



BYLAWS OF THE HOUSTON COLLEGE PANHELLENIC COUNCIL

Article I. Name

The name of this organization shall be the Houston Panhellenic Council (HPC).

Article II. Object

The objective of the College Panhellenic Association shall be to:

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

Article III. Selection of Officers

- A. The name for the committee for the selection of officers shall be called The Nominations/Elections Committee.
- B. Officer application process shall begin at the last delegate meeting in September and end in November.
- C. All Panhellenic Executive Officers (President, Vice President of Recruitment, Assistant Vice President of Recruitment, Vice President of Finance, Vice President of Judicial Affairs, Vice President of Development, Vice President of Administration and Vice President Equity and Inclusion) will be determined by submission of an application and an interview process of the Nominations/Elections Committee.
- D. The interview process will be conducted by the outgoing presiding three primary officers of the Houston Panhellenic Council, three current Panhellenic community representatives identified and selected by the current Panhellenic delegates, and the Panhellenic Advisor.
 - a. If any of the three primary officers have submitted an application to return as an officer, then the next officer will serve.
- E. The committee shall elect their own chairperson.

- F. The committee will coordinate the application review and interviews for each interested candidate.
- G. The committee will present a slate of candidates for all officer positions to the Panhellenic delegates which will include one person per position depending on the qualifications, but no more than three candidates.
- H. The slated officers must be voted on by the Panhellenic delegates by passing a 2/3 vote.
- I. A chapter will not be represented by more than two positions on the HPC Executive Board in the same year.

Article IV. Executive Officers and Duties

Section 1. HPC Executive Officers

The officers of the Houston Panhellenic Council shall be President, Vice President of Recruitment, Vice President of Finance, Vice President of Administration, Vice President of Judicial, Vice President of Development, and Assistant Vice President of Recruitment.

Section 2. Duties of Officers

A. The PRESIDENT shall:

- i. Have overall responsibility for the operation of the Houston Panhellenic Council.
- ii. Call and preside at all meetings of the Houston Panhellenic Council.
- iii. Call and preside at all meetings of the Executive Council.
- iv. Serve as an ex-officio member of all College Panhellenic Committees, except the Judicial Board.
- v. Communicate regularly with the Panhellenic Advisor.
- vi. Be familiar with the NPC Manual of Information and all governing documents of this Association.
- vii. Ensure all NPC College Panhellenic reports are completed on time.
- viii. Communicate with the NPC Area Advisor along with the Panhellenic Advisor.
- ix. Maintain current copies of the following: Houston Panhellenic Council Bylaws and standing rules, the Houston Panhellenic Council budget, contracts executed on behalf of the Houston Panhellenic Council, correspondence and materials received from the NPC Area Advisor, all NPC College Panhellenic reports and other pertinent materials.
- x. Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the council.
- xi. Shall disaffiliate in accordance to the recruitment rules.

B. The VICE PRESIDENT OF RECRUITMENT shall:

- i. Perform the duties of the President in her absence.
- ii. Be familiar with the NPC Manual of Information and all governing documents of this council.
- iii. Perform all other duties as applicable to the office as prescribed by the officer transition manual adopted by the council.
- iv. Be responsible for creating all calendars in regards to recruitment.
- v. Oversee all Panhellenic recruitment activities and events.
- vi. Oversee all recruitment publication efforts.
- vii. Oversee Panhellenic recruitment registration.
- viii. Coordinate a Recruitment Rules Workshop before the start of the recruitment period to educate each member organization about rules and procedures concerning recruitment. Each chapter will receive a month notification of the event.
- ix. Submit any revisions to the Houston Panhellenic Council recruitment rules to the Panhellenic Council for approval.
- x. Host all Panhellenic recruitment wrap-up meetings with recruitment chairs and advisors.
- xi. Organize all Panhellenic recruitment meetings.
- xii. Keep complete and accurate records of Panhellenic recruitment information.
- xiii. Present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member organization and chapter advisors.
- xiv. Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the council.
- xv. Shall disaffiliate in accordance to the recruitment rules.

C. The VICE PRESIDENT OF FINANCE shall:

- i. Supervise the finances of the Houston Panhellenic Council.
- ii. Prepare the annual budget and, receive approval by the current Houston Panhellenic Council and Advisor.
- iii. Receive all payments due to the council, collect all dues, and give receipts.
- iv. Provide each NPC affiliated chapter with budgets upon request of a one-on-one meeting with VP of Finance.
- v. Pay promptly the annual NPC dues and all bills of the Houston Panhellenic Council.
- vi. Maintain current financial records; give a financial report at each regular meeting of the Houston Panhellenic Council and an annual report at the close of her term of office.
- vii. Be familiar with the NPC Manual of Information and all governing documents of this council.

- viii. Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the council.
- ix. Shall disaffiliate in accordance to the recruitment rules.

D. The VICE PRESIDENT OF ADMINISTRATION shall:

- i. Keep an accurate roll of the members of Houston Panhellenic Council Delegates including updating the Houston Panhellenic Council officer roster with the Center for Fraternity & Sorority Life.
- ii. Report a delegate's absence to that chapter's president.
- iii. Record minutes of all meetings of the Houston Panhellenic Delegate Council and the Executive Board.
- iv. Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
- v. Send general body meeting minutes to all members of the Houston Panhellenic Executive Council.
- vi. Be familiar with the NPC Manual of Information and all governing documents of this council.
- vii. Keep a current 'master calendar' of all chapter member groups in efforts to coordinate activities between HPC and the other councils.
- viii. Shall inform HPC delegates of approved philanthropy events presented by the Houston Panhellenic Council and other councils.
- ix. Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the council.
- x. Regulate the 'hpcpics' Gmail account.
- xi. Manage public relations for HPC throughout the term including but not limited to: Instagram, Facebook, Twitter, and the HPC website.
- xii. Shall disaffiliate in accordance to the recruitment rules.

E. The VICE PRESIDENT OF DEVELOPMENT shall:

- i. Host monthly roundtable meetings with the academic committee to include each academic chair from all HPC organizations.
- ii. Prepare an academic-based program per semester and annually.
- iii. Provide each academic chair within the committee with resources and incentives to help their chapter members achieve academic success.
- iv. Be responsible for managing events hosted by HPC.
- v. Responsible for coordinating monthly events with HPC chapters.
- vi. Any event that is planned by the Vice President of Development that is announced with a month notification must have forty percent of each chapter in attendance or they will receive a fine of \$10 for each member they are under.
- vii. Will serve as the Fraternity/Sorority Life Liaison for HPC.
- viii. Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the council.

- ix. Shall disaffiliate in accordance to the recruitment rules.

F. The VICE PRESIDENT OF JUDICIAL AFFAIRS shall:

- i. Coordinate the training of Judicial Board members with the Houston Panhellenic Advisor and/or representative of the campus office of Judicial Affairs. These procedures and applications will be distributed during the spring semester.
- ii. The Judicial Board will be comprised of the following individuals:
 - a. Current Vice President of Judicial Affairs will act as the chairman of the Judicial Board.
 - b. One (1) active Panhellenic woman from each HPC organization selected through an application process.
 - c. Current Houston Panhellenic Council Advisor (ex-officio)
- iii. Make arrangements for the mediations and hearings as indicated by the Panhellenic President (location, meeting room, set-up, appointment of a secretary among board members, and notification of the hearing to the board members and involved chapters).
- iv. Meetings and hearings regarding Judicial Affairs will be closed to the parties not involved unless otherwise stated by the officer.
- v. Determine if any Judicial Board members need to be excused from serving because of a conflict of interest. If a Board member does not keep up with necessary hearings and Board discussions, the Vice President of Judicial Affairs may also excuse the member and request a replacement.
- vi. Provide involved chapters with an outline of Judicial Board Hearing Procedures.
- vii. Preside over judicial hearings.
- viii. Inform, in writing, cited chapters of the verdict, penalties (if applicable), and the appeals process.
- ix. Initiate, follow through, and preside over all Constitution or Bylaw revisions.
- x. Initiate, follow through, and preside over the Educational Program set by HPC.
- xi. Monitor all activity year round having to do with social media that is set in the Recruitment Rules.
- xii. Begin monitoring all chapter activity starting the day after the Recruitment Rules Education Session, as set forward.
- xiii. Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the council.
- xiv. Shall disaffiliate in accordance to the recruitment rules.

G. The VICE PRESIDENT OF EQUITY AND INCLUSION shall:

- i. Assist with managing events hosted by HPC.
- ii. Assist with the coordination of monthly events with HPC chapters
- iii. Will serve as the Fraternity/Sorority Life Liaison for HPC in the event that the VP Development is not able to serve.
- iv. Coordinate HPC Community wide educational events bringing in experts in the field of diversity, equity, and inclusion.
- v. Serve as the direct contact to work with departments and academic colleges to educate the HPC community about equitable and inclusive practices.
- vi. Coordinate events for cross-council collaboration to include all 5 councils housed under the Center for Fraternity/Sorority Life.
- vii. Perform all other duties as applicable to the offices as prescribed by the parliamentary authority adopted by the council.
- viii. Shall disaffiliate in accordance to the recruitment rules.

H. The ASSISTANT VICE PRESIDENT OF RECRUITMENT shall:

- i. Assist the Vice President of Recruitment.
- ii. Assist the Vice President of Administration manage social media and create a
- iii. Attend all recruitment committee events, record minutes, and communicate via email to the President and Panhellenic Advisor in regards to recruitment news.
- iv. Send recruitment meeting minutes to all involved parties within 48 hours after completion of meeting.
- v. Respond accordingly to potential new members on social media outlets throughout the HPC term, and respond within 48 hours to questions in regards to recruitment.
- vi. Be responsible, along with HPC Advisors and the rest of the recruitment team, for the selection and training of all Recruitment Counselors during the Formal Recruitment Process.
- vii. Coordinate Recruitment Counselor programs and all activities associated with the Recruitment Counselor team.
- viii. Be responsible for assigning Recruitment Counselors to the groups of Potential New Members.
- ix. Assist the recruitment team in the planning and execution of recruitment related events.
- x. Coordinate recruitment counselor interviews.
- xi. Assist with Recruitment Counselor work week.
- xii. Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the council.
- xiii. Shall disaffiliate in accordance to the recruitment rules.

Section 3. Eligibility

Eligibility to serve as an officer shall depend on the type of membership:

A. Regular membership.

Members from Houston Panhellenic Council chapters holding regular membership in their chapter shall be eligible to serve in any HPC officer position except President, Vice President of Recruitment, Vice President of Finance, and Vice President of Judicial and have a minimum 2.5 cumulative and semester grade point average, enrolled as a full time student, and in good standing with the university, Center for Fraternity & Sorority Life, and the member's chapter.

B. Provisional membership.

Members from Houston Panhellenic Council chapters holding provisional membership in their chapter shall not be eligible to serve as an HPC officer.

C. Associate membership.

Members from Houston Panhellenic Council chapters holding associate membership in their chapter shall not be eligible to serve as an HPC officer.

Section 4. Office-holding limitations:

- A. No more than two member(s) from the same Panhellenic sorority shall hold office during the same term.
- B. The Panhellenic President and Vice President of Recruitment should have a minimum of one year of Houston Panhellenic Council experience prior to serving.

Section 5. Term

- A. The officers shall serve for a term of one year or until their successors are selected.
- B. The officers shall be sworn in at the last delegate meeting in November unless that meeting occurs during Thanksgiving break (fall break) in which case another designated date will be selected based on availability of the newly selected officers and Panhellenic Advisor.

Section 6. Removal of Executive Board Officers

- A. Any officer of the Houston Panhellenic Council may be removed for cause by a vote of 2/3 of the Panhellenic Executive Council.
- B. A 3 check review system shall be implemented to hold all HPC Executive Council members accountable.
- C. After a formal written complaint has been submitted to the Panhellenic Advisor, a formal meeting will occur with the Vice President of Judicial, two of the top 3 primary officers not involved in the formal written complaint, and Panhellenic Advisor.
- D. If the written complaint involves the Vice President of Judicial then the formal meeting will occur with the top 2 primary officers and Panhellenic Advisor.
- E. After the formal meeting, the Vice President of Judicial will submit a formal written decision letter to the officer in question. The officer in question has 4 business days to respond.

Section 7. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Article III with discretion of the Executive Board and Panhellenic Advisor.

Article V. The Panhellenic Delegate Council

Section 1. Authority

- A. The governing body of the Houston Panhellenic Council shall be the Panhellenic Delegate Council.
- B. It shall be the duty of the Panhellenic Delegate Council to conduct all business related to the overall welfare of the Houston Panhellenic Council including, but not limited to: annual review of the parameters as adopted in the recruitment rules for the automatic adjustment of total every regular academic term, annual determination of dues, approval of the annual budget, consideration of extension, setting a calendar of events, determining programming and establishing recruitment rules and recruitment style.
- C. The Panhellenic Council shall also have the authority to adopt rules governing the College Panhellenic Association that do not violate the sovereignty, rights and privileges of member women's only sororities.

Section 2. Composition and privileges.

- A. The Panhellenic Delegate Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate woman's only member organization at The University of Houston as identified in Article III.
- B. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws.
- C. The alternate delegates shall have voice but no vote.
- D. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent.
- E. If both delegate and alternate are absent, the vote may be cast by a member of the sorority, providing her credentials have been presented to the HPC President.

Section 3. Selection of delegates and alternates

- A. Delegates to the Houston Panhellenic Council shall be selected by their respective women's only sorority chapters to serve for a term of one year.
- B. The chapter delegate shall be sworn in at the last delegate meeting in November unless that meeting occurs during (Thanksgiving break) fall break in which case another designated date will be selected based on availability of the newly selected delegates and Panhellenic Advisor.

Section 4. Delegate vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority the delegate is a member of to select a replacement within 1 week and to notify the HPC Vice President of Administration the name, email, and telephone number of the new delegate.

Section 5. Delegate duties and responsibilities

- A. Attend all Houston Panhellenic Council Delegate Meetings and Open Meetings.
- B. Serve as the official representatives from each of the HPC chapters in terms of official Panhellenic discussions and voting matters.
- C. Inform their respective chapters of all updates in HPC programs, community activities, and reports from the HPC Executive Committee.
- D. Ensure that rosters, dues, recruitment materials, and any additional requests be turned into HPC by the appropriate deadlines.
- E. Coordinate with the VP of Administration in updating the "Master Calendar" with their respective chapter philanthropy events and any additional important dates.
- F. Must support NPC Unanimous Agreements, policies and procedures.
- G. Should know when to consult her sorority's NPC delegate for assistance and advice regarding Panhellenic concerns.
- H. Should be prepared and knowledgeable about Panhellenic concerns, the view of her member organization and chapter, and how to voice concerns to the Council.

Section 6. Regular meetings

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

Section 7. Annual meeting

The annual meeting of the Panhellenic Council shall be held during the month of November. The purpose of the annual meeting will be for the transition of the newly elected officers and delegates and will include any other business that may properly come before the Executive Board and delegates.

Section 8. Special meetings

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

Section 9. Quorum

Two-thirds of the delegates from the member sororities of the Panhellenic Delegate Council shall constitute a quorum for the transaction of business.

Section 10. Voting requirements

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

Article VI. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic Advisor of the Houston Panhellenic Executive Council shall be appointed by the University of Houston Center of Fraternity & Sorority Life.

Section 2. Authority

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

Article VII. Committees

Section 1. Standing committees

- A. The standing committees of the Houston Panhellenic Council shall be the Judicial Board, Membership Recruitment Committee, Academic Excellence Committee, and Programming Committee.

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

Section 2. Appointment of committee membership

The Executive Council shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member women's only sororities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board and the Alumnae Advisory Council.

Section 3. Judicial Board

- A. The Judicial Board shall consist of the Vice President of Judicial as chairman and one member from each HPC member organizations, preferably the standards chair or judicial representative from the member organization.
- B. The Panhellenic Advisor shall serve as a nonvoting, ex-officio member.
- C. 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.
- D. The Judicial Board shall educate member sororities about the Houston Panhellenic Council judicial procedure.
- E. 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 Houston Panhellenic Council that are not settled informally or through mediation.
- F. The hearing shall be conducted by the entire Judicial Board unless the Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board.
- G. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.
- H. If a hearing involves a member of the Judicial Board's chapter, then that member will not participate in the hearing.

Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of a chairman and one representative from each regular, provisional and associate woman's only member (if they are participating in the primary recruitment process). Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the primary membership recruitment period. After each primary membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member organization and chapter advisor.

Section 5. Academic Excellence Committee

The Academic Excellence Committee shall consist of the Vice President of Development as chairman and one member from each HPC member organization, preferably the academic/scholarship chair from the member organization. The Academic Excellence Committee will be responsible for all matters pertaining to the promotion of superior scholarship and intellectual achievement.

Section 6. Programming Committee

The Programming Committee shall consist of the Vice President of Development as chairman and one member from each HPC member organization, preferably the external philanthropy chair from the member organization. The Programming Committee will be responsible to assist in the planning and execution of all HPC programs. The committee shall support all of the other council events.

Section 7. Other committees

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

Article VIII. Administration of Membership Recruitment

- A. An early fall recruitment shall be held.
- B. The NPC quota-total system shall be followed.
- C. The preferential bidding systems shall be used.
- D. Except during the formal recruitment period, continuous open bidding shall be in effect during the school year (fall through spring) for all eligible students.
- E. Chapters which do not fill basic quota during formal recruitment may continuously open bid until they reach chapter total.
- F. Every regular enrolled new member, initiate, or affiliate of a chapter shall be counted in the chapter total.
 - a. A list of all new, initiated, and affiliated members shall be filed with the Panhellenic Advisor on the first day of classes each semester and one week after a recruitment period.
 - b. Any de-pledging, termination, or other change in membership shall be reported to the Panhellenic Advisor within 48 hours after it has occurred.
- G. Summer Contacts
 - a. Houston Panhellenic Council is permitted to hold summer recruitment; however, activities cannot be sponsored by one individual organization, only by HPC.
 - b. Any HPC organization that violates summer recruitment will be subject to a judicial hearing. Any student going through recruitment who has participated in any form of summer recruitment, other than that approved by HPC, shall be required to appear before the Judiciary Committee.
- H. The Recruitment Rules for each period shall be adhered to by all regular HPC organizations.

Article IX. Chapter Accountability

- A. Recruitment Rules Education Session as stated in Article IV, Section B, number vii.
 - a. Seventy Percent of each organization must be in attendance or they will receive a fine of \$20 for each member they are under. The only exception to this rule is if a chapter has a previous chapter event mandated by a chapter's nationals or approved by HPC.
 - i. A mandatory chapter event is defined as: ritual, chapter sponsored event, philanthropic event, or any other event that is submitted and approved on the chapter calendar to HPC at the beginning of each semester.
 - b. When the Recruitment Rules Education Session is complete, any chapters or chapter members that are not in attendance will still be held accountable for all information covered.

Article X. Finances

Section 1. Fiscal Year

The fiscal year of the Houston Panhellenic Council shall be from January 1st to December 31st, inclusive.

Section 2. Contracts

Dual signatures of the HPC President and Vice President of Finance with review of the HPC Advisor shall be required to bind the Houston Panhellenic Council on any contract.

Section 3. Checks

All checks and electronic payments issued on behalf of the Houston Panhellenic Council shall bear dual signatures. The following shall be authorized to be one of the two required signatures: HPC President and Vice President of Finance with review of the HPC Advisor.

Section 4. Purchases

- A. All orders that cost over \$100 made by HPC must receive at least two complete estimates that need to be turned into the Vice President of Finance at least one week before the order is to be placed. Once the payment request has been received, the Vice President of Finance will review submission with the HPC President and Advisor. Extenuating circumstances must be discussed with the Vice President of Finance.
- B.** All purchases that cost over \$300 must be submitted two weeks before the order is to be placed and be approved by HPC. Once the payment request has been received, the Vice President of Finance will review submission with the HPC President and Advisor. Extenuating circumstances must be discussed with the Vice President of Finance.

Section 5. Payments

All payments due to the Houston Panhellenic Council shall be received by the Vice President of Finance, who shall record them. Checks for payments will be made payable to HPC.

Section 6. Membership Dues

- A. The dues of each HPC Regular Member and Associate Member fraternity shall be an assessment of \$12 per initiated member and new member per semester.
- B. The dues of each member fraternity shall be payable within 10 days of receiving a bill from HPC each semester. Bills for fall dues shall be sent out no later than the second

Panhellenic meeting after Fall Formal Recruitment. Dues and fees for fall open recruitment new members will be due on October 31st, or as stated by the HPC Vice President of Finance. Bills for spring dues will be sent out no later than the second Panhellenic meeting of the spring semester. Dues and fees for spring open recruitment new members will be due on March 31st, or as stated by the HPC Vice President of Finance. A fine of \$30 will be imposed as a late payment for the first week. After the initial \$30, an assessment of \$10 will be made each week that dues remain delinquent.

- C. Only new members, initiates, and affiliated collegians that are listed on the fraternity's Panhellenic roster may participate and represent the chapter during Recruitment, Panhellenic events, and other inter-fraternal events.
- D. A new member shall be defined as an uninitiated chapter member who was extended a bid under preferential bidding or via continuous open bidding. An initiate shall be defined as any initiated member of their chapter. An affiliate shall be defined as a collegiate member initiated by another chapter who has been accepted for membership at the chapter at the University of Houston.

Article XI. Extension

Section 1. Extension

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

- A. When all NPC chapters at the University of Houston have continuously maintained total for a period of at least two years, the Houston Panhellenic Council shall consider raising total or adding another chapter.
- B. Before undertaking any colonization efforts, HPC shall notify the NPC Extension Committee to receive guidance and support.
- C. A new chapter shall be organized through colonization by an NPC organization.
- D. Consideration should be given to NPC organizations that have previously had chapters at the University; of those, NPC organization which have filed letters expressing an interest in the campus.

Section 2. Voting

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

Article XII. 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 Houston Panhellenic Council shall be considered a violation.

Section 2. Informal resolution

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

Section 3. Judicial process

The Houston Panhellenic Council shall follow all NPC Unanimous Agreements and NPC guidelines for the judicial process found in the NPC Manual of Information.

Article XIII. Anti-Hazing Clause

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

This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

Article XIV. Inclusion Statement

Houston 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).

UH Non-Discrimination Clause: As a Registered Student Organization at the University of Houston we adhere to the University of Houston's Non-Discrimination Policy. The University of Houston is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the System prohibits discrimination on the basis of sexual orientation, gender identity or gender expression.

Article XV. Parliamentary Authority

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

Article XVI. Amendment of Bylaws

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

Article XVII. Dissolution

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