

Bylaws of Christopher Newport University Panhellenic Association

Article I. Name

The name of this organization shall be the Christopher Newport University Panhellenic Association (hereinafter known as CNUPHC).

Article II. Object

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

1. Consider the goals and ideals of member organizations as applicable to campus and personal life.
2. Promote superior scholarship and intellectual development.
3. Cooperate with member women's sororities/fraternities and the university/college administration to maintain high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies and resolutions.
5. Act in accordance with such rules established by CNUPHC as to not violate the sovereignty, rights and privileges of member sororities/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 CNUPHC shall be composed of all chapters of NPC sororities/fraternities at Christopher Newport University. Regular members of CNUPHC shall pay dues as determined by the Panhellenic Council. Each regular member shall have a voice and one vote on all matters.
- B. **Provisional membership.** The provisional membership of CNUPHC shall be composed of all colonies of NPC sororities/fraternities at Christopher Newport 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/fraternity.
- C. **Associate membership.** Local sororities, fraternities or inter/national or regional women's non-NPC member organizations may apply for associate membership of CNUPHC. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If 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.

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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 CNUPHC bylaws, code of ethics and any additional rules CNUPHC may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by CNUPHC in conflict with the NPC Unanimous Agreements shall be void.

Article IV. Officers and Duties

Section 1. Officers

The officers of the CNUPHC shall be President, Vice President of Community Engagement, Vice President of Internal Affairs, Vice President of Recruitment, Vice President of Signature Events, Vice President of Membership Development, and Vice President of External Affairs

Section 2. Eligibility

- A. Eligibility to serve as an officer shall depend on the class of membership:
 - 1. Regular membership. Members from women's sororities/fraternities holding regular membership in the CNUPHC shall be eligible to serve as any officer.
 - 2. Provisional membership. Members from women's sororities/fraternities holding provisional membership in the CNUPHC shall not be eligible to serve as an officer.
 - 3. Associate membership. Members from women's sororities/fraternities holding associate membership in the CNUPHC shall not be eligible to serve as an officer.
 - 4. Women who wish to serve on Panhellenic Council Executive Board must be in good standing with their respective chapter and hold a 2.8 cumulative GPA or higher
 - 5. Women who wish to serve on Panhellenic Council Executive Board may not have an officer or chairman position within their respective chapter for the year of which their term for Panhellenic Council would take place.
 - 6. While serving their term on CNUPHC, they must be able to maintain a completely unbiased perspective and shall represent the best interests of the CNUPHC community at large in all that they do.

Section 3. Selection of officers

The offices of President, Vice President of Community Engagement, Vice President of Internal Affairs, Vice President of Recruitment, Vice President of Signature Events, Vice President of Membership Development, and Vice President of External Affairs of the CNUPHC shall be elected by ballot, except if there is only one nominee for an office that nominee shall be declared elected.

Section 4. Office-holding limitations

- A. No more than two members from the same women's sorority/fraternity shall hold office during the same term.
- B. The Vice President of Recruitment must have gone through recruitment as an initiated member.
- C. Delegates as Officers - The officers shall not be chapter delegates or alternates for

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CNUPHC during their term as Panhellenic Executive Officers.

- D. Chapters holding any office position will be ineligible to hold the same position for a third consecutive year
- E. Panhellenic President, Vice President of Community Engagement, and Vice President of Recruitment cannot be held by members of the same chapter during the same term.

Section 5. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin in the Spring academic term following recruitment.

Section 6. Removal

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

Section 7. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 3 of article IV.

Section 8. Duties of officers

A. The President shall:

1. Preside at all meetings of the Panhellenic Council;
2. Preside at all meetings of the Executive Board;
3. Serve as an ex-officio member of all Panhellenic Association committees, except the judicial board;
4. Meet regularly and as-needed with the Panhellenic Advisor, the Executive Board, and IFC. In the event that she cannot attend IFC meetings, she must appoint a representative to go in her stead;
5. Attend the Anchor Org Advance meeting in the Spring;
6. Plan officer transition training for newly elected officers of the Executive Board;
7. Be familiar with the NPC Manual of Information and all governing documents of this Association;
8. Ensure that the NPC College Panhellenic annual report is completed;
9. Communicate regularly with the NPC area advisor;
10. Maintain current copies of the following: CNUPHC 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 NPC College Panhellenic reports, and other pertinent materials;
11. Attend at least one monthly meeting with all CNU Panhellenic chapter presidents;
12. Serve as a point of contact for all CNU Panhellenic chapter presidents;
13. Serve as the chair for the Women's Leadership Summit;
14. Attend an all council meeting at least once a semester;
15. Update the Bylaws and Standing Rules and Recruitment Rules once a term;
16. Perform all other duties as assigned.

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B. The Vice President of Community Engagement shall:

1. Attend all Panhellenic Executive Board and Panhellenic Council Meetings
2. Perform the duties of the President in her absence;
3. Be familiar with the NPC Manual of Information and all governing documents of this Association;
4. Follow all duties as outlined in the Greek Judicial Process;
5. Act as Chief Justice for the Judicial Board (See attached Judicial Board Policy);
6. Assist in mediation for officer removal;
7. Review the CNU Panhellenic Council Constitution, Bylaws and Standing Rules, Judicial Process, and Recruitment Rules at least one time each semester and update once per term;
8. Resolve all complaints involving Panhellenic organizations with the assistance of the Panhellenic Advisor;
9. Serve as a point of contact for all organizations' judicial, academic and risk management chairs;
10. Conduct and implement any risk management programs or speakers as needed;
11. Be familiar with the CNU Panhellenic Crisis Management Plan and provide updates annually;
12. Preside over the Panhellenic Academic Standards and host events to improve the Panhellenic GPA;
13. Preside over all committees as defined in the Bylaws and Standing Rules;
14. Attend the Anchor Org Advance meeting in the Spring;
15. Perform all other duties as assigned.

C. The Vice President Internal Affairs shall:

1. Attend all Panhellenic Executive Board and Panhellenic Council meetings;
2. Be responsible for the general supervision of the finances of the CNUPHC;
3. Be responsible for the preparation of the annual budget and, following its approval by the Panhellenic Council, provide a copy to each CNUPHC member sorority/fraternity;
4. Provide bills to each sorority/fraternity before the last Council meeting in September and February;
5. Be responsible for submitting the Front End Budget proposal to Student Assembly for annual funding requests;
6. Receive all payments due to the Panhellenic Association, collect all dues, and give receipts; Present Panhellenic checks to the appropriate University Financial Officer (as provided for in Article I. Finance);
7. Meet regularly and as-needed with the University Fiscal Technician who monitors all Campus Accounts, to receive information regarding the CNUPHC account;
8. Keep full minutes of all regular and Executive Board meetings;
9. Distribute the agenda and minutes for each regular meeting to Presidents, Delegates, Executive Board, Greek Life Advisor, and Area Advisor;

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10. Maintain up-to-date financial record, which should include but not be limited to:

- o Financial reports of each regular meeting;
- o Annual reports of the CNU Panhellenic Council by April 15th;
- o Sorority Rosters;
- o Current budgets;
- o Change to Chapter totals;

11. Perform all other duties as assigned.

D. The Vice President of Recruitment shall:

1. Attend all Panhellenic Executive Board and Panhellenic Council meetings;
2. Be responsible for the planning and execution of Formal Recruitment;
3. Select and Meet regularly with the Director of Recruitment Logistics;
4. Support all individual chapters in the planning and execution of informal recruitment;
5. Attend biweekly meetings with the Panhellenic Advisor;
6. Plan and execute all Panhellenic recruitment events during the Fall semester;
7. Host Post-Recruitment meetings with advisors;
8. Select and meet regularly with Head Recruitment Counselors;
9. Meet weekly with Chapter Recruitment officers;
10. Attend Recruitment Counselors bi-weekly meetings;
11. Chair the Membership Recruitment Committee;
12. Update Recruitment Rules once a term in conjunction with the Panhellenic President and the Vice President of Community Engagement;
13. Perform all other duties as assigned.

E. The Vice President of Signature Events shall:

1. Attend all Panhellenic Executive Board and Panhellenic Council meetings;
2. Create calendar of CNU Panhellenic Council events;
3. Promote co-sponsorships with other CNU campus organizations;
4. Work with chapters on Panhellenic-wide philanthropic events, specifically, Circle of Sisterhood;
5. Create and execute all service events;
6. Encourage continuing greek traditions and unity within the Greek community and work with other Greek councils such as IFC and NPHC;
7. Perform all other duties assigned;

F. The Vice President of Membership Development shall:

1. Attend all Panhellenic Executive Board and Panhellenic Council Meetings;
2. Act as primary educator of the Panhellenic community by planning and hosting events based on the needs of the community;
3. Develop programs, workshops, or events that the Panhellenic and CNU community can attend;
4. These programs can be the following but not limited to:

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- o sexual assault
 - o mental health
 - o diversity and inclusion
 - 5. Serve as point of contact for membership enrichment/membership development chairs of each chapter;
 - 6. Perform all other duties as assigned.
- G. The Vice President of External Affairs shall:
- 1. Attend all Panhellenic Executive Board and Panhellenic Council meetings;
 - 2. Manage CNU Panhellenic website and social media accounts and update as needed;
 - 3. Create marketing plan and materials for major Panhellenic initiatives as designated by the executive committee, including Panhellenic Formal Recruitment;
 - 4. Preside over the Public Relations Committee;
 - 5. Manage the image and brand of Panhellenic council;
 - 6. Be knowledgeable about the Crisis Management Plan and aid in its revision;
 - 7. Perform all other duties as assigned.

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the CNUPHC 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 CNUPHC including, but not limited to: annually review the parameters as adopted in the recruitment rules for the automatic adjustment of total, determine dues, approve the annual budget, consider extension, set a calendar of events, determine programming and establish recruitment rules and recruitment style. Panhellenic has the authority to designate any PHC, NPHC, or IFC event as mandatory for a percentage of each Panhellenic organization that is at the jurisdiction of the Panhellenic Council. A monetary sanction may be imposed if there is a lack of attendance by any organization, as stated in the Manual of Information. 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 sororities and fraternities.

- A. Any event designated as mandatory must be presented to chapter delegates at least two weeks prior to the date of the event.

Section 2. Composition and privileges

The CNUPHC shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member organization at Christopher Newport 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 a 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/fraternity, providing her credentials have been presented to the Panhellenic President.

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Section 3. Selection of delegates and alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's sorority/fraternity chapters to serve for a term of one year commencing in the Spring academic term following recruitment.

Section 4. Delegate vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority/fraternity affected to select a replacement within 2 weeks and to notify the VP of Internal Affairs of her name, address, and email and telephone number.

Section 5. Regular meetings

- A. Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term.
- B. The CNUPHC shall hold one regular meeting every other week while classes are in session during the regular academic year.
- C. The delegate from each respective chapter shall be responsible for notifying her chapter members of all regular and special meetings of the CNUPHC.

Section 6. Annual meeting

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

Section 7. Special Meetings

Special meetings of the Panhellenic Council may be called by the Panhellenic President when necessary and shall be called by her upon the written request of no less than one-fourth of the member women's sororities/fraternities of the CNUPHC. 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 sororities/fraternities of the CNUPHC 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 for adoption.

Section 10. Delegate Responsibility

- A. Delegates are expected to relay messages and announcements to their respective chapters and will be held accountable for doing so. They shall also be responsible for:

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- i. Knowledge of voting procedures and regular business;
- ii. Consistent attendance at all meetings;
- iii. Notification of delegate's absence to the Vice President of Internal Affairs in advance as well as designation of another chapter representative to fill her space.

B. Failure to fulfill their duties will first result in a warning from the Vice President of Internal Affairs. If this behavior continues, the delegate's chapter president will be notified and a recommendation for replacement will be made.

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board, in order of succession, shall be the President, Vice President of Community Engagement, Vice President of Internal Affairs, Vice President of Recruitment, Vice President of Signature Events, Vice President of Membership Development, and Vice President of External Affairs.

Section 2. Duties

- A. 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 secretary, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.
- B. The Executive Board shall adhere to all duties as regulated in the Standing Rules

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. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic Advisor of the CNUPHC shall be appointed by the Christopher Newport University administration.

Section 2. Authority

The Panhellenic Advisor shall serve in an advisory capacity to the CNUPHC. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board.

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Article VIII. Committees

Section 1. Appointment of committee membership

The Executive Board or Panhellenic Council 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 sororities/fraternities as much as possible.

Section 2. Standing committees

- A. The standing committees of the CNUPHC shall be the Judicial Board and Membership Recruitment Committee.

NOTE: Standing committees will vary based on need of the Association; the Judicial and Membership Recruitment are necessary committees for all associations. Suggested additional standing committees include Academic Excellence, Alumnae Advisory Council, Community Service/Philanthropy, Public Relations.

- B. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

Sub - Section 1. Judicial Board

- A. The Judicial Board shall consist of the Vice President of Community Engagement as chairman and 7 members from the College Panhellenic member organizations. The Panhellenic advisor shall serve as a nonvoting, ex-officio member. The Judicial Board shall be selected by the Vice President of Community Engagement through requesting 3-5 nominations from the President of each organization, the Vice President of Community Engagement will randomly select one person from each organization based off of these nominations. The Vice President of Community Engagement has authority to remove the nominations from the selection process if there seems to be a clear conflict of interest. Those ineligible for nomination are the following: Presidents, Recruitment chairs and Judicial chairs or equivalent of each organization.
- B. 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 and fraternities about the Panhellenic Judicial procedure as needed.
- C. 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 CNUPHC that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless Panhellenic Council adopts rules for

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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.

Sub-Section 2. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of the Vice President of Recruitment (chair), Executive Board members, the Director of Recruitment Logistics, the two Head Recruitment Counselors, and all Recruitment Counselors. The purpose of this committee is to recruit PNMs to go through formal recruitment as well as running formal recruitment.

- Director of Recruitment Logistics responsibilities
 - Attend all Recruitment chair meetings;
 - Work with Panhellenic Vice President of Recruitment to plan, execute, and manage all Panhellenic Association aspects of the formal and informal recruitment process;
 - Attend weekly meeting with VP of Recruitment;
 - Creates innovative and meaningful ways for engaging PNMs in all Panhellenic events year round;
 - Works with Panhellenic Vice President of Recruitment to support all individual chapters in the planning and execution of Formal and Informal recruitment;
 - Perform all other duties assigned.
- Head Recruitment Counselor responsibilities
 - Head weekly Fall Recruitment Counselor training sessions;
 - Attend all recruitment related events held or sponsored by Panhellenic;
 - Disaffiliate based on the timeline and specifications set forth by Panhellenic;
 - Have experienced Formal Recruitment as an initiated member of a CNU Panhellenic chapter before being eligible to be a Head Recruitment Counselor;
 - Be the main point of contact between Recruitment Counselors and VP of Recruitment;
 - Weekly meetings with the VP of Recruitment;
 - Perform all other duties assigned

Section 3. Special Committees

- A. Special Committees of the Panhellenic council may be created on an as needed basis
- B. These committees will be convened until such time as their purpose has been completed or the end of the term of office of the current executive team
- C. All special committees include but are not limited to Academic Excellence Committee, Community Service/Philanthropy Committee, Public Relations Committee, and President's Council, see description below;

Sub-Section 1. Academic Excellence Committee

- A. The Academic Excellence Committee shall consist of a chairman and 7 members.

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The Academic Excellence Committee shall be responsible for all matters pertaining to the promotion of superior scholarship and intellectual achievement.

Sub-Section 2. Community Service/Philanthropy Committee

- A. The Community Service/Philanthropy Committee shall consist of a chairman and 7 members. The Community Service/Philanthropy Committee shall be responsible for all matters pertaining to the promotion of community service/philanthropy.

Sub-Section 3 Public Relations Committee

- A. The Public Relations Committee shall consist of a chairman and 7 members. The Public Relations Committee shall be responsible for all forms of publicity dealing with the CNUPHC. This committee shall work closely with the Vice President of External Affairs and all committees to make certain that the media is kept informed of the positive events of the Panhellenic Association and its member women's sororities/fraternities.

Sub-Section 4. Recruitment Rules Committee

- A. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the membership recruitment period. After each membership recruitment period, the 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.

Sub-Section 5. President's Council

- A. The President's Council shall consist of the Panhellenic President and the President from each regular, provisional and associate member group at Christopher Newport University as identified in Article III. The committee shall meet no less than monthly to promote good relations among their chapters, discuss relevant issues, and exchange ideas. They will sponsor resolutions or pertinent issues to the Panhellenic Association.

Sub-Section 6. Women's Leadership Summit Committee

- A. The President shall select a committee to help assist with the development and planning of the Women's Leadership Summit. The selection of the committee shall not only include greek women but any women who attend Christopher Newport University. Women shall be selected through either an interview or application process.

Article IX. Finances

Section 1. Fiscal Year

The fiscal year of the CNUPHC shall be from July 1st to June 30th.

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Section 2. Council Purchases

Any purchases involving the CNUPHC shall be processed through the Panhellenic Advisor, in compliance with university policy.

Section 3. Contracts

All contracts involving the CNUPHC shall be forwarded to the Fiscal Technician for Student Organizations and Panhellenic Advisor.

Section 4. Checks

All checks issued on behalf of the CNUPHC shall be signed by two of the following members: Panhellenic President, Vice-President of Internal Affairs, or Panhellenic Advisor.

Section 5. Payments

All payments due to the CNUPHC shall be given to the President, Vice-President of Internal Affairs, or Panhellenic Advisor. Checks for payments shall be made payable to CNU Panhellenic and include the name of the chapter signing the check.

Section 6. Membership Dues

A. Amount

1. **Regular Membership.** The dues of each Panhellenic Association member sorority/fraternity shall be an assessment per member and new member. The amount of Panhellenic dues shall be \$20 per chapter member per semester and per new member during the semester they accept a bid.
2. **Associate Membership.** The dues of each Panhellenic Associate member shall be \$12 per chapter member per year for the Founding Class. Dues shall then be \$15 per chapter member per year for the remaining classes until the colonization period is complete.

B. Time of Payment. The dues of each Panhellenic Association member sorority/fraternity shall be payable on or before the first Council meeting in October and last Council meeting in February.

1. The Vice-President of Internal Affairs will give each sorority/fraternity a bill after each sorority/fraternity has turned in a completed roster.

Section 7. Fees and assessments

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

- A. Fines can be meted out if an organization does not turn in required forms such as chapter rosters by the due date designated by CNUPHC. Fines may not exceed \$50 and are up to the discretion of the council based upon the importance of the document that is not received within the time frame.
- B. In the event an organization fails to pay their fines within the timeline, a late fee may be applied.

Article X. Extension

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

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

- A. When all NPC organizations at CNU are close to or over total, the Panhellenic Council shall consider the feasibility of raising total or adding another chapter.
- B. Consideration should go to NPC organizations that have previously had chapters on campus and to those NPC organizations who have filed letters expressing an interest in this university.

Section 2. Voting Rights

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

Article XI. Violation Resolution

Section 1. Violation

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

Section 2. Informal resolution

Members are required to discuss alleged violations through informal discussion with the involved parties prior to a judicial hearing.

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 CNUPHC shall follow all judicial procedures found in NPC Unanimous Agreement VII.

1. The Infraction is filed through the College Panhellenic Violation Report and sent to the Vice President of Community Engagement via email (cnu.phc.engagement@gmail.com) no later than 30 days past the incident. Reference the MOI for infraction details and policies.
 - a. It is expected that before an infraction is filed, a discussion with the other president or chapter representative is considered.
 - b. The form must be signed by the chapter President or by the person filing the report.
 - c. The time, place and witnesses must be specified and has to be inclusive of all witnesses.
 - d. The violations reported must be based on fact, not hearsay or rumor, and must be witnessed.
 - e. In the case of a school break or vacation, it is considered once school is in session. School breaks do not count towards the time limit.
2. The Panhellenic President and Panhellenic Vice President of Community Engagement will meet, discuss the violation, and decide whether the infraction is a violation of recruitment rules, Code of Ethics, and/or the CNU Panhellenic Bylaws and Standing Rules.
3. If they decide a rule was broken based on the infraction then the chapter must be notified within one week after the violation is received by Panhellenic Vice President of Community

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Engagement.

4. The involved chapters' presidents have one week to schedule a mediation after receiving the CPH Notice of Infraction Form.
 - a. The mediation will be held between the chapter president from the two organizations. If the chapter President cannot attend then they will have to send another representative from the chapter Executive Board or their Judicial/Standards Chairman. No more than three representatives from each chapter may be present.
 - b. The representatives will discuss the infraction with the Panhellenic Advisor, Panhellenic President, and Panhellenic Vice President of Community Engagement in a closed room.
 - c. If it is outlined in the Constitution and Bylaws, Recruitment Rules, and/or the Code of Ethics that an automatic sanction is given, then that is discussed and decided by the Panhellenic Advisor, Panhellenic President, and Panhellenic Vice President of Community Engagement prior to the mediation meeting.
5. If an agreement is not met through mediation then a Judicial Board hearing will take place. A Judicial Board hearing must take place no more than 2 weeks (or as soon as possible of 2 weeks cannot be met) after the receipt of the CPH Notice of Infraction Form.
 - a. In the case of two or more chapters bringing the same violation against one chapter, all accusing chapters will be present at the hearings. The order in which accusing chapters speak will follow the order in which the violation forms were received.
 - b. The hearing must be closed to observers.
 - c. Witnesses shall only be present while being questioned. The only witnesses that are allowed to be present are the ones who were listed on the initial violation report.
 - d. As many as seven justices may serve in a hearing, but a minimum of five is required. Justices serve year round and are selected at the beginning of the Panhellenic Vice President of Community Engagement's term. Chapter presidents will nominate 3-5 members from their chapter to serve as Judicial Board members. Then, at random, the Judicial board members is selected by the Panhellenic Vice President of Community Engagement.
 - e. Each sorority/fraternity involved is represented by its President or her designee. No more than three representatives may be present from a chapter the hearing.
 - f. Chapters involved in hearings have the right to consult with a fraternity (international officer and an alumnae advisor. An advisor may be present during the hearing. A national officer or advisor is for consultation and should not have a voice, unless she is acting in the role of a witness.
 - g. When questioning witnesses, the representative of the chapter for whom the witness has been called will first ask questions. Then the witness will be cross examined by a representative of the opposing chapter. After cross-examination, the witness shall be questioned by justices, if necessary.

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- h. CPH Mediation or Judicial Board Hearing Minutes Form and the CPH Record of Mediation or Judicial Board Hearing Form must be completed in writing after the judicial events.
- i. The Order of Events of Judicial Hearing must be followed:
 - i. Call to order by Chief Justice (Panhellenic Vice President of Community Engagement)
 - ii. Introductions - Emphasize the campus Honor Code, that Panhellenic Council is not a legal system, and the maintenance of confidentiality of all parties in the room.
 - iii. Read charges and obtain response from each in terms of responsible, not responsible, or responsible with explanation
 - iv. Five minute opening statement by accuser(s),
 - v. Five minute opening statement by the accused
 - vi. Questioning of the accuser(s) by the justices
 - vii. Questioning of the accused by the justices
 - viii. Call of any witnesses by the accuser(s) to substantiate or any witnesses by the accused to refute and cross examination. Only one witness may be present at a time and must leave once questioning has ended.
 - ix. Questioning of the accuser(s) by the justices
 - x. Questioning of the accused by the justices
 - xi. Closing statement by the accuser(s)
 - xii. Closing statement by the accused
 - xiii. All in attendance except the Chief Justice and the Judicial Board members excused from the meeting.
 - xiv. Charges stated by the Chief Justice
 - xv. Chief Justice requests motion from Judicial Board members regarding decisions if found responsible or not responsible
 - xvi. Discussion of motion
 - xvii. Verdict rendered
 - xviii. Appropriate sanction determined if found in violation or if not found in violation, charges are dismissed.
 - xix. After accuser and accused return to the hearing room and the recommended decision is read. If responsible, the sanctioning and notification process is outlined. A brief explanation of the appeals process is also outlined to the chapter representative(s).
 - xx. Verdict and appeal information put in writing and given to groups involved within 24 hours of the judicial hearing.
- j. Rules of Judicial Process
 - i. Should unanticipated circumstances arise, the Judicial Board may clarify,

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- modify, or change the procedures. In all such instances, every effort will be made to maintain fairness to all parties and to facilitate clear and reasonable expression of the positions reported.
- ii. In a closed session, the Judicial Board shall decide if there is sufficient evidence to support any alleged violations. The decision reached should be based upon evidence presented at the hearing, which is most convincing, most credible, and of greatest weight or probability
 - iii. If the Judicial Board finds that there is not sufficient evidence to support the allegations, the case will be dismissed. If the Judicial Board finds the group did violate the regulations, the Board will determine the sanctions.
 - iv. If and only if the group is found responsible, four factors should be taken in consideration.
 1. The gravity of the violation.
 2. Level of cooperation from cited organization.
 3. The impact that violations have on the Greek and CNU community.
 4. The educational impact of the sanctions on the organization.
 - v. A good Judicial Board will balance these considerations and make an appropriate sanctioning decision.
6. The decision letter and appeal information must be sent to the chapters' presidents and advisors in writing within 24 hours of the Judicial Board hearing.
 - a. The duration of any sanction imposed shall not exceed 1 year from the time the final decision is rendered. The Panhellenic Advisor and Panhellenic Vice President of Community Engagement imposing the sanction are responsible for the oversight during the life of the sanction.
 7. The appeal form must be submitted to the Panhellenic President within 48 hours of the chapter receipt of the Judicial Board decision.

Article XII. Hazing

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned. If hazing takes place, the organization responsible is subject to University, Title IX, and Panhellenic sanctions.

- A. Under no circumstance shall an uninitiated member or potential new member consume alcohol with an initiated Panhellenic sister. Any action as such will be perceived as hazing and appropriate action will be taken.

Article XIII. Parliamentary Authority

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

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Article XIV. Amendment of Bylaws

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

Article XV. Dissolution

This Association shall be dissolved when only one regular member exists at Christopher Newport 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 the National Panhellenic Conference.

Article XVI. Election Procedures

Section 1. Procedure

- A. Applications will be made available at a Panhellenic Meeting and will be due by the date given on the application. No late applications will be accepted
- B. The individuals described in point "C" of this section shall be known as the slating committee.
- C. The outgoing officers of the Executive Board shall interview applicants for executive board positions, and the Panhellenic Advisor shall be present, however the Panhellenic Advisor does not have a vote.
- D. Chapters not represented by the outgoing officers will be represented at the interviews by the outgoing chapter president.
 - 1. In the case that the chapter president is not available, the chapter president should select a representative.
- E. The outgoing officers of the Executive Board will create a slate of the applicants
- F. The slate will then be presented to the Council
- G. Delegates will present the slate to their individual chapters
- H. The following week will be the election meeting

Section 2. Election Meeting

- A. The Panhellenic President will present the slate again
- B. In the event a position has not been slated, additional candidates may be nominated from the floor provided that they have been deemed eligible to hold office by the Nominating Committee at least 48 hours prior to the nomination from the floor.
 - 1. If running off of the floor, then the applicant may give an optional 2 minute speech.
- C. The voting delegates of the Council will elect officers with a two-thirds majority vote.
- D. All candidates for the slate will be voted by secret ballot.

Article XVII. Discrimination

Per the Unanimous Agreements, the National Panhellenic Conference does not discriminate in

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membership selection on any basis prohibited by law. Federal law recognizes the right of college fraternities and sororities to maintain membership policies on the basis of gender as recognized in the Title IX of the Education Amendments of 1972. Any form of discrimination shall be banned. If discrimination takes place, the organization is responsible to University, Title IX, and Panhellenic sanctions.

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Code of Ethics

This code of ethics provides a guide by which all active sorority/fraternity members, potential new members, and alumnae of the CNUPHC community shall strive to uphold. The code was created and established by the Panhellenic Council in order to maintain positive communication, mutual respect, trust and support among all Panhellenic women. This code establishes high standards that will continue to improve the growth and prosperity of CNU's Panhellenic community, and each individual therein, both now and in the future.

- A. As a united Greek community, we believe in our support of every chapter whether in times of difficulty or success.*
- B. We believe it is in the best interest of CNU's Panhellenic community to avoid disparaging remarks about other Greek or non-Greek organizations, but rather create and support friendly relations with these entities.*
- C. We believe it is the responsibility and duty of Panhellenic women to abstain from participating in or condoning negative discussion involving any Greek chapter and do their utmost to restore harmony.*
- D. In upholding positive Panhellenic spirit, it is understood that we represent the Greek community in our demeanor and manners, whether at CNU or away.*
- E. We believe all CNU Recruitment Rules and Procedures shall be adhered to and the chapters are responsible for being educated, aware and respectful of these rules. As a community of Panhellenic women we will avoid seeking unfair advantages in order to benefit our own sorority/fraternity.*
- F. We will promote Greek unity by supporting philanthropic, academic, personal and leadership development programming set forth by the Panhellenic Executive Board and individual chapters so long as participation does not strain the chapter.*
- G. Good sportsmanship shall be encouraged by each chapter to instill a sense of community, ensure cooperation and promote positive attitudes and behaviors.*
- H. We will not tolerate hazing as it is defined by the Fraternal Information and Programming Group (FIPG), Christopher Newport University, the Commonwealth of Virginia, and each chapter's national policies.*
- I. We understand the obligation of good health to oneself in all aspects and agree to promote positive decisions that will lead to well-being among our Greek members. We believe that negative influences are potentially detrimental and threatening to the members of our community.*
- J. We accept the role of being members of the CNU Panhellenic community and as such, value the four tenets of Greek Life of our university--leadership, scholarship, sisterhood, and service. We will endeavor to uphold the UNANIMOUS AGREEMENTS and all amendments, principles and values set forth by the National Panhellenic Conference, as well as strive for honor in every facet of our lives.*