduct, these bylaws, or the NPC Unanimous Agreements, it shall be subject to review by the Judicial Board.

Section 2. Informal resolution

Members are encouraged to resolve alleged violations through informal discussion with

the involved parties. The Judicial Chairman can be informally alerted to the issue and attempt to generate informal discussion between the two parties.

Section 3. Judicial process

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The document titled “New Mexico State University Panhellenic Association Judicial Procedure” shall outline the judicial procedures the New Mexico State University Panhellenic Association will follow from mediation to appeal. The New Mexico State University Panhellenic Association shall adhere to all mediation guidelines found in the Manual of Information.

- A. **Mediation.** Mediation is the first step of the judicial process. The New Mexico State University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.
- B. **Judicial Board hearing.** When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Council shall adopt procedures for this purpose that are consistent with the NPC Unanimous Agreements.
- C. **Appeal of Judicial Board decision.** A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeal Committee. The New Mexico State University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

Article XII. Hazing

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

The New Mexico State University Panhellenic Association will adhere to the New Mexico State University Standards for Student Social Conduct. Hazing is prohibited at New Mexico State University. “Hazing” means any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- A. The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with the University; and
- B. The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm

Article XIII. The New Mexico State University Events with Alcohol Policies

Section 1. All member chapters shall adhere to the guidelines of The New Mexico State University Alcohol Policies as referenced in the Student Social Code of Conduct.

Section 2. New Mexico State University Alcohol Policy as referenced in the Student Social Code of Conduct:

Responsibility: University students are given and accept a high level of responsibility to self, to others and to the community. Behavior that violates this value includes, but not limited to:

- a. Alcohol: Use, possession, misuse or distribution of alcoholic beverages except as expressly permitted by law and university policy.
- b. Drugs: Use, possession, sale or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and university policy.
- c. Prescription Medications: Abuse, misuse, sale, or distribution of prescription or over-the-counter medication.
- d. Failure to Comply: Failure to comply with the reasonable directives of university officials or law enforcement officers during the performance of their duties or failure to properly identify oneself to those persons when requested to do so.
- e. Financial Responsibilities: Failure to promptly meet financial responsibilities to the institution, including, but not limited to: knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.
- f. Health and Safety: Creation of health or safety hazards including, but limited to: dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs.
- g. Other Policies: Violating University, college, departmental, programmatic policies or rules, including all Residence Hall rules and regulations.
- h. Violations of Law: Evidence of violation of local, state, or federal laws, when substantiated through the university's conduct process.

Article XIV. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the New Mexico State University Panhellenic Association in all cases to which they are applicable and in which they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the New Mexico State University Panhellenic Association may adopt.

Article XV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the New Mexico State University Panhellenic Council by a two-thirds vote of the Delegates, provided

that the proposed amendment has been announced and submitted in writing at the previous regular meeting allowing an opportunity for chapter input.

Article XVI. Dissolution

This Association shall be dissolved when only one regular member exists at New Mexico State 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.

The New Mexico State University Panhellenic Association Standing Rules

Article I.

The President, Vice President of Recruitment External, and Panhellenic Advisor are to be notified of all changes in Chapter membership status, i.e., New Members, de-pledges, disaffiliation, et cetera.

Article II.

A student's eligibility for initiation shall be determined by the member sorority in accordance with its national Bylaws.

Article III.

The Panhellenic Council at New Mexico State University recommends that chapter members be involved in another organization outside of their fraternity or sorority. These clubs, professional fraternities, athletic programs, and the like shall foster the development of moral character and contribute to the well-rounded character of the Fraternity and Sorority community.

Article IV.

The council recommends that individual chapters on the New Mexico State University campus should have specific cumulative GPA requirements for the women serving on their executive board. The necessary GPA should be equal to or above the GPA listed in article IV Section 4(2.75 cumulative) . All-Women's Average will be announced when grades are released each semester. Failure to meet these standards should

result in probation and potential removal from the position, at the individual chapters' discretions.

Article V.

The council recommends that the expected "New Member" class cumulative GPA requirement should be equal to or above the current All-Women's Average to promote scholastic success throughout members' college careers.

Article VI.

This organization shall not discriminate on the basis of age, color, ethnicity, national origin, disability or handicap, race, religion, sexual orientation, or Vietnam Era Veteran Status. This policy will include, but is not limited to recruiting, membership organization activities or opportunities to hold office. (As exempted by Federal Law, Fraternity and Sorority Social organizations may omit gender.)

Article VII. Risk Management and Reduction

The Panhellenic Association, including all elected executive board officers and member chapters will adhere to the New Mexico State University Standards for Student Social Conduct. The Panhellenic Association in its entirety can be held accountable for any violations of the Standards for Student Social Conduct, these bylaws, New Mexico State Law, or Federal Law. Refer to the Standards for Student Social Conduct for the core values and behavioral expectations the Panhellenic Association will adhere to.

Article VIII. Policies

1. The officers that serve on the Panhellenic Executive Board at New Mexico State University, and the chapters that associate with the Panhellenic Association will not use council or chapter funds to purchase alcohol.
2. The officers that serve on the Panhellenic Executive Board at New Mexico State University will not purchase or consume alcohol in association with any

Panhellenic events.

3. The officers that serve on the Panhellenic Executive Board at New Mexico State University, and the chapters that associate with the Panhellenic Association will abide by the State of New Mexico's law in regards to alcohol consumption and purchasing alcohol. In the State of New Mexico, an individual must be 21 years of age to purchase and consume alcohol. If an individual is under the age of 21, and purchases or consumes alcohol, they are doing so illegally and it is prohibited by the State of New Mexico, New Mexico State University, and the New Mexico State University Panhellenic Association.

4. If alcohol is provided during a Panhellenic event, it will be by a third party vendor. Proper identification shall be checked by the vendor and participants must pay for alcohol on their own.

5. Women who are associated with a chapter within the Panhellenic Association will be held accountable for any public displays of inappropriate behavior that do not align with their individual chapter bylaws and the bylaws adopted by the chapters affiliated with the Panhellenic Association.

6. Women who are associated with a chapter within the Panhellenic Association will be held accountable for any acts of vandalism or pranks that the individual may do that destroys property or if harm is brought onto another individual.

7. All women associated with the Panhellenic Association will abide by the State of New Mexico's law in regards to driving a motor vehicle under the influence.

Article IX. Ethical Financial Policies

Section 1. Once a year at the beginning of the spring semester, copies of the previous year's and upcoming year's budget with anticipated income and expenditures are distributed to each chapter by email .

Section 2. For the approval of use of reserves, individual officers will complete a money request form and then submit it to the Vice President of Finance who will then review the request with the council advisor for approval.

Section 3. Every quarter the Vice President of Finance officer will prepare the financial reports for review by the council by email.

Section 4. Every check for the Panhellenic Council is required to have two signatures, from any combination of President, Vice President of Finance and the

Panhellenic Advisor, unless deemed unnecessary by the Panhellenic Advisor

Section 5. Payment plans for Member or Associate chapters are determined on a case-by-case basis.

Section 6. The council finances are overseen by the Panhellenic Advisor.

Article X. Judicial Board

Section 1. If any Panhellenic Sorority violates the following, but not limited to, the New Mexico State University Standards for Student Social Conduct, these bylaws, or NPC Unanimous Agreements, it shall be subject to review by The New Mexico State University Panhellenic Judicial Board.

Section 2. The Judicial Board shall be composed of the Delegates from each chapter, the Judicial Chairman and the Vice Judicial Chairman. The Panhellenic Advisor shall serve as a non voting ex-officio member. The Judicial Chairman shall serve as the Chief Justice and shall receive a vote.

Section 3. 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 New Mexico State University Panhellenic Association that are not settled informally or through mediation.

Section 4. The hearing of the Judicial Board shall happen in accordance with the New Mexico State University Panhellenic Association Judicial Procedures. NPC's Manual of Information Judicial Procedures will supersede in cases where the New Mexico State University Panhellenic Association Judicial Procedures are vague.

Article XI. Not for Profit

Section 1. The Panhellenic Association is a not-for-profit organization.

Article XII. Compliance with Campus Regulations

Section 1. This organization shall comply with all University and campus policies and regulations and local, state and federal laws.

Article XIII. Rho Gammas

Section 1. NPC Chapters are required to have a percentage of their chapter members apply and interview for Rho Gamma positions, as deemed appropriate by the Panhellenic President, **Vice President of Recruitment External, and Vice President of Recruitment Internal** each year. Rho Gamma applicants must have a minimum 2.5 cumulative GPA. The number will be based on chapter size, and will be set by the **Vice President of Recruitment Internal** and the Panhellenic Advisor. Each chapter should be equally represented in direct proportion to their chapter total.

Article XIV. Standards for Student Code of Conduct

Section 1. All Panhellenic Chapters must abide by the New Mexico State University Standards for Student Code of Conduct set forth by New Mexico State University.

Section 2. For a chapter to be in good standing, they must be in financially good standing with New Mexico State University and the Panhellenic Association.

Article XV. Primary Recruitment

Section 1. The Recruitment Rules of New Mexico State University Panhellenic Association must be followed by all chapters participating in Primary Recruitment. Three-fourths of participating chapters must be represented at recruitment meetings in order to amend the Recruitment Rules of New Mexico State University Panhellenic Association.

Article XVI. Social Media and Marketing

Section 1. All member and associate member organizations of the New Mexico State University Panhellenic Association are expected to represent themselves in good taste acknowledging that they are representing their organization, the New Mexico State

University Panhellenic Association, the New Mexico State University Fraternity and Sorority Life, New Mexico State University, and their national organization.

Section 2. Recruitment videos should be published with the best of taste. Videos should be made for the purpose of showcasing a chapter's sisterhood, service, scholarship, and leadership. Videos which portray women intoxicated are unacceptable. All video footage should be from chapter events, such as sisterhood events, philanthropy events, and service events, that all members in good standing are allowed to attend.

Section 3. All member and associate member organizations are expected to upkeep a positive and formal website. The website should be updated each semester. Updates are as follows, but is not limited to: chapter officers, and removal of disaffiliated individuals for recruitment purposes.

Section 4. All member and associate member organizations are expected to hold their members to high social media standards. The following, but not limited to, should be monitored: underage drinking including the evidence of red solo cups, evidence of unregistered events including fraternity crests or identifying murals. No member shall wear identifying symbols or letters while consuming alcohol, regardless of age.

Section 5. If an organization violates any portion of this they will be subject to review by the New Mexico State University Panhellenic Association Judicial Board.

Article XVII. Impeachment

Section 1. In the case that an officer is unable to fulfill her duties, she shall have the option to resign. A formal letter of resignation must be submitted to the Panhellenic Council within two weeks before the resignation can become effective. It is required that the reasons for her resignation be included in the letter.

In the case that an officer does not fulfill her duties for the benefit of the Panhellenic community members of the Panhellenic Executive Board, individual chapters, or the Panhellenic Advisor may initiate impeachment proceedings.

Written notification of the request for impeachment shall be sent to the Panhellenic Advisor and the accused officer.

After written notification of the request has been submitted, the Panhellenic President shall arrange an impeachment hearing, over which she will preside, within 7 days. All persons involved in the request for impeachment shall attend this hearing. If a chapter has initiated the request, the chapter shall send its President and Panhellenic Delegate.

At this hearing, an advisor may be present to support each of the parties involved. However, any advisors present may not address everyone in attendance. The President will begin with introductions and a request to record the hearing in order to maintain accurate records. After the President outlines the order of the proceedings and reads the complaint the officer involved shall be permitted to present her side of the incident. Following her account, the Panhellenic Executive Board may ask follow up questions. Once all of those present are satisfied with their knowledge of the incident, the accused officer and her advisor may make a closing statement.

After closing statements, the President shall excuse the accused officer and her advisor, and she will then lead a discussion of the charges. The remaining officers shall attempt to find an amicable solution to the problem.

If no amicable solution can be found, the Panhellenic Executive Board, through voting shall determine if the charges are justified. Following the conclusion of the formal discussion, the President will send written notification to the accused officer no earlier than the next day, and no later than 7 business days. At this time, the officer involved shall be given the opportunity to resign. The Council Executive Board shall then determine the date by which the officer shall exit her position. The incident is then closed.

If deemed necessary by the Panhellenic Executive Board and Panhellenic Advisor, any vacancy of an executive officer shall be filled within three (3) weeks by a member from the chapter in which the previous officer had also been a member.

If the Panhellenic President resigns or is impeached, the President-Elect shall assume her duties and the office of President-Elect shall be filled through a formal interview process as her predecessor was chosen.

In the case that the President of the Panhellenic Council going through the

impeachment process, the Judicial Chairman shall preside over the proceedings.

Article XVIII. New Mexico State University Events with Alcohol Policies

Section 1. All member chapters shall adhere to the guidelines of the New Mexico State University Standards for Student Conduct in regards to Alcohol Policies.

Article XIV.

Section 1. Exceptions to these bylaws and standing rules may be made by a majority vote of the Panhellenic Association chapters, as long as exceptions do not violate the NPC Unanimous Agreements.

Charter in order of sororities on The New Mexico State University Campus:

Organization	Chapter	Charter-Closed
Zeta Tau Alpha	Beta Nu	1928
Chi Omega	Pi Delta	1939
Delta Zeta	Gamma Xi	1949
Pi Beta Phi	NM Beta	1972-closed 2016
Alpha Chi Omega	Zeta Kappa	1979-closed
Alpha Xi Delta	Theta Omega	1998
Delta Gamma	Eta Lambda	2004