

# THE UNIVERSITY OF SOUTHERN MISSISSIPPI COLLEGE PANHELLENIC COUNCIL BYLAWS

## Article I. Name

The name of this organization shall be The University of Southern Mississippi College Panhellenic Council.

## Article II. Object

The object of the College Panhellenic Council (CPC) shall be to develop and maintain women's fraternity life and interfraternity relations at an elevated level of accomplishment, and in so doing, shall:

- A. Conduct the business of CPC only during the campus academic year
- B. Promote the growth of individual chapters and the sorority community
- C. Organize and sponsor a women's only membership recruitment program
- D. Encourage the highest possible academic, social, and moral standards
- E. Coordinate activities, establish orderly procedures, and provide programming in addition to recruitment
- F. Settle all matters related to the National Panhellenic Council (NPC) Unanimous Agreements, CPC Bylaws, CPC Membership Recruitment Rules, CPC Code of Ethics, CPC Standing Rules, and other governing documents
- G. Support healthy and active relationships with the Interfraternity Council (IFC), the National Panhellenic Council (NPHC), and the Office of Fraternity and Sorority Life (FSL) at the University of Southern Mississippi (Southern Miss)
- H. Actively support the mission of its host institution
- I. Maintain good public relations
- J. Serve the efforts of the community and campus
- K. Sponsor Junior Panhellenic Council (JPC) for specialized programming
- L. And promote friendship, harmony, and unity among members, chapters, faculty, administrators, and campus groups.

## Article III. Membership

### Section 1. Membership Classes

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

- A. Regular Membership - The regular membership of CPC shall be composed of all installed chapters of NPC sororities at Southern Miss. Regular members shall pay dues as determined by CPC.
- B. Provisional Membership - The provisional membership of CPC shall be composed of all newly established chapters of NPC sororities at Southern Miss. 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 CPC shall be composed of women-only local sororities or inter/national or regional non-NPC member organizations. The membership eligibility requirements and the process for applying and approval of the application shall be determined by CPC. Associate members shall pay dues as determined by CPC. An associate member shall have a voice and one vote on all matters except extension-related matters. If the associate chapter does not participate in the primary recruitment process, the associate chapter shall not have a vote on recruitment rules and the establishment or modification of the total. An associate member may be expelled for cause by a majority vote of the CPC. An associate member shall not be entitled to vote on the question of its expulsion

### Section 2. Privileges and Responsibilities of Membership

All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and policies and be subject to these CPC Bylaws, Code of Ethics, and any additional rules CPC may adopt

unless otherwise prescribed in these Bylaws. Any rules adopted by this council in conflict with the NPC Unanimous Agreements shall be void.

### Section 3. Dues

- A. NPC dues shall be paid yearly as invoiced by the NPC Office.
- B. CPC membership dues shall be an assessment per member and new member.
  - a. The number of such dues for the next academic year shall be determined by CPC no later than February of that year.
  - b. The dues of each chapter shall be an assessment of \$16.00 per semester per member and \$14.00 per semester per new member (they will remain \$13.00/member and \$12.00/new member through Spring 2023). Members can only be charged as new members for one semester.
  - c. The dues of each CPC chapter shall be payable on or before October 1 and March 1 of each respective semester. A \$50.00 fine will be assessed for the first week. The fine will increase by \$50.00 the following week. After two weeks, social privileges will be lost.

### Section 4. Fees and Assessments

CPC shall have the authority to determine fees and assessments as necessary.

## Article IV. The College Panhellenic Council

### Section 1. Authority

The governing body of the Southern Miss Panhellenic community shall be the College Panhellenic Council. It shall be the duty of CPC to conduct all business related to the overall welfare of Southern Miss CPC, including, but not limited to:

- A. Annual review of the parameters as adopted in the Standing Recruitment Rules for the evaluation and/or adjustment of the total every regular academic term
- B. Annual determination of dues
- C. Approval of the semesterly budget
- D. Consideration of Extension
- E. Setting a calendar of events
- F. Determining programming and establishing Standing Recruitment Rules and style
- G. Adopting rules that do not violate the sovereignty, rights, and privileges of the chapters
- H. And other business as needed.

### Section 2. Composition and Privileges

CPC shall be composed of one delegate and one alternate delegate from each regular, provisional, and associate women's-only member organization at Southern Miss. The delegates shall be the voting members of CPC (except as otherwise provided in Article III of these Bylaws). The alternate delegate shall act and vote in the place of the delegate when absent. If both are absent, a designated member of the specific chapter may cast the vote, provided the credentials of this individual have been previously presented to the President.

### Section 3. Selection of Delegates and Alternates

Delegates and alternate delegates shall be selected by their respective chapters to serve for one year.

### Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the chapter affected to select a replacement within three weeks and to notify the President and Vice President of Communications of the name, address, email, and telephone number of the new delegate. During the time with no elected delegate, the chapter still must have a representative present at all CPC meetings.

### Section 5. Duties and Responsibilities

- A. Panhellenic delegates' and alternates' duties and responsibilities are as follows:
  - a. Must attend all CPC meetings
  - b. Must support NPC Unanimous Agreements, policies, and procedures

- c. Must be familiar with CPC policies and procedures
- d. Should know when to consult their chapter's chief Panhellenic officer for assistance and advice regarding CPC concerns
- e. Should be prepared and knowledgeable about CPC concerns, the view of their respective chapter, and how to voice concerns to CPC
- f. Should present regular CPC reports at chapter meetings
- g. And perform all other duties as needed.

#### Section 6. Regular Meetings

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

- A. Special changes to this schedule (rescheduling, canceling, moving to a paper meeting, etc.) shall only be enacted and approved by the President and CPC Advisor.
- B. This meeting time must be established before the first week of classes each semester.
- C. Each chapter must have at least one representative at CPC meetings. The absence of chapter representatives will result in fines.
  - a. Chapters will be allowed one excused absence. For the first absence, the excuse must be submitted to the Vice President of Communications 24 hours before the regular meeting. If an excuse is not sent, the chapter will be fined \$50.
  - b. The second absence will result in a \$100 fine, increasing by \$50 with each additional absence.
  - c. Chapters are only permitted to show up late to the meeting two times; after the second time, the chapter will be fined the absence fee of \$50. A chapter is considered late if they are not present at the time of roll call.
  - d. If the chapter representative is not available for the meeting, the replacement should be communicated with the CPC President at least an hour before the meeting begins; however, it is encouraged to communicate this change as soon as possible.

#### Section 7. Special Meetings

Special meetings may be called by the President when necessary. Electronic or written notice of each special meeting shall be sent to each member of CPC at least 24 hours before convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

#### Section 8: Means of Communication

CPC may conduct business at any meeting (regular or special) using any means of communication where all delegates participating may simultaneously hear one another and participate in the proceedings during the meeting.

#### Section 9. Quorum

6 of the 8 delegates shall constitute a quorum for the transaction of business.

#### Section 10. Vote Requirements

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

### Article V. The College Panhellenic Council Executive Board

#### Section 1. Officers

The executive officers of CPC shall be:

- A. President
- B. Vice President of Administration
- C. Vice President of Judicial Affairs

- D. Vice President of Personnel
- E. Vice President of Recruitment
- F. Vice President of Community Engagement
- G. Vice President of Member Development
- H. Vice President of Public Relations
- I. Vice President of Communications
- J. Vice President of Inclusion and Wellness

## Section 2. Duties

- A. All officers shall:
  - a. Follow all recruitment counselor expectations during their term of office
  - b. Be familiar with the NPC Manual of Information (MOI), CPC Bylaws, and all CPC Standing Rules
  - c. Attend the annual conference selected for all FSL executive leadership
  - d. Attend one Recruitment Team Meeting over the summer (in-person or virtually)
  - e. Table at two orientation sessions during the summer
  - f. Assist various Vice Presidents with any programming or event needs
  - g. Maintain physical and “virtual” binders of information on their position for the officer succeeding them
  - h. Must maintain copies of all current CPC Bylaws, governing documents, and Standing Rules
  - i. Create a projected spending report each semester by the end of the third week of classes
  - j. Attend the CPC Executive Board Transition Workshop at the end of their term
  - k. Attend an individual transition meeting with the incoming officer at the end of their term
  - l. Maintain a cumulative 2.75 GPA
  - m. Hold 2 “office hours” per week in the FSL office
  - n. And perform all other duties as assigned.
- B. The President shall:
  - a. Preside over all meetings of CPC
  - b. Preside over all meetings of the CPC Executive Board
  - c. Serve as an ex-officio member of all CPC committees (excluding Judicial Board)
  - d. Serve as a member of the Recruitment Team
  - e. Have overall responsibility for the operation of CPC
  - f. Maintain current copies of the following:
    - i. CPC Bylaws
    - ii. CPC Standing Rules
    - iii. CPC Budget
    - iv. Contracts executed on behalf of CPC
    - v. Correspondence and materials received from the NPC Area Advisor
    - vi. And all CPC reports to NPC and other pertinent materials.
  - g. Create and propose changes to the Bylaws
  - h. Complete the NPC Annual Report
  - i. Apply for conference awards as appropriate
  - j. Work with IFC, NPHC, and FSL to support office-wide activities
  - k. Assist in all programming relevant to CPC
  - l. Apply for student organization funding to support community needs, as applicable, throughout the year
  - m. Register the organization with the Office of Leadership and Student Involvement and complete any requirements set by their office
  - n. Communicate regularly with the NPC Area Advisor
  - o. Sign all contracts involving CPC
  - p. Host at least one Presidents’ roundtable and one Panhellenic Delegate roundtable per semester
  - q. Serve as a member of the Bylaw Review Team
  - r. Communicate regularly with the CPC Advisor

- s. Select the Panhellenic Scholarship Recipient with the CPC Advisor with input from the necessary parties
  - t. Be required to live in the Hattiesburg Metro Area over the summer
  - u. And perform all other duties as assigned.
- C. The Vice President of Administration shall:
- a. Serve as the Treasurer of CPC
  - b. Serve as a member of the Recruitment Team
  - c. Ensure an adequate amount of sponsorships are secured to cover the cost of the Primary Recruitment period
  - d. Perform the duties of the President in their absence
  - e. Prepare, present, and distribute the semesterly budget by the third CPC meeting of each semester.
  - f. Receive and collect all payments due to CPC and distribute receipts
  - g. Be responsible for the prompt payments of the annual NPC dues and all other bills of CPC.
  - h. Host at least one roundtable per semester with chapter treasurers
  - i. Maintain up-to-date financial records, give a financial report each semester at a regular meeting of CPC, and an annual report at the close of their term of office
  - j. Work with the CPC Advisor to collect chapter dues based on accurate chapter rosters
  - k. Sign CPC contracts when authorized to do so
  - l. Be required to live in the Hattiesburg Metro Area over the summer
  - m. And perform all other duties as assigned.
- D. The Vice President of Judicial Affairs shall:
- a. Serve as the Chief Justice of the CPC Judicial Board and perform any other duties with this office (i.e., selection and training of the Judicial Board)
  - b. Host at least one roundtable per semester with chapter standards chairs
  - c. Be familiar with and competent in administering the NPC Judicial Procedure
  - d. Prosecute any member group that violates any NPC, CPC, or university policies and procedures with the assistance of the CPC Judicial Board
  - e. Maintain copies of all previous CPC Bylaws, governing documents, and Standing Rules
  - f. Review and propose changes to the Judicial Board Standing Rules, as applicable, by the end of their term
  - g. Serve as a member of the Bylaw Review Team
  - h. And perform all other duties as assigned.
- E. The Vice President of Personnel shall:
- a. Serve as a member of the Recruitment Team
  - b. Coordinate recruitment counselor promotion, selection, training, and activities
  - c. Work with CPC Advisor to implement recruitment counselor training curriculum
  - d. Utilize recruitment counselors to support the retention efforts of potential new members
  - e. Develop and compile recruitment counselor questionnaires
  - f. Utilize analyzed results of questionnaires to improve the potential new member and recruitment counselor experience
  - g. Collaborate with the President, Vice President of Recruitment, and Vice President of Judicial Affairs to file all recruitment infractions as they occur throughout the recruitment process
  - h. Be required to live in the Hattiesburg Metro Area over the summer
  - i. And perform all other duties as assigned.
- F. The Vice President of Recruitment shall:
- a. Serve as the chair of the Recruitment Team
  - b. Serve as the chair of the Membership Recruitment Committee (MRC)
  - c. Plan, promote, and execute all council-wide recruitment efforts
  - d. Communicate recruitment and membership expectations to potential new members
  - e. Develop and compile potential new members and chapter recruitment chair questionnaires
  - f. Utilize results of questionnaires to improve CPC Recruitment

- g. Review Recruitment Standing Rules annually; these shall be revised by the end of March and voted on by the third week of April
  - h. Host a Membership Recruitment Committee Debrief one month after Primary Recruitment
  - i. Be required to live in the Hattiesburg Metro Area over the summer
  - j. And perform all other duties as assigned.
- G. The Vice President of Community Engagement shall:
- a. Serve as the co-chairperson of the Philanthropy committee
  - b. Serve as the chairperson of the Circle of Sisterhood Committee
  - c. Serve as a liaison between CPC and community agencies requesting the aid of Panhellenic members for service projects
  - d. Review and approve Philanthropy packets
  - e. Assist Vice President of Communications in calendar planning
  - f. Host at least one roundtable per semester with philanthropic chairs
  - g. Review, draft, and propose Philanthropy Standing Rules, as needed, by the end of the term
  - h. Plan, organize, and execute all details for any CPC community service projects
  - i. Utilize the Center for Community and Civic Engagement for relevant community service opportunities
  - j. Develop programming relevant to supporting the Circle of Sisterhood
  - k. And perform all other duties as assigned.
- H. The Vice President of Member Development shall:
- a. Develop and implement programming to support all membership experiences.
  - b. Develop and implement leadership programming for emerging leaders, officers transitioning, specific skill development, etc.
  - c. Serve as chair of the Academic Excellence Committee
  - d. Host at least two roundtables per semester; one for senior programming chairs and one for new member education chairs
  - e. Assist other officers with programming related to their positions
  - f. Serve as the Student Advisor for the JPC
  - g. And perform all other duties as assigned.
- I. The Vice President of Public Relations shall:
- a. Promote CPC-wide information and events
  - b. Serve as a member of the Recruitment Team
  - c. Record minutes during Recruitment Team and MRC meetings
  - d. Work with chapter leadership to promote chapter events upon request
  - e. Work with the CPC Executive Board to develop and implement promotional materials (including consistent branding) for all CPC-wide events (i.e., Recruitment, educational programs, etc.).
  - f. Be responsible for any campus event tabling efforts (Orientations, Admissions events, Informational Fairs, etc.) and staffing those tabling events with various CPC representatives
  - g. Maintain CPC websites and social media
  - h. Host at least one roundtable per semester for public relations/social media chairs
  - i. Be required to live in the Hattiesburg Metro area over the summer
  - j. And perform all other duties as assigned.
- J. The Vice President of Communications shall:
- a. Serve as the Secretary of CPC
  - b. Serve as the co-chairperson of the Philanthropy committee
  - c. Record minutes of all meetings of CPC, the CPC Executive Board, and any other meetings as requested by CPC Executive Board members
  - d. Upload the minutes of all meetings to the designated destination (shared drive, NPC website, etc.)
  - e. Be responsible for sending out any updates made to the CPC Bylaws & Governing Documents

- f. Send meeting minutes to the NPC Area Advisor, CPC Advisor, Panhellenic Delegates, and Chapter Presidents within 24 hours of the Panhellenic Meeting
  - g. Serve as a member of the Bylaw Review Team
  - h. Work with IFC, NPHC, and FSL for calendar planning
  - i. Represent CPC and implement programming with IFC, NPHC, and FSL regarding Tri-Council relations
  - j. Maintain a contact log of active Panhellenic delegates
  - k. And perform all other duties as assigned.
- K. The Vice President of Inclusion and Wellness shall:
- a. Serve as chairperson for the Panhellenic Inclusion and Equity (PIE) Committee
  - b. Provide educational content, resources, and programming surrounding diversity, equity, and inclusion-related topics to the community
  - c. Hold at least one round table per semester with chapter risk management chairs
  - d. Develop and implement programming to educate chapters about current risk management issues, mental health awareness, health and safety measures, and self-care
  - e. Advocate for national holidays, as well as special weeks and months that pertain to risk management and diversity, equity, and inclusion efforts
  - f. Conduct an annual community-wide assessment(s) regarding chapter morale, community morale, community concerns, and other topics that can produce growth and community development.
  - g. Provide any results from assessment(s) regarding individual chapters to the Chapter Presidents of their respective organization.

### Section 3. Special Executive Teams

#### A. Recruitment Team

- a. The Recruitment Team (Rec Team) will consist of the President, Vice President of Administration, Vice President of Personnel, Vice President of Recruitment, and Vice President of Public Relations.
- b. Duties of the Recruitment Team shall be as follows:
  - i. Plan and execute all recruitment processes, primary and informal, throughout the year
  - ii. Attend all Membership Recruitment Committee Meetings
  - iii. Secure at least one sponsorship for Primary Recruitment
  - iv. Reside in the Hattiesburg Metro area over the summer

#### B. Bylaw Review Team

- a. The Bylaw Review Team shall consist of the President, the Vice President of Judicial Affairs, and the Vice President of Communications.
- b. The Bylaw Review Team will be responsible for the annual review and potential revision of CPC's Bylaws at the end of the CPC Executive Board term

### Section 4. Eligibility

#### A. 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 CPC shall be eligible to serve as an officer.
- b. Provisional membership - members from women's-only sororities holding provisional membership in CPC shall not be eligible to serve as an officer.
- c. Associate membership - members from women's-only sororities holding associate membership in the (name of institution) College Panhellenic Association shall be eligible to serve as an officer but should not serve as president or the officer in charge of recruitment.

#### B. Interested applicants must attend one of the CPC Executive Board interest meetings.

#### C. Interested applicants are required to have some form of leadership/officer experience in the CPC community or the Southern Miss community. This can include officer positions, committees, leadership experience, etc.

## Section 5. Selection

The offices of President, Vice President of Personnel, Vice President of Recruitment, Vice President of Administration, Vice President of Community Engagement, Vice President of Member Development, Vice President of Public Relations, Vice President of Community Wellness, and Vice President of Communications shall be elected by ballot (except if there is only one nominee for an office; that nominee shall be declared elected). Applicants may apply for up to three executive board positions.

- A. Candidates for President - The President for the following year can be elected from any of the eight chapters. It is strongly recommended that applicants have served as a recruitment counselor, a CPC Executive Board member, or as a Panhellenic Delegate. Preference will be given to those applicants, but this is not a limitation of the application process. All members who desire the position of President must complete their application 72 hours before the deadline for other positions.
- B. Candidates for other offices - The offices of Vice President of Personnel, Vice President of Recruitment, Vice President of Administration, Vice President of Public Relations, Vice President of Member Development, Vice President of Community Engagement, Vice President of Community Wellness, and Vice President of Communications shall be elected from chapters which hold regular membership. The Selection Committee must vote on all positions.
  - a. It is recommended that the officers serving on the Executive Council have actively recruited during Primary Recruitment. It is required that the Vice President of Personnel and Vice President of Recruitment have previously served as a Recruitment Counselor.
- C. All selected officers must attend the CPC Executive Board Transition workshop and an individual meeting with the outgoing officer at the start of their officer term.

## Section 6. Limitations

No more than four members from the same chapter shall hold office during the same term. It is highly encouraged that most chapters be represented on the CPC Executive Board.

## Section 7. Nominations and Selections

- A. Selection Committee - Chapters will elect one representative to serve on the Selection Committee. Each chapter's representative must understand Panhellenic Operations. Preference should be given to former or current CPC Executive Board members, chapter presidents, Panhellenic delegates, and recruitment counselors.
  - a. Applicants cannot serve as their chapter's representatives.
  - b. The President will serve as chairperson, who will only vote in the event of a tie. The CPC Advisor shall serve as a non-voting ex-officio member of the Selection Committee.
- B. Process - The Selection Committee shall conduct interviews with selected candidates, taking careful consideration of their qualifications and applications. It is required that the committee members take their feedback to relevant chapter officers (President, Standards, and Panhellenic delegates) to decide how the chapter will vote. The committee must reconvene the day after interviews to elect at least one name for each position. This is to be a confidential process. The committee's decision will be presented at the last CPC meeting of the semester.

## Section 8. Term

The officers shall serve for one year or until their successors are selected. The term of office will begin at the CPC Executive Board Transition Workshop.

## Section 9. Officer Attendance Expectations

- A. CPC Executive Board officers shall only be allowed to miss two excused CPC meetings per semester. Officers are not permitted to miss a CPC Executive Board Meeting without communicating the absence to the President at least 24 hours beforehand. The CPC President has the discretion to handle absences and excuses accordingly.
- B. If any Executive Board Officer has more than three unexcused absences for any required event throughout the year, the CPC Executive Review form must be filled out by the CPC President.

## Section 10. Removal

Any officer may be removed for cause by a vote of 6 out of 9 CPC Executive Board members.



- A. Any member of the CPC Community can submit causes and/or concerns through the CPC Executive Review Form on the CPC website. These forms will be collected and maintained by the CPC Advisor.
- B. The review of the CPC Executive Board member will be handled no later than a week after the initial form submission.
- C. Chapters will be informed of CPC Executive Board members' removal at the next meeting, with a replacement being presented and voted on at the next regular meeting. This can be flexible based on officer availability.

#### Section 11. Vacancies

Vacancies shall be filled by a convening of the Selection Committee through previously listed voting processes. The CPC President and the CPC Advisor should determine the timeline for filling a vacant position.

#### Section 12. Regular Meetings

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

- A. This meeting time must be established before the first week of classes each semester.

#### Section 13. Special Meetings

Special meetings of the Executive Board may be called by the President when necessary. 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 before convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

#### Section 14. Quorum

6 out of the 10 Executive Board members shall constitute a quorum for the transaction of business.

### Article VI. The College Panhellenic Council Advisor

#### Section 1. Appointment

The CPC Advisor shall be appointed by Southern Miss Administration.

#### Section 2. Authority

The CPC Advisor shall serve in an advisory capacity to CPC, CPC Executive Board, JPC, and all chapters. The CPC Advisor shall have a voice but no vote in all meetings.

### Article VII. Committees

#### Section 1. Creation and Use of Committees

Committees, standing or special, shall be appointed as deemed necessary by CPC.

#### Section 2. Standing Committees

The standing committees shall serve for a term of one year, which shall coincide with the term of the officers. The standing committees of Southern Miss CPC shall be the following:

- A. Judicial Board
- B. Membership Recruitment Committee
- C. Academic Excellence Committee
- D. Circle of Sisterhood Committee
- E. Panhellenic Inclusion and Equity Committee

#### Section 3. Committee Appointments

The CPC Executive Board shall appoint chairpersons and members of all standing and special committees, except as provided otherwise in these Bylaws. In making these appointments, they must have fair representation from all chapters as much as possible.

#### Section 4. Judicial Board

- A. The Judicial Board shall consist of:
  - a. Vice President of Judicial Affairs as chairperson
  - b. Two representatives from each chapter
  - c. The CPC Advisor as a nonvoting, ex-officio member
- B. The Judicial Board members are required to attend all training sessions about the topics listed in the Judicial Board Standing Rules.
- C. The Judicial Board representatives shall work to educate their individual chapters about CPC judicial procedure.
- D. Per NPC Unanimous Agreement VII College Panhellenic Association Judicial Procedure, it shall be the Judicial Board's duty to hold a hearing to settle all alleged violations of the NPC Unanimous Agreements and the Bylaws, Code of Ethics, Standing Rules, and Membership Recruitment Regulations of CPC that are not first settled informally or through mediation. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

#### Section 5. Membership Recruitment Committee

- A. The Membership Recruitment Committee shall consist of:
  - a. Vice President of Recruitment as chairperson
  - b. The Vice President of Personnel
  - c. The Vice President of Administration
  - d. The Vice President of Public Relations, as the minute keeper
  - e. One representative from each chapter (preferably the member most involved with primary recruitment)
  - f. The CPC Advisor in an advisory capacity and as a representative of Southern Miss
    - i. To allow the committee to function autonomously, respective chapter advisors should act only in an advisory capacity.
- B. This committee shall review and develop the Standing Recruitment Rules for each primary recruitment period.
  - a. These rules will be submitted for discussion and approval to CPC before the end of the academic term preceding the primary membership recruitment period
- C. After each primary membership recruitment period, the chairperson of this committee shall present a full report, including recommendations, to CPC based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, chapters, and chapter advisors.

#### Section 6. Academic Excellence Committee

- A. The Academic Excellence Committee shall consist of:
  - a. Vice President of Member Development as chairperson
  - b. At least one representative from each chapter (preferably the member most involved with chapter academics)
- B. The role of the Academic Excellence Committee is to:
  - a. Develop scholarship programming
  - b. Define academic goals for the term
  - c. Plan a scholarship recognition event
  - d. Highlight exemplary Panhellenic scholars
  - e. Plan motivational programming
  - f. Show faculty and staff appreciation
  - g. Publicize honor societies, scholarships, internships, grants, and special programs
  - h. Meet a minimum of one time per semester to discuss academic development across the community.

#### Section 7. Circle of Sisterhood Committee

- A. The Circle of Sisterhood Committee shall consist of:
  - a. Vice President of Community Engagement as chairperson
  - b. One member from each chapter

- c. Members of the community who are interested in Circle of Sisterhood efforts
- B. The Circle of Sisterhood Committee shall be responsible for all matters on the promotion and support of the Circle of Sisterhood.

Section 8. Panhellenic Inclusion and Equity Committee

- A. The Panhellenic Inclusion and Equity Committee shall consist of:
  - a. Vice President of Community Wellness as chairperson
  - b. One member from each chapter must be present at all committee meetings (preferably the member most involved in diversity, equity, inclusion, programming, or chapter standards/wellness)
    - i. Chapters will have two weeks from the start of the academic term to select this member and inform the Vice President of Community Wellness of the member selected.
    - ii. Chapters will be allowed one excused absence per semester, to be verified by the Vice President of Community Wellness. If a chapter shows a lack of participation in the committee and/or more than one excused absence from a meeting, the judicial process will begin.
  - c. All other members are interested in efforts related to diversity, equity, and inclusion within our community. This may include women who serve this role in their chapters or are simply interested in the promotion of these in the CPC community.
- B. The Panhellenic Inclusion and Equity Committee shall meet a minimum of three times per semester to discuss the development and execution of diversity, equity, and inclusion efforts within individual chapters and the community.
- C. The Panhellenic Inclusion and Equity Committee will be responsible for ensuring these aspects of membership are valued and prioritized within our community and that all women can be celebrated.

Article VIII. Finances

Section 1. Fiscal Year

The fiscal year for CPC shall be from July 1 to June 30.

Section 2. Contracts

A single signature by the President, Vice President of Administration, or CPC Advisor shall be required to bind CPC on any contract. Where Southern Miss necessitates its involvement, the signature of the legal counsel can bind CPC in the place of the signatures.

Section 3. Checks

All checks and electronic payments issued on behalf of CPC shall bear CPC signatures. The following shall be authorized to be one of the three required signatures: President, Vice President of Administration, and/or CPC Advisor.

Section 4. Payments

All payments due to CPC shall be received by the Vice President of Administration, who shall record them. Checks for payments shall be made payable to "The University of Southern Mississippi College Panhellenic Council" or any iteration of ("Southern Miss CPC," "College Panhellenic Council," etc.)

Section 5. Funds

At the end of the fiscal year, CPC should distribute at least one-third of any unused budgeted income to the CPC New Member Scholarship Endowment.

Article IX. Violation Resolution

Section 1. Violations

Chapters shall be held accountable for the conduct of their individual collegiate and alum members. Conduct contrary to the NPC Unanimous Agreements, these Bylaws, the Panhellenic Code of Ethics, Standing Rules, and/or membership recruitment regulations CPC shall be considered a violation.

#### Section 2. Informal Resolution

Members are encouraged to resolve alleged violations through informal discussion with the parties involved first, without involving the CPC Executive Board. If a CPC Executive Board officer is the one alleging, they should also informally address the situation with the parties involved first.

#### Section 3. Judicial Process

If a solution cannot be reached through informal discussion, a Violation Report should be filed to begin the judicial process. CPC shall follow all NPC Unanimous Agreements and NPC guidelines found in the NPC MOI throughout the judicial process.

### Article X. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern CPC when applicable. If they do not follow the NPC Unanimous Agreements, these Bylaws and any special rules of order CPC may adopt.

### Article XI. Hazing

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

### Article XII. Inclusion Statement

"The University of Southern Mississippi College Panhellenic Council does not categorically deny membership to an individual, based on race, color, religion, age, national origin, ancestry, sexual orientation, gender identity and expression, military or veteran status, the presence of a disability, genetic information, familial status, political affiliation or participation in protected activities (discrimination based on sex is allowed through Title IX of the Educational Amendments of 1972)."

### Article XIII. Extension

#### Section 1. Extension

Extension is the process of adding an NPC chapter. CPC shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the NPC MOI.

#### Section 2. Voting Rights

Only regular members of CPC shall vote on extension matters.

### Article XIV. Dissolution

CPC shall be dissolved when only one chapter exists at Southern Miss. In the event of dissolution, none of the assets of the Council shall be distributed to any members of the Council. After payment of all debts, its assets shall be given to NPC unless otherwise required by state law.

### Article XV. Amendment of Bylaws

These Bylaws may be amended at any regular or special meetings of CPC by a vote, represented by five of eight chapters, provided the proposed amendment has been announced and submitted in writing at the previous regular meeting, allowing an opportunity for chapter input.