

BYLAWS OF WINTHROP UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION

Article I. Name

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

Article II. Object

The object of the College Panhellenic Association shall be to:

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

Article III. Membership

Sections I. Membership classes

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

- A. **Regular membership.** The regular membership of the Winthrop University College Panhellenic Association shall be composed of all installed chapters of NPC sororities at Winthrop University Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council.
- B. **Provisional membership.** The provisional membership of the Winthrop University College Panhellenic Association shall be composed of all colonies of NPC sororities at Winthrop University. Provisional members shall pay no dues and shall have a voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.
- C. **Associate membership.** The associate membership of the Winthrop University College Panhellenic Association shall be composed of women's only local sororities or inter/national or regional non-NPC member organizations. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the Panhellenic Council. An associate member shall have a voice and one vote on all matters except extension-related matters. If they do not participate in the primary recruitment process, they

shall not have a vote on recruitment rules and the establishment or the modification of the 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 II. Privileges and Responsibilities of Membership

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

Section III. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. College Panhellenic Association membership dues shall be an assessment per member and new member.
- a. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.

Section IV. Fees and Assessments

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

Article IV. Officers and Duties

Section I. Officers

The officers of the Winthrop University College Panhellenic Association shall be President, Vice President of Programming and Judicial, Vice President of Recruitment, Vice President of Communications, and Vice President of Operations.

Section II. Duties of Officers

- A. The President shall:
- Have overall responsibility for the operation of the Panhellenic Council.
 - Call, preside over, and prepare an agenda for all regular and special meetings of the Winthrop University College Panhellenic Council.
 - Selection of women to represent the Panhellenic Council (work and organize) at Winthrop Day and Preview Days.
 - Communicate regularly with the area National Panhellenic Conference Area Advisor.
 - Work in conjunction with the Presidents of the InterFraternity Council and National Pan-Hellenic Council as needed.
 - Represent the Panhellenic Council on the Council of Student Leaders or select a designee to do so.
 - Meet weekly with the Director of Fraternity and Sorority Affairs and remain in regular communication during all holiday breaks.

- Serve a minimum of five (5) office hours in the Office of Fraternity and Sorority affairs each week.
- Hold Executive meetings weekly to plan for the upcoming semester.
- Meet with the Director of Fraternity and Sorority Affairs to review the Bylaws and revise if necessary or select a designee to do so.
- Help handle any recruitment infractions (paperwork, mediations, etc).
- Be present or coordinate one executive council member to attend all freshmen Orientation Sessions to talk about Sorority Life.
- Serve as chairman of the Constitution and Bylaws Committee when it is necessary to convene.
- Create a Delegate Training Retreat in order to transition the new Panhellenic Delegates once they are transitioned in the month of December before exams begin.
- Perform other duties assigned by the Director of Fraternity and Sorority Affairs.
- Serve as an ex-officio member of all College Panhellenic Association committees, except the Judicial Board.
- Ensure all NPC College Panhellenic reports are completed on time.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Maintain current copies of the following: Winthrop University College Panhellenic Association bylaws and standing rules, the College Panhellenic Association budget, contracts executed on behalf of the College Panhellenic Association, correspondence, and materials received from the NPC area advisor, all NPC College Panhellenic reports and other pertinent materials.

B. The Vice President of Judicial and Programming shall:

- Perform the duties of the President in her absence.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.
- Serve as co-chairman, in conjunction with the National Pan-Hellenic Council and InterFraternity Council Vice Presidents, of the planning of the All Greek Retreat, New Member Conference, and Lift Conference.
- Serve as co-chairman, in conjunction with the National Pan-Hellenic Council and the Interfraternity Council Vice Presidents, of the Greek Weekend Committee.
- Perform other duties as assigned by the President and Director of Fraternity and Sorority Affairs.
- Serve as the ex-officio Chairman of the College Panhellenic Council Judicial Board.
- Coordinate three (3) education events for the College Panhellenic Council per semester, also known as Total Membership Events (TMEs).
- Hold and supervise an All-Inclusive Programming Meeting that is comprised of all of the Programming Chairs in each fraternity to plan the calendar for the following semester. This is to be done at the end of each semester for the following semester.
- Oversee all fundraising planning and activities.
- Serve as the Chairman of the Circle of Sisterhood Committee.
- Stay in contact with Winthrop University's Circle of Sisterhood area advisor and update contact information when necessary.
- Present service projects and fundraisers around campus at weekly meetings
- Coordinate a community service event for Council and delegates to attend (CPC Day of

Service)

C. Vice President of Recruitment shall:

- Have already been a previous executive council member, if no previous executive member applies then consideration will be given to all qualified applicants.
- Meet regularly with the chapter recruitment chairs, advisors, and Director of Fraternity and Sorority Affairs to coordinate recruitment, and help set the agenda for these meetings, including discussions of Panhellenic total and end-of-day recruitment meetings.
- Oversee the coordination of party schedules for formal recruitment.
- Oversee any chapter that participates in informal recruitment, including plans, timeline, and adhering to the compact as voted on
- Keep an electronic file of minutes of all recruitment meetings, updated recruitment rules, copies of space requests, and recruitment supplies.
- 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 organization and chapter advisors.
- Oversee the Director of Recruitment Guide Education Position. This position will be voted on by the outgoing executive council and incoming Vice President of Internal Recruitment in April.
- Help Director of Recruitment Guide Education plan and organize Rho Gamma Retreat.
- Communicate recruitment registration updates to chapters and chapter delegates
- Submit any revisions to the College Panhellenic recruitment rules to the Panhellenic Council for approval.
- Recruit and train Panhellenic recruitment counselors with Director of Recruitment Guide Education
- Keep complete and accurate records of Panhellenic recruitment marketing and events: graphics, flyers, promotional videos, space requests, event agendas
- Plan and execute recruitment orientation
- Oversee all Panhellenic recruitment marketing events, which include the following: Convocation, Fall Involvement Fair, CPC Day, CPC 101 events, informational tablings
- Oversee Panhellenic recruitment registration marketing
- Perform any duties assigned by the President or Director of Fraternity and Sorority Affairs
- Attend all Recruitment Meetings in the fall semester

D. The Vice President of Communications and Marketing shall:

- Keep a notebook consisting of detailed event planning forms for all programs and completed evaluations as well as tips, rules, and example press releases.
- Work in conjunction with the InterFraternity Council and National Pan-Hellenic Council to promote cross council events.
- Create promotional flyers, videos, and social media posts for all College Panhellenic needs.
- Perform any duties assigned by the President or Director of Fraternity and Sorority Affairs.
- Manage all of College Panhellenic's social media.

E. The Vice President of Operations shall:

- Keep an accurate roll of the members of the Panhellenic Council including updating the College Panhellenic officer roster on FS Central.
- Record minutes of all meetings of the Winthrop University Panhellenic Council and the Executive Board.
- 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.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.
- Supervise the finances of the Winthrop University College Panhellenic Association.
- Prepare the annual budget and, after it is approved by the Panhellenic Council, provided a copy to each Winthrop University College Panhellenic Association member sorority.
- Receive all payments due to to the Association, collect all dues and give receipts.
- Pay promptly the annual NPC dues and all bills of the Winthrop University College Panhellenic Association.
- Maintain current 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.
- Attend the allocations training meeting each semester.

Section IV. Selection of Officers

The offices of President, Vice President of Judicial and Programming, Vice President of Recruitment, Vice President of Philanthropy and Service, Vice President of Communication, Vice President of Operations-and Vice President of Finance of the Winthrop University College Panhellenic Association shall be elected by ballot, except if there is only one nominee for an office that nominee shall be declared elected.

Section V. Office-holding Limitations

- A. No more than two member(s) from the same women's only sorority shall hold office during the same term.
- B. Each organization should be represented on the council assuming they meet membership requirements and have qualified applicants.
- C. Members must be in good standing with their chapter.
- D. Members of sororities holding associate membership in the Association will be eligible to serve as officers, but should not serve as president or the officer in charge of recruitment.
- E. If there are no candidates for President and Vice President of Recruitment who have a minimum of one year of serving on the College Panhellenic Council it will be open to others.

Section VI. Nomination Procedure

A selection committee comprised of the chapter Panhellenic Delegates will conduct interviews of all qualified candidates with the College Panhellenic Council Executive Board. The Panhellenic Delegates shall consider the qualifications of all candidates for elected officers and shall nominate at least one name for each elected officer position. The Panhellenic advisor shall serve as a non-voting ex-officio member of the Nominating Committee.

Section VII. Term

The officers shall serve for a term of one year or until their successors are selected.

Section VIII. Removal

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

Section VIII. Vacancies

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

Article V. The Panhellenic Council

Section I. Authority

The governing body of the Winthrop University College 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 Winthrop University College Panhellenic Association including, but not limited to: annual review of the parameters as adopted in the recruitment rules for the automatic adjustment of total every regular academic term, annual determination of dues, approval of the annual budget, consideration of extension, setting a calendar of events, determining programming and establishing recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the College Panhellenic Association that do not violate the sovereignty, rights and privileges of member women's only sororities.

Section II. Composition and Privileges

The Winthrop University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate women's only member organization at Winthrop 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 sorority, providing her credentials have been presented to the Association president.

Section III.

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's only sorority chapters to serve for a term of one year commencing upon selection by the chapter.

Section IV. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within four weeks and to notify the College Panhellenic Association VP of Operations of her name, address, email and telephone number.

Section V. Duties and Responsibilities

Panhellenic delegate duties and responsibilities

- Must attend all Panhellenic Council meetings.

- Must support NPC Unanimous Agreements, policies and procedures.
- Must understand local College Panhellenic Association policies and procedures. • Should know when to consult her sorority's NPC delegate for assistance and advice regarding Panhellenic concerns.
- Should be prepared and knowledgeable about Panhellenic concerns, the view of her member organization and chapter, and how to voice concerns to the Council.
- Should present regular College Panhellenic Association reports at chapter meetings.

Section VI. 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 VII. Annual Meeting

The annual meeting of the Panhellenic Council shall be held during the month of April. The purpose of the annual meeting shall be for election of officers and any other business that may properly come before the delegates.

Section VIII. Special Meetings

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

Section VIII. Quorum

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

Section X. Vote Requirements

- A. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.
- B. A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes.
- C. 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.

NOTE: See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.

Article VI. The Executive Board

Section I. Composition

The composition of the Executive Board shall be President, Vice President of Programming and Judicial, Vice President of Recruitment, Vice President of Communications, and Vice President of Operations.

Section II. 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 through the VP of Operations, the Executive Board shall also report all actions it has taken and record the action in the minutes of that meeting.

Section III. 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 IV. Special Meetings

Special meetings of the Executive Board may be called by the President when necessary and shall be called by her upon the electronic or written request of three members of the Executive Board. Electronic or written notice of each special meeting of the Executive Board shall be sent to each member of the Executive Board 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 V. Quorum

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

Article VII. The Panhellenic Advisor

Section I. Appointment

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

Section II. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Winthrop University College 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 I. Standing Committees

- A. The standing committees of the Winthrop University College Panhellenic Association shall be: Council Judicial Board, Membership Recruitment Committee, Greek Weekend, Circle of Sisterhood, and Bylaws
- B. Said committees shall serve for a term of one year beginning on the first of May, which shall coincide with the term of the officers
- C. New standing committees may be formed if requested by a College Panhellenic Executive Member and approved by College Panhellenic Executive Council.

Section II. Appointment of Committee Membership

The Executive Board shall appoint members and chairman of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member women's only sororities as much as possible. The President shall be an

ex-officio member of all committees except the Judicial Board.

Section III. College Panhellenic Council Judicial Board

To serve on the College Panhellenic Council Judicial Board, you must have a 2.75 GPA and be in good standing with your organization and Winthrop University. VP of Programming and Judicial will select members to serve on this committee through an application process. The VP of Programming and Judicial shall be an ex-officio member of this committee. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member sororities about the Panhellenic judicial procedure.

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

Section IV. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of a chairman and one representative from each regular, provisional and associate women's only member (if they are participating in the primary recruitment process). Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. 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 primary membership recruitment period. After each primary membership recruitment period, the chairman 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 organization and chapter advisor.

Section V. Greek Weekend Committee

To serve on the Greek Weekend Committee you must go through an application process, which is reviewed by the Vice Presidents of the College Panhellenic Council, The National Pan-Hellenic Council, and the InterFraternity Council. The president shall be an ex-officio member of this committee. Meet regularly with the other Council Vice Presidents or Greek Weekend Committees to define and plan Greek Weekend.

Section VI. Circle of Sisterhood Committee

To serve on the Circle of Sisterhood committee, you must have a 2.75 GPA and be in good standing with your organization and Winthrop University. VP of Philanthropy and Service will select members to serve on this committee through an application process. The president shall be an ex-officio member of this committee. To meet once every two weeks and plan at least one large fundraising event per semester, and one educational event per year (this can be in partnership with the Total Member Event

planned by the Vice President of Programming and Judicial). Smaller fundraising and awareness events are highly encouraged.

Section VII. Bylaws Committee

The Bylaws Committee shall be comprised of at least one member from each chapter in the council. To serve on the Bylaws Committee, you must have a 2.75 GPA and be in good standing with your organization and Winthrop University. The role of the Bylaw committee shall be to review the Bylaws and any standing rules with the exception of Recruitment Rules and to recommend and propose any necessary amendments per NPC resolutions and/or deemed by the committee. The committee will then present the changes to the Executive Board for feedback. The committee will then present to the delegates at Council and follow procedures as outlined in Article XI in the College Panhellenic Council Constitution

Section VIII. Other Committees

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

Article IX. Finances

Section I. Fiscal Year

The fiscal year of the Winthrop University College Panhellenic Association shall be from August to May inclusive.

- A. College Panhellenic Association membership dues will be due to the CPC VP of Finance each semester.

Section II. Contracts

Dual signatures of the President and VP of Finance shall be required to bind the Winthrop University College Panhellenic Association on any contract.

Section III.

All checks and electronic payments issued on behalf of the Winthrop University College Pnhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two requires sigatures: President or VP of Operations and designated advisor.

Section IV. Payments

All payments due to the Winthrop University College Panhellenic Association shall be received by the VP of Finance who shall record them. Checks for payments shall be made payable to the Winthrop University College Panhellenic Association.

Article X.

Section I. Extension

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

The Winthrop University College Panhellenic Association shall follow all NPC Unaimous Agreements and

NPC extension guidelines found on the NPC website and in the NPC Manual of Informaiton.

Section II. Voting Rights

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

Article XI. Violation Resolution

Section I. Violation

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

Section II. Informal Resolution

Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

Section III. Judicial Process

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

Article XII. Hazing

Per the Unanimous Agreements, NPC support all efforts to eliminate hazing. All forms of hazing shall be banned.

Article XIII. Inclusion Statement

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

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

Article XIV. Parliamentary Authroity

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

Article XV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Winthrop UNiveristy Panhellenic

Council by a two-thirds vote, provided the proposed amendment has been announced and submitted in writing at the previous regular meeting, allowing an opportunity for chapter input.

Article XVII. Dissolution

This College Panhellenic Association shall be dissolved when only one regular member exists at Winthrop University. In the event of the dissolution, none of the assets of the Association shall be distributed to any members of the Association, but after payment of all debts, its assets shall be given to NPC unless otherwise required by state law

Standing Rules

A College Panhellenic Association may wish to adopt additional rules that pertain to the administration of

the Association. These types of rules belong in the standing rules rather than in the bylaws. Standing rules are written as a separate document from the bylaws, but should be attached to and distributed with the bylaws.

Section I. Dues Specific Information

- A. Chapters will pay \$20 per person in their chapter.

Section II. Recruitment Counselor Selection

- A. The Panhellenic recruitment team will handle selection of the recruitment counseling team with assistance from the fraternity/sorority advisor. Personal interviews and applications from interested candidates are part of the selection process. Representation from each NPC chapter is desirable and should be considered along with the qualifications of the candidate.
- B. Recruitment Counselors shall be in good standing in their member organizations, be active participants in the collegiate chapter, has been through Formal Recruitment as an initiated sister and shall be enrolled in the institution where the chapter is located.

Section III. The Director of Recruitment Guide Education shall:

- A. Have already been a Recruitment Counselor.
- B. Meet regularly with the Vice President of Internal Recruitment.
- C. Work with the Vice President of Internal Recruitment to organize Rho Gamma retreat.
- D. Collaborate with Vice President of Internal Recruitment and Panhellenic President to interview potential Recruitment counselors, and make the decision
- E. Meet regularly with Recruitment Counselors to educate and prepare them for upcoming Formal Recruitment period.
- F. Attend Panhellenic or Executive Council meetings if asked by the President, Vice President of Internal Recruitment or Fraternity and Sorority advisor.
- G. Manage the Recruitment Counselor throughout Recruitment weekend.
- H. Work with the President, Vice President of Internal Recruitment and the Fraternity and Sorority advisor throughout Formal Recruitment weekend to keep up to date about recruitment counselors and potential new members.
- I. Organize time sheets and schedules for recruitment counselors throughout recruitment weekend
- J. Perform any other duties asked by them from the President, Vice President of Internal Recruitment and Fraternity and Sorority advisor.

Section IV. Recruitment Counselor Loss

In the event that a recruitment counselor is no longer able to perform her duties these two options should be used to handle replacing her. The President, Vice President of Internal Recruitment and Fraternity and Sorority advisor will make all decisions regarding this process and decision.

- A. If time permits, send out applications and have an interview process to choose a woman to replace her.
- B. If there is no time to allow a full interview process, a panhellenic executive member will fill the recruitment counselors position in this order: VP of Operations, VP of Communication and VP of Judicial and Programming. The President and VP of Recruitment cannot take the recruitment counselor's place.

Section IV. Attendance

- A. Executive Board Attendance

All Executive Board members must be in attendance for all meetings once the time and location is set at the beginning of each academic term.

- Each member is allowed two unannounced, unexcused absences. The President will communicate if an excuse is excused or unexcused.
- For every additional absence, there will be \$5 fine. The fine invoice will be sent to the individual member to fulfill.

B. Panhellenic Delegate Attendance

- Panhellenic Delegates are required to be in attendance $\frac{4}{5}$ of the regular meetings held or send a qualified replacement as stated in Article V. Section 2. For every absence outside of the $\frac{4}{5}$, the chapter will be fined \$5.

C. Total Member Education (TME) Event Attendance

- Virtual TME: 100% of chapter is required to complete the Total Member Education program within the given time frame.
- In-person TME: After submitted excuses based on the deadline set by the VP of Operations, 80% of each chapter are required to be in attendance. For less than 80% attendance, the difference in percentage is how the fine will be determined.