

# **Georgia Institute of Technology Collegiate Panhellenic Council Standing Rules**

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# STANDING RULES OF THE GEORGIA INSTITUTE OF TECHNOLOGY COLLEGIATE PANAHELLENIC COUNCIL

## Article I. Regular Operations

### Section 1. Regular Meetings

- A. **Open Meetings.** The regular meeting of the Collegiate Panhellenic Council (CPC) shall be conducted biweekly. Quorum shall be required to conduct business
  - i. These meetings shall be open for attendance by any member of the CPC community.
  - ii. The delegate, junior delegate, and president of each sorority shall be required to attend all Open Meetings.
  - iii. All Executive Board members and directors shall be required to attend all Open Meetings. The Executive Board officers shall report all business and announcements. The reports and other meeting business shall be recorded in the meeting minutes and distributed by the Communications Vice President to the Panhellenic Council.
  - iv. The CPC President may excuse the absence of any woman who cannot attend an Open Meeting.
- B. All other meetings that occur regularly throughout the semester shall be coordinated by the officer leading the meeting. Details including time and location shall be distributed at the first Open Meeting of the semester.
- C. All committee meeting times shall be coordinated by the officer in charge of the committee. Details including time and location shall be distributed no later than one week prior to the meeting.

### Section 2. Regular Events

- A. The Executive Board shall be responsible for the planning and execution of the following annual events:
  - i. Fraternal Excellence Awards Ceremony
  - ii. Greek Allies
  - iii. Greek Peer Education
  - iv. Greeks Against Violence
  - v. Red Rose Project
  - vi. Run for the Roses
- B. The Executive Board and member sorority officers shall attend all training sessions as required by the Office of Fraternity and Sorority Life (OFSL).
- C. The Executive Board shall attend one national or regional conference related to fraternity and sorority leadership of their choosing. The Collegiate Panhellenic Council shall defray the costs of attending the conference for all Executive Board members and the CPC Advisor.
- D. The Collegiate Panhellenic Council shall send up to two representatives from each sorority to a conference of their choice. Each sorority will be reimbursed up to \$350, after providing the Finance Vice President with an itemized expense account at the conclusion of the conference. Any excess expenses are expected to be paid by the sorority.

### Section 3. Philanthropy

- A. The official philanthropy of CPC shall be Circle of Sisterhood (CoS).

### Section 4. Chapter Social Event Notification

- i. All sororities shall complete a CPC Social Event Notification Form online via Engage at least one week prior to any chapter-hosted event where alcohol will be present.

- ii. The form shall include the following details: theme, location and transportation, date and time, participating parties, alcohol license, food and non-alcoholic beverage, and sober monitors and their respective points of contact.
  - Theme, location and transportation, date and time, and alcohol licenses if applicable must be fully completed 7 days before the event
  - Food and non-alcoholic beverage, and sober monitors and their respective points of contact must be fully completed 1 day before the event.
- B. Sororities who fail to complete the CPC Social Event Notification Form fully or in a timely manner shall receive written warnings for the first and second offenses and receive a \$20 fine for any subsequent offenses.
  - i. The \$20 fine shall be donated to CoS
- C. The Executive Board shall not approve or deny whether a chapter may hold a social event. The submission will be “approved” on Engage when it is determined that the form is fully filled out. All details of the events shall be archived on Engage.
- D. Sororities shall adhere to their inter/national organizations’ risk policies, Georgia law, and Georgia Institute of Technology policies.

### **Section 5. Interfraternity Council (IFC) Chapter Sponsored Philanthropy Events**

- A. CPC shall agree to the participation of member organizations in IFC philanthropy events where women represent their sorority as individuals or teams in competition. The Panhellenic Council shall collectively negotiate the details of the philanthropy event with the individual IFC fraternity.
  - i. A formal written request detailing the purpose, activities, and dates of the event shall be submitted to the CPC President by the IFC chapter at least six weeks prior to the philanthropy event.
  - ii. A two-thirds majority vote shall constitute an agreement of CPC that member organizations may be represented in the philanthropy event. This agreement does not guarantee the participation of any individual sorority in the philanthropy event. Sororities may decide independently if they wish to be represented in the philanthropy event. No sorority or individual sorority representative may participate in the IFC chapter sponsored philanthropy event without the agreement of CPC.
- B. IFC chapter sponsored philanthropy event will be evaluated to meet the following minimum requirements:
  - i. The philanthropy event may not last more than four days and four nights but these days and nights do not have to be consecutive. The Executive Board shall work with the IFC chapter to alter dates, times, and event details if necessary.
  - ii. All events where attendance or points are counted in competition, including field events and events at the IFC chapter house, shall be registered dry events in agreement with IFC rules.
  - iii. Social events or events where alcohol is present shall not require attendance or contribute points toward the philanthropy event. Social events and events where alcohol is present shall be registered with IFC. Such events shall follow all IFC rules.
  - iv. All sororities must be waived of liability at all events related to the IFC chapter sponsored philanthropy event.
  - v. If the IFC chapter fails to meet the above requirements after approval by CPC, CPC shall not entertain the IFC chapter’s request for participation the following year.
- C. Sororities shall maintain good sportsmanship throughout the IFC chapter sponsored philanthropy event.

### **Section 6. IFC Recruitment**

- A. CPC sorority members shall not participate in IFC recruitment.

- B. IFC recruitment for the purpose of this policy is defined as the active solicitation of members or similar activities. An IFC recruitment event is defined as any communication between an IFC member and a non-member for the purpose of influencing that person's choice of membership in an IFC chapter.

## **Article II. Dues and Budget**

### **Section 1. Dues**

- A. Regular member sororities and Associate member sororities shall pay dues each semester to CPC.
  - a. Associate member dues shall not contribute to the budget for primary recruitment.
- B. All dues amounts shall be approved by the Panhellenic Council as part of the annual budget approval.

### **Section 2. Budget Approval**

- A. The CPC budget shall be reviewed and prepared by the Finance Vice President as necessary.
- B. All budget proposals shall be approved by the Panhellenic Council.
  - i. Changes shall be introduced to the Panhellenic Council at an Open Meeting. A written copy of all budget changes shall be distributed with the minutes of the Open Meeting.
  - ii. The Panhellenic Council shall vote to approve the budget at the next meeting. A simple majority shall be required to approve the budget.
  - iii. The Finance Vice President shall distribute the approved budget breakdown to delegates.

## **Article III. Awards**

### **Section 1. Collegiate Panhellenic Council Awards**

- A. Application Process
  - i. The awards application packet shall be distributed by the Programming Vice President no later than the end of February.
  - ii. Each sorority may submit one application for each chapter award. Sororities are not required to submit an application for every award.
  - iii. The awards application packets shall be submitted via Engage by the date specified by the Programming Vice President at the time of distribution.
- B. Award Recipient Selection
  - i. Group awards shall be graded quantitatively. The Programming Vice President will calculate the scores based on the information provided in the award application packets.
  - ii. Individual awards shall be graded qualitatively by two judges. The CPC Advisor and Programming Vice President shall select the judges. Each judge shall score and rank the individual awards applications from the awards application packets.
  - iii. Winners shall be announced at the Fraternal Excellence Awards Ceremony in the spring semester. Each chapter is expected to have at least 1 representative in attendance.

### **Section 2. Scholarship Awards**

- A. The Scholarship Award Fund shall be maintained separately from the collegiate Panhellenic Council operating funds.
  - i. The funds shall be invested in guaranteed, interest-bearing investments. No speculative investments are permitted.
  - ii. The annual interest income of the fund shall be used for scholarship awards, not the existing principle of the Scholarship Award Fund.
- B. The Collegiate Panhellenic Council shall distribute need and non-need scholarship awards in the spring and fall semesters.
  - i. Eligible applicants must be an active member of her sorority and her sorority must be in good standing with the Collegiate Panhellenic Council.

- ii. The current Executive Board and women who have previously received a scholarship award from the Georgia Tech Collegiate Panhellenic Council shall not be eligible to apply.
- iii. The Collegiate Panhellenic Council Executive Board shall determine the system of awarding funds from the Scholarship Award Fund for the purposes of recognition of achievement by individuals. No woman who is applying for the scholarship will have a voice in deciding the recipient.

#### **Article IV. Officer Selection Procedures**

##### **Section 1. Executive Board**

- A. The application for the Executive Board shall be released by the Collegiate Panhellenic Council via Engage. The application deadline shall be clearly communicated when the application is released.
- B. The Slating Committee shall review applications and select the candidates who will be invited to interview with the Slating Committee. The current CPC President will notify the candidates if they have been selected for an interview in a timely manner.
- C. The Slating Committee shall conduct interviews with the assistance of the current Executive Board. Immediately following the interviews, the Slating Committee will determine the slate of Executive Board officers.
  - i. The slated candidates will receive a call notifying them of their selection for the Executive Board.
  - ii. The slated candidates will have one hour to accept or decline the position.
  - iii. Once all of the slated Executive Board officers have accepted their position, the remaining candidates shall be notified.
- D. Delegates shall be immediately informed of the slating committee's final proposed slate via email. The slate will formally be presented to CPC at the next Open Meeting.
- E. The Panhellenic Council shall vote to approve the proposed slate at the next meeting. The slate shall require a simple majority vote to pass.
  - i. If the slate does not pass, the Panhellenic Council shall vote on each position in the following order: President, Executive Vice President, Programming Vice President, Philanthropy Vice President, Recruitment Vice President, Recruitment Programming Vice President, Finance Vice President, and Communications Vice President. A simple majority shall be required to approve the officer.
  - ii. If an individual officer position has not been filled through this process, the position will be filled by a regular election. Candidates, including the woman previously slated, must give a speech before the Panhellenic Council. The candidate with the majority of the votes shall win. If there is no majority, there will be a runoff between the two (2) people with the most votes. If a tie occurs, the current Executive Board will break the tie. The President shall have no vote.

## **Section 2. Recruitment Board**

- A. The Recruitment Board shall be co-chaired by the Recruitment Vice President and Recruitment Programming Vice President and consist of the President, Executive Vice President, Operations Chair, Publications Chair, Marketing Chair and DEI Chair. No more than two members from the same sorority shall be on the Recruitment Board during the same term. The Recruitment Board members shall attend all Recruitment Counselor meetings, the Recruitment Counselor retreat and complete all necessary tasks for CPC to execute Primary Recruitment.
  - i. The Recruitment Publications Chair shall be in charge of creating the Guide to Greek Life in conjunction with the other Greek councils, the PNM pocket guide, the Ramblin' Recruitment Guide, and the Associate Recruitment Guide, and any other informational materials as necessary.
  - ii. The Recruitment Operations Chair shall oversee operations-oriented recruitment counselors, assist in enforcing all national and local bylaws and rules, and assist in the execution of recruitment logistics.
  - iii. The Recruitment Marketing Chair shall create recruitment marketing materials, represent the Collegiate Panhellenic Council at FASET events, and assist in enforcing online media rules.
  - iv. The Recruitment DEI Chair shall collaborate with the DEI Committee, assist in planning and executing DEI programming and DEI Recruitment Workshops, and create a DEI resource pamphlet.

## **Section 3. Director Board**

- A. The Director Board shall consist of the Director of the Greek and Religious Neighborhood Association, Director of Community Initiatives, Director of Educational Programming, Director of Information Technology, Director of Merchandise, and Director of Philanthropy Logistics.
  - i. The Director of the Greek and Religious Neighborhood Association shall:
    - Serve as the co-chair of the Greek and Religious Neighborhood Association with IFC's Greek and Religious Neighborhood Chair.
    - Coordinate with IFC to consider potential changes for the Greek community's outward appearance (lawns, flowers, annual cleanup day, etc.)
    - Ensure sororities are notified of their assigned resources (dumpsters, recycling locations, etc.)
    - Review the Greek and Religious Neighborhood Association bylaws annually.
    - Work to promote and develop Greek sustainability initiatives.
    - Perform all other duties as applicable with the office as prescribed by the Executive Vice President.
  - ii. The Director of Community Initiatives shall:
    - Act as liaison between the Student Center Programming Council and CPC to coordinate and plan community events, including Homecoming Week.
    - Represent CPC at Homecoming events when necessary.
    - Act as liaison between the Greek Week Executive Board and CPC.
    - Represent CPC during Greek Week when necessary.
    - Plan cross-council events with the Interfraternity Council, the National Pan-Hellenic Council, and/or the Multicultural Panhellenic Council.
    - Perform all other duties as applicable with the office as prescribed by the Programming Vice President.
  - iii. The Director of Educational Programming shall:

- Work with VOICE, the Counseling Center, Georgia Tech Health Initiatives, the Career Center, and other campus organizations to create educational programming focused on health and wellness for the Panhellenic community.
  - Coordinate with the Diversity, Equity and Inclusion Committee, the Interfraternity Council, the National Pan-Hellenic Council, the Multicultural Panhellenic Council, individual sororities, and/or other campus organizations to host and execute events.
  - Assist the Programming Vice President in executing Greek Peer Education and Greeks Against Violence Training.
  - Perform all other duties as applicable with the office as prescribed by the Programming Vice President.
- iv. The Director of Information Technology shall:
- Maintain the Collegiate Panhellenic Council website with up to date photos, calendar events, contact information, and Panhellenic forms.
  - Maintain a working knowledge of the Squarespace website builder used for the Collegiate Panhellenic Council website.
  - Assist the Communications Vice President in updating the Collegiate Panhellenic Council Engage portal.
  - Perform all other duties as applicable with the office as prescribed by the Communications Vice President.
- v. The Director of Merchandise shall:
- Design, order, and distribute all Collegiate Panhellenic Council merchandise, including Primary Recruitment merchandise.
  - Organize at least one merchandise order for the Panhellenic community for each spring and fall semester.
  - Work with the Finance Vice President to create and distribute invoices to sororities.
  - Perform all other duties as applicable with the office as prescribed by the Communications Vice President.
- vi. The Director of Philanthropy Logistics shall:
- Assist the Philanthropy Vice President in organizing and coordinating Panhellenic philanthropy events including the Red Rose Project.
  - Maintain an accurate account of the philanthropy budget and funds raised each semester.
  - Manage the philanthropy Engage page and calendar.
  - Perform all other duties as applicable with the office as prescribed by the Philanthropy Vice President.
- B. Each director shall be selected by the incoming Executive Board after an application and review process.
- i. The application for the Director Board shall be released by CPC via Engage. The application deadline shall be clearly communicated when the application is released.
  - ii. The incoming Executive Board shall review applications and select the candidates who will be invited to interview. The CPC President will notify the candidates if they have been selected for an interview in a timely manner.
  - iii. The incoming Executive Board shall discuss and fill positions together upon completion of all interviews.

#### **Section 4. Committees**

##### **A. Diversity, Equity, and Inclusion (DEI) Committee**



- i. The Diversity, Equity and Inclusion Committee shall:
  - Work with GUIDE and other campus organizations to create educational programming focused on diversity, equity, inclusion, and accessibility for the CPC community.
  - Coordinate with the Director of Educational Programming, Recruitment DEI Chair, the Interfraternity Council, the National Pan-Hellenic Council, the Multicultural Panhellenic Council, individual sororities, and/or other campus organizations to host and execute events.
  - Lead the diversity, equity, inclusion, and accessibility initiatives of CPC.
  - Assist the Membership Recruitment Committee in ensuring fair and equitable recruitment opportunities.
  - Perform all other duties as applicable with the office as prescribed by the Programming Vice President.

B. Committee members will be selected by the member organizations. If any committee member can no longer serve in her position, she shall notify the Programming Vice President in a timely manner.

## **Article V. Recruitment Counselors**

### **Section 1. Selection**

- A. The Recruitment Counselor selection process will be overseen by the Recruitment Programming Vice President.
- B. Any CPC woman who has participated in primary recruitment for her sorority at least once, has a minimum cumulative grade point average of 2.5, and is active and in good standing with her sorority and the Georgia Institute of Technology may apply to be a Recruitment Counselor.
  - i. Any woman studying abroad or working outside of Atlanta in the Spring semester is eligible to apply as long as she maintains constant communication with the Recruitment Programming Vice President.
  - ii. All eligible Panhellenic women should have equal opportunity to apply to be a Recruitment Counselor if they meet the outlined requirements. Sororities should not actively dissuade women from applying to be Recruitment Counselors.
  - iii. CPC will abide by chapter's National/International Headquarters or chapter bylaw's policies regarding selection of Recruitment Counselors.
- C. If at least ten eligible applicants from one sorority apply, CPC shall select at least two representatives from that sorority. Otherwise, CPC shall not be required to select any.
- D. The selection process shall be conducted by the Executive Board and the Recruitment Board. If any regular member sorority is not represented by these women, a previous Recruitment Counselor, Executive Board member, or Recruitment Board member of that affiliation shall be asked to assist in the selection process.
- E. Application Review
  - i. The Recruitment Programming Vice President shall provide a rubric for grading applications.
  - ii. All names will be removed from applications before grading.
  - iii. No woman shall grade an application submitted by a member of her own sorority.
  - iv. Application grades shall determine who is invited for an interview.
- F. Interviews
  - i. Candidates that do not sign up for an interview before the deadline communicated by the Recruitment Programming Vice President, will forfeit her right to interview. If a candidate has a conflict, she may coordinate with the Recruitment Programming Vice President to schedule an alternative interview time.

- ii. Each applicant will participate in a rotational style interview. Each applicant must attend each of the rotations to be considered.
  - iii. Interviewers shall not grade an applicant from their own sorority.
  - iv. Interviewers shall review and discuss the results of the interviews together to make final selections.
- G. Acceptance. Each woman selected to serve as a Recruitment Counselor must accept or decline the position by a time pre-determined by the Recruitment Programming Vice President or she forfeits her right to serve as a Recruitment Counselor.

## **Section 2. Training**

- A. Recruitment Counselor training shall be planned and executed by the Recruitment Programming Vice President, with the assistance of the Recruitment Board.
- B. Recruitment Counselors must attend all required training sessions. The Recruitment Programming Vice President shall communicate these requirements to all Recruitment Counselors in a clear and timely manner.
- C. Recruitment Counselors must attend Recruitment Counselor Retreat the week before primary recruitment.

## **Section 3. Duties and Responsibilities**

- A. Recruitment Counselors must follow all rules pertaining to Recruitment Counselors, including those pertaining to dissociation. Recruitment Counselors shall be notified of these dates by the Recruitment Programming Vice President by the end of the spring semester.
- B. Recruitment Counselors shall sign and abide by the Recruitment Counselor contract.
- C. A Recruitment Counselor will relay no information concerning a Potential New Member to any sorority or fraternity member, non-Greek, or alumna.
- D. A Recruitment Counselor that is released from or leaves her Recruitment Counselor duties may not participate in primary recruitment for her sorority.
- E. A Recruitment Counselor may be released from their duties for failure to abide by the Recruitment Counselor contract.

## **Article VIII. Amendments**

### **Section 1. Standing Rules and Primary Recruitment Rules**

- A. The Standing Rules and Primary Recruitment Rules may be reviewed and amended by the designated officers and committees as needed. Potential changes should be discussed with the Panhellenic Council when possible.
- B. Amendments to the Standing Rules or Primary Recruitment Rules shall be introduced, explained, and discussed at an Open Meeting. The Communications Vice President shall distribute the proposed amendments along with the meeting minutes.
- C. The Panhellenic Council may vote on the Standing Rules or Primary Recruitment Rules at the next meeting, provided sororities had sufficient time to discuss the proposed amendments with their chapter.
- D. A simple majority is required to amend the Standing Rules or Primary Recruitment Rules. Associate members shall not have no vote on amendments to the Primary Recruitment Rules.
- E. The Executive Vice President shall distribute the amended Standing Rules or Primary Recruitment Rules to the Panhellenic Council.
- F. In extenuating circumstances and with the approval of the CPC Advisor, the process for amending the Standing Rules or Primary Recruitment Rules may be altered. The Panhellenic Council must be notified immediately of any changes to the process via email. A simple majority shall still be required.

**Section 2. Code of Ethics**

- A. The Code of Ethics may be reviewed and amended by the Collegiate Panhellenic Council as needed. Potential changes should be discussed with the Panhellenic Council prior to the introduction of the amendment.
- B. Amendments to the Code of Ethics shall be introduced and discussed at an Open Meeting. The Communications Vice President shall distribute the proposed amendments along with the meeting minutes.
- C. The Panhellenic Council may vote on the Code of Ethics at the next meeting, provided sororities had sufficient time to discuss the proposed amendments with their chapter.
- D. A two-thirds majority is required to amend the Code of Ethics.
- E. The President shall distribute the amended Code of Ethics to the Panhellenic Council.

**Bylaws of the Georgia Institute of Technology Collegiate  
Panhellenic Council**

**Code of Ethics of the Georgia Institute of Technology Collegiate  
Panhellenic Council**

**Primary Recruitment Rules of the Georgia Institute of  
Technology Collegiate Panhellenic Council**