



Bylaws of San Diego State University College Panhellenic Association
Reviewed & Approved for the 2024-2025 Academic Year

Article I. Name

The name of this organization shall be the San Diego State University College Panhellenic Association, hereafter referred to as CPA.

Article II. Purpose

Section 1. The object of the CPA shall be to develop and maintain women's fraternity and sorority life and interfraternity relations at a high level of accomplishment and in so doing will:

- A. Conduct the business of the College Panhellenic.
- B. Promote the growth of individual chapters and the sorority community.
- C. Encourage the highest possible academic, social and moral standards.
- D. Organize and sponsor a women's-only membership recruitment program.
- E. 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.
- F. Promote friendship, harmony and unity among members, chapters, faculty, administrators and campus groups.
- G. Act in accordance with the Panhellenic Creed, which reads as follows:

We, as Undergraduate members of women's fraternities and sororities, stand for good scholarship, for guarding of good health, for maintenance of fine standards, and for serving, to the best of our ability, our college community. Cooperation for furthering fraternity and sorority life, in harmony with its best possibilities, is the ideal that shall guide our fraternity activities. We, as Fraternity and Sorority Women, stand for service through the development of character inspired by the close contact and deep friendship of individual fraternity and sorority and Panhellenic life. The opportunity for wide and wise human service, through mutual respect and helpfulness, is the tenet by which we strive to live.

Section 2. San Diego State University Authority Statement

- A. *This organization is a recognized student organization at San Diego State University and adheres to all campus policies, including those set forth in the SDSU Student*

Organization Handbook.

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 the CPA shall be composed of all NPC chapters at San Diego State University. Regular members of the CPA shall pay dues as determined by the CPA. Each regular member shall have a voice and one vote on all matters.
- B. Provisional membership. The provisional membership of the CPA shall be composed of all establishing chapters of NPC fraternities and sororities at San Diego State University. Provisional members shall pay no dues and shall have 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 fraternity or sorority.
- C. Associate membership. Local sororities or national or regional non-NPC member groups may apply for associate membership of the CPA. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the CPA. Associate members shall pay dues as determined by the CPA. An associate member shall have voice and one vote on all matters except extension-related matters and, if they are not participating in the formal recruitment process, they shall not have a vote on recruitment rules. An associate member may be expelled for cause by a majority vote of the CPA. An associate member shall not be entitled to vote on the question of its expulsion.

NOTE See College Panhellenic Resource Information chapter in the Manual of Information, Membership Statuses, for additional information on membership classes.

Section 2. Privileges and Responsibilities of Membership

- A. Each member organization shall have one seat on the council. The voting seat shall be held by the Chapter delegate. In her absence, only the chapter designee specified on the chapter delegate designee list or the chapter president can vote on behalf of the chapter during CPA voting procedures. In order for their attendance to be validated, the delegate must be present at roll call, unless approved by the CPA President.
- B. Duty of compliance. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements (reference appendix A) and be subject to these CPA bylaws, code of ethics and any additional rules this CPA may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this CPA in conflict with the NPC Unanimous Agreements shall be void.

Section 3. Dues

- A. NPC dues shall be paid yearly as invoiced by the NPC office.
- B. CPA membership dues shall be an assessment per member and new member.
 - The amount of such dues for the next academic year shall be determined by the CPA Vice President of Finance and President and voted on by the CPA Delegates.
 - The dues of each CPA member fraternity and sorority shall be payable semesterly.
 - Dues will be invoiced per total amount of active and new members registered on the CPA chapter roster. If not paid by due date, a \$10 late fee per day.
 - Spring dues will be invoiced the 1st week of March, and will be paid, in full, two weeks following the invoice date.
 - Fall dues will be invoiced on the 1st week of November, and will be paid, in full, two weeks following the invoice date.

Section 4. California State University Requirement for Open Membership Agreement

- A. Participation and membership in the organization shall be open to those enrolled at San Diego State University. No campus shall recognize any fraternity, sorority, honor society, or other student organization that discriminates on the basis of race or ethnicity (including color, caste, and ancestry), religion (or religious creed), nationality, citizenship, age, medical condition, genetic information, gender (or sex), gender identity (including nonbinary or transgender), gender expression, sexual orientation, marital status, veteran or military status, or disability (physical or mental). [No campus shall recognize any student organization unless its membership and leadership are open to all currently enrolled students at that campus, with the limited exception that a social fraternity or sorority may impose a gender limitation as permitted by Education Code Section 66273.]

Article IV. Officers and Duties

Section 1. Officers

The officers of the CPA shall be the:

- President
- Executive Vice President
- Vice President of Programming
- Vice President of Community Wellness
- Vice President of Recruitment External
- Vice President of Recruitment Internal
- Vice President of Recruitment
- Counselors
- Vice President of Communications
- Vice President of Accountability
- Vice President of Finance

Vice President of Philanthropy
Vice President of Diversity, Equity, & Inclusion
Vice President of Campus Relations
Vice President of Scholarship

Section 2. Eligibility

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

- A. Regular membership. Members from women's only organizations holding regular membership in the CPA shall be eligible to serve as any officer.
- B. Provisional membership. Members from women's only organizations holding provisional membership in the CPA shall not be eligible to serve as an officer.
- C. Associate membership. Members from women's only organizations holding associate membership in the CPA shall not be eligible to serve as an officer.

Section 3. University Eligibility of Officers

- A. California State University and San Diego State University policies require that the President and Treasurer must be matriculated at a CSU campus maintaining a minimum on campus term and cumulative 2.0 grade point average (GPA), are in good standing, and must not be on academic, disciplinary or administrative probation. The President and Treasurer must be enrolled in at least six units each semester while holding office. Graduate and credential officers must earn 3 semester units per term while holding office. Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible.

NOTE For campuses with 7 or more members, an election system for officers is recommended.

Section 4. Officer Eligibility

- A. No more than 4 members from the same CPA regular members association shall hold office during the same term.
- B. CPA Delegates may not concurrently hold an office in the CPA.
- C. All candidates slated must have completed at least one semester as an active member in a CPA Chapter, have a cumulative 2.7 overall GPA, and have completed or be in the semester that they are completing 60 academic units to qualify for the position. All candidates slated for an office holding a Vice President title are recommended but not limited to having held a leadership position in a CPA Chapter or other Student Organization.
- D. The candidates slated to the positions of CPA President or CPA Executive Vice President are recommended but not limited to having held an office on the CPA Executive Board or on their own Chapter's Executive Boar. The officer slated to

the position of CPA Vice President of Recruitment Internal/External must have participated in Fall Primary Recruitment as an active chapter member on a Chapter's Recruitment Team and/or CPA officer and/or recruitment guide (Rho Gamma) to qualify for the position.

- E. The Officer slated to the position of CPA Vice President of Recruitment Counselors is recommended but not limited to having participated in Primary Recruitment as a CPA Officer and/or recruitment guide (Rho Gamma).
- F. CPA Executive Board officers are ineligible to serve as recruitment counselors (Rho Gammas) in the same period as they are serving your term unless extra Recruitment Guides are needed during Primary Recruitment due to the number of women registered for the recruitment process. Additionally, appointed Rho Gammas and elected CPA officers cannot serve on the recruitment team for their respective chapters.

Section 5. Election Process

- A. Applications will be made available during the fall semester.
- B. Once the application deadline closes, the CPA Executive Board will review the applications and determine which candidates will move on to the interview phase.
- C. Members of the CPA Executive Board, one member of Sigma Chi Alpha and a SLL staff member will serve as the interview panel. Each applicant will be interviewed individually.
 - 1. Sigma Chi Alpha is the coalition of Chapter Presidents.
- D. Once interviews have concluded, the CPA Executive Board will come together to produce the slate with one applicant per office. Each candidate slated and unslated for office will be contacted. All results will be kept confidential until the slate is presented at the Panhellenic Council meeting.
 - 1. The CPA President serves as chair for the election process.
 - 2. If the CPA President is rerunning for the next board, the Executive Vice President shall serve as chair for the election process.
- E. Challenges to the slate
 - 1. Within 72 hours, un-slated candidates must determine if a challenge will be made to the selection slate.
 - 2. Only candidates that applied and were interviewed are eligible to challenge the slate.
 - 3. The CPA Executive Board will notify the current slated candidate that they will be challenged.
 - 4. If a slated candidate chooses to challenge another position, the slated candidate relinquishes their slated position.
 - 5. The selected slate will be presented at the next Panhellenic Council meeting.
- F. Voting procedure on challenges to the slate:
 - 1. The slating meeting will be held the week following the presentation of the slate to the CPA Delegates.
 - 2. Sigma Chi Alpha are invited to the meeting.
 - 3. The CPA President will ask whether or not there are any challenges to the slate.

If there is a challenge(s), proceed with the following steps.

1. The challenges will go in order of the officers stated in Article IV Officers and Duties Section 1 Officers, starting with President.
 2. Each candidate challenging the slated office shall give a speech of no more than 3 minutes.
 4. Following the challenging speech(es), the member slated for the office that is challenged will give a speech of no more than 3 minutes.
 5. Following the speeches, the challenging candidate(s) and slated candidate will leave the room.
 6. The Panhellenic Council shall have the opportunity to discuss the qualifications of the candidates. Once discussion has concluded, the CPA President shall call for a vote on the candidates for the office being discussed.
 7. The chapter delegates shall participate in an eyes open vote on whether to keep the slated individual or replace with a member who challenged the slate. The individual with the majority votes will be placed on the slate.
 8. In the case there are more than 1 challenger and one candidate does not receive a majority vote, the top two candidates with the highest vote will be placed in a runoff.
- G. Voting on the selection slate shall proceed as follows:
1. The CPA President will present the slate.
 2. Each chapter regardless of the number of representatives present will only have one vote.
 3. The slate will be voted on as a whole by eyes open vote and will pass with majority vote of the chapter delegates.
 4. If the slate does not pass by majority vote, each office is voted upon individually.
 5. The offices will be voted on individually in order of the officers stated in Article IV Officers and Duties Section 1 Officers, starting with President.
 6. A majority vote is needed to affirm the slated candidate.
 7. If a slated officer does not receive a majority vote, then the CPA Executive Board will reconvene. The CPA Executive Board will identify a new candidate and present to the Panhellenic Council for approval.

Section 6. Term

- A. The term of office will begin upon installation.
- B. The following officers shall serve for a term of one year beginning and ending in November.
 - a. President
 - b. Executive Vice President
 - c. Vice President of Programming
 - d. Vice President of Community Wellness
 - e. Vice President of Recruitment External
 - f. Vice President of Recruitment Internal
 - g. Vice President of Recruitment Counselors
 - h. Vice President of Communications
 - i. Vice President of Accountability
 - j. Vice President of Finance
 - k. Vice President of Philanthropy
 - l. Vice President of Diversity, Equity, & Inclusion

- m. Vice President of Campus Relations
- n. Vice President of Scholarship

Section 7. Removal/ Vote of Confidence

- A. Any officer may be removed for cause by a vote of 2/3 of the CPA. The officer shall be notified within 72 hours (3 days) prior to impending vote.
- B. Vote of No-Confidence
The Vote of No-Confidence is a vote showing that a majority continues to support the job of each College Panhellenic Association member.
 - 1) The Vote of Confidence will take place one (1) times a year at the second to last meeting of the spring semester.
 - 2) Each chapter representative will either: write the name and position of the CPA executive member to which they do not support anymore. This is considered a Vote of No-Confidence. Or, they will write no name and instead write, "I have confidence in every CPA Executive Board member." This is considered a Vote of Confidence.
- C. The votes will be reviewed by an advisor present at the CPA meeting (non-CPA Executive Board member and non-CPA chapter member). After they have reviewed the votes, they will inform only the CPA President about the result, and give them the results. If no third-party member is present, the vote will be made public. Once the votes are cast and reviewed, an announcement will be made at the meeting dictated by the following result.
- D. If all votes cast are Votes of Confidence: The CPA President will announce this at the next meeting, or may choose to make no announcement thus inferring that all chapters that all votes cast were a Vote of Confidence.
- E. If a chapter representative who serves as a voting member present at the meeting claims that she cast a Vote of No-Confidence and there was no announcement at the meeting, or it was announced that all votes were a Vote of Confidence, another Vote of Confidence will take place immediately, and the results will be made public.
- F. If below a majority of votes are cast for one or more CPA Executive Board members, it will be announced at CPA delegate meeting by the CPA President that, "at least one Vote of No-Confidence was cast for at least one CPA Executive Board Member."
- G. If an individual has a majority of Votes of No-Confidence: The CPA Executive Board member has a majority of votes of no-confidence, they will be put up for removal from office, and be voted on at the next CPA Delegate Meeting. Removal from office takes 2/3 of chapters to vote in favor or removal of office (Article VIII, Section 5)

Section 8. Vacancies

- A. Vacancies shall be filled in the same manner of selection as provided in Section 5 of this article.
- B. Should the President vacate her office for any reason, the Executive Vice President shall have the option to permanently fill the role of President and if she chooses not to nominations for President will be accepted at the next regular CPA meeting with an election at the following regular CPA meeting. Slating procedures will follow, please refer to section 5.
- C. Officers elected in the interim of the term will finish current term, then if desired,

apply for same or different office at the conclusion of the term.

Section 9. Duties and Expectation of Officers

All officers of the CPA are to be held responsible for the following duties:

General:

- Promote a positive Panhellenic environment
- Communicate regularly with the CPA Advisor(s).
- Be familiar with the NPC Manual of Information and all governing documents of the San Diego State University Panhellenic Association.
- Maintain current copies of the following: CPA bylaws and standing rules; the CPA chapter roster; CPA chapter delegate directory and other pertinent materials.
- Attend all CPA Delegate Meetings.
- Coordinate the training of the successor.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Recruitment:

- Assist the Panhellenic Recruitment Team with tasks as assigned.
- During the summer term, must 1) be available to assist in preparation for fall formal recruitment and/or 2) attend meetings on-campus. 1-3 required beginning no later than August 1.

A. President

- The President serves as the primary representative and spokesperson for the CPA with the University, the other Greek Councils (NPHC, USFC, and IFC) and Panhellenic Chapters. The President convenes and presides at meetings of the Sigma Chi Alpha (council of sorority chapter presidents), Panhellenic Executive Board, and Panhellenic Council. The President serves as an ex-officio member of every Panhellenic Committee. The President also serves as a member on the Panhellenic Recruitment Team. The President serves as the primary liaison for the Panhellenic extension process.

B. Executive Vice President

- The Executive Vice President oversees the Continuous Open Bidding recruitment process: including working with Fraternity and Sorority Life to track who is eligible for Continuous Open Bidding. The Executive Vice President coordinates the application, interview, slating and election process for the CPA Executive Board officers. The Executive Vice President serves as a member on the Panhellenic Recruitment Team.

C. Vice President of Programming

- The Vice President of Programming coordinates CPA community building and educational events including council/board events and a semesterly developmental speaker series. The Vice President of Programming also

creates a Panhellenic-wide calendar for smooth planning of events without overlap. The Vice President of Programming promotes CPA participation in social excellence opportunities provided by the university or other organizations and coordinates tabling events to promote involvement. Lastly, the Vice President of Programming assists in making room and campus reservations for the executive board.

D. Vice President of Community Wellness

- The Vice President of Community Wellness is dedicated to advancing health and wellness in the Panhellenic and Greek community. The Vice President of Community Wellness is involved with educating members on mental and physical health, addressing issues such as sexual violence, and more. Responsibilities encompass organizing events for the community and the executive board and inspiring individual chapters to do likewise. The Vice President of Community Wellness also actively seeks out opportunities for the Greek community to enhance their knowledge of health and wellness, and motivating members to participate in these opportunities. Additionally, the Vice President of Community Wellness encourages Panhellenic members to engage in the vibrant campus culture by attending sporting events, further uniting the Greek community with the broader student body. The Vice President of Community Wellness serves as a member on the Panhellenic Recruitment Team.

E. Vice President of Recruitment External

- The Vice President of Recruitment External is involved with coordinating the execution and evaluating Panhellenic Association recruitment processes of fall primary recruitment. The Vice President of Recruitment External leads and directs the Recruitment Team and the Panhellenic Executive Board. The Vice President of Recruitment External convenes summer meetings alongside Vice President of Recruitment Internal with chapter Vice Presidents of Membership. The Vice President of Recruitment External works with the University and Programming Committees to finalize primary recruitment planning dates as well as plan and organize potential new member orientation, organizing security, recruitment counselors (Rho Gammas) and CPA Exec stations.

F. Vice President of Recruitment Internal

- The Vice President of Recruitment Internal is responsible for coordinating the execution and evaluating Panhellenic Association recruitment processes of fall primary recruitment. The Vice President of Recruitment Internal leads and directs the Recruitment Team and the Panhellenic Executive Board. The Vice President of Recruitment Internal's main responsibilities include creating daily recruitment schedules including date, time, and number of rounds. The Vice President of Recruitment Internal will coordinate all potential new member (PNM) schedule

accommodations, create dates and party times, make daily schedules, assist in daily selections, invite lists, and bid matching. Lastly, the Vice President of Recruitment Internal facilitates the technology needs for recruitment.

G. Vice President of Recruitment Counselors

- The Vice President of Recruitment Counselors coordinates the application process for recruiting recruitment counselors (Rho Gammas) from the chapters. Additionally, the Vice President of Recruitment Counselors conducts interviews, and selects candidates for the recruitment counselor position. The Vice President of Recruitment Counselors plans and coordinates training to provide recruitment counselors all necessary information and resources to fulfill their roles during recruitment. The Vice President of Recruitment Counselors also serves as a member on the Panhellenic Recruitment Team.

H. President of Communications

- The Vice President of Communications takes and manages all aspects of the recording of the minutes for CPA Executive Board Meetings and Panhellenic Delegate Meetings. The Vice President of Communications creates, manages, posts, and interacts with any and all Panhellenic social media including but not limited to Instagram, Facebook, and the Panhellenic website. The Vice President of Communications ensures all social media promotes San Diego State University Panhellenic Association accomplishments as well as other Greek Councils. The Vice President of Communications serves as a member on the Panhellenic Recruitment Team and coordinates the efforts to promote Potential New Member sign up via online platforms.

I. Vice President of Accountability

- The Vice President of Accountability oversees the CPA Peer Accountability process. The Vice President of Accountability conducts an annual bylaw review and recommends amendments to the CPA Executive Board and Panhellenic Council. The Vice President of Accountability makes and presents a Title IX informative presentation to the Panhellenic chapters in the spring semester. The Vice President of Accountability also oversees all recruitment infractions that may occur during the fall primary recruitment process. The Vice President of Accountability serves as a member on the Panhellenic Recruitment Team.

J. Vice President of Finance

- The Vice President Finance supervises the finances of the SDSU CPA and creates and maintains the annual budget. The Vice President Finance approves and oversees all expenses the Panhellenic Council incurs and must handle all payments and reimbursements in a timely manner. The Vice President Finance collects local Panhellenic dues from each chapter

each semester. The Vice President Finance maintains current financial records, provides weekly budget updates at Panhellenic Council meetings, and maintains financial transparency both within the Council and with Panhellenic chapters on campus. The Vice President Finance serves as a member on the Panhellenic Recruitment Team.

K. Vice President of Diversity, Equity, and Inclusion

- The Vice President of Diversity, Equity, and Inclusion is a leadership role focused on fostering an inclusive and equitable environment within the college panhellenic association. The Vice President of Diversity, Equity, and Inclusion works closely with the chapter Diversity representative to develop initiatives that promote diversity and inclusion, including organizing speakers and encourage that practices align with Diversity, Equity, and Inclusion (DEI) principles. The Vice President of Diversity, Equity, and Inclusion actively encourages open dialogue and seeks to create a welcoming space where everyone feels valued and represented. The Vice President of Diversity, Equity, and Inclusion also serves as a member on the Panhellenic Recruitment Team.

L. Vice President of Campus Relations

- The Vice President of Campus Relations' main priority is to promote involvement in the community of Greek councils at SDSU. The Vice President of Campus Relations must attend all other Greek council meetings including IFC, NPHC, and USFC. In these meetings, The Vice President of Campus Relations must promote all events held by Panhellenic chapters as well as note events by other councils to report to Panhellenic. The Vice President of Campus Relations must also get involved with Associated Students organizations including but not limited to: Associated Students Campus Safety Commission.

M. Vice President of Philanthropy

- The Vice President of Philanthropy oversees individual chapter philanthropy events and meets with each chapter to help them succeed with their event. The Vice President of Philanthropy hosts one Panhellenic-wide philanthropy event each semester. The Vice President of Philanthropy works with the SDSU and local community to provide community service opportunities for members to participate in.

N. Vice President of Scholarship

- The Vice President of Scholarship focuses on academic development and scholarship recognition. The Vice President of Scholarship works with the chapters to support the academic component of accreditation and the fulfillment of each requirement set by the advisory team. The Vice President of Scholarship coordinates the distribution of scholarships to members of the Panhellenic community. Additionally, the Vice President of Scholarship coordinates the Scholarship dinner held at the end of each semester to recognize members of the Panhellenic community and the

scholastic (or academic) efforts of the chapters.

Article V. The CPA Delegates

Section 1. Authority

- A. The governing body of the CPA shall be the CPA Delegates.
- B. It shall be the duty of the CPA Delegates to conduct all business related to the overall welfare of the CPA including, but not limited to: determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish recruitment rules and recruitment style.
- C. CPA Delegates shall also have the authority to adopt rules governing the CPA that do not violate the sovereignty, rights and privileges of member women's fraternities.

Section 2. Composition and Privileges

- A. The CPA Delegates shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at San Diego State University as identified in Article III and CPA Advisor(s) as ex-officio non-voting member(s).
- B. The delegates shall be the voting members of the CPA except as otherwise provided in Article III of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the fraternity and sorority, providing her credentials have been presented to the CPA President and Secretary before or during roll call.

Section 3. Selection of Delegates and Alternates

- A. Delegates and alternates to the CPA Delegates shall be selected by their respective women's fraternity and sorority chapters to serve for a term of one year commencing upon selection by the chapter.
- B. The Delegate and alternates act as the liaison between the CPA and her respective chapter.
- C. Delegates can and are encouraged to serve as the Accreditation chair for their chapter.

Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity and sorority affected to select a replacement within 2 weeks and to notify the CPA Vice President of Communications of her name, address, and telephone number of the newly elected Delegate.

Section 5. Regular Meetings

Regular meetings of the CPA Delegates shall be held at a time and place established at the beginning of each fall and spring semester by the CPA Executive Board and posted online. The CPA President will lead the executive board and delegates in saying the Panhellenic Creed at the beginning of the 1st meeting of the month.

Section 6. Annual Meeting

The annual meeting of the CPA Delegates shall be held during the month of November.

The purpose of the annual meeting shall be for the slating of officers and any other business that may properly come before the delegates.

Section 7. Special Meetings

- A. Special meetings of the CPA Delegates may be called by the CPA President when necessary and shall be called by her upon the written request of no fewer than 1/3 of the member women's fraternities and sororities of the CPA.
- B. Notice of each special meeting of the CPA Delegates shall be communicated to each member of the CPA Delegates 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

2/3 of the delegates from the member fraternities and sororities of the CPA 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 2/3 vote of the CPA Delegates 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.
- C. See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.

Article VI. The Executive Board

Section 1. Composition

The composition of the CPA Executive Board shall be the CPA officers and CPA Advisor(s) as ex-officio non-voting member(s).

Section 2. Duties

- A. The CPA Executive Board shall administer routine business between meetings of the CPA Delegates and such other business as has been approved for action by CPA Executive Board vote.
- B. At the next regular meeting of the CPA Executive Board through the CPA Vice President of Communications, the CPA Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.
- C. Appointed members and chair women 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 fraternities as much as possible.

Section 3. Regular Meetings

Regular meetings of the CPA Executive Board shall be held at a time and place established at the beginning of each fall and spring semester by the CPA Executive Board and posted online.

Section 4. Special Meetings

Special meetings of the CPA Executive Board may be called by the CPA President when necessary and shall be called by her upon the written request of at least 1/4 of the CPA Executive Board.

Section 5. Quorum

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

Article VII. The CPA Advisor(s)

Section 1. Appointment

- A. The CPA Advisor(s) of the CPA shall be designated by San Diego State University department of Student Life and Leadership.
- B. The organization shall appoint a University advisor who is either a faculty or staff member of the CSU or one of its auxiliaries. The advisor shall fulfill the responsibilities specified in the SDSU Student Organizations Handbook. Advisors shall serve on an academic year basis or until their successor has been selected.

Section 2. Authority

The CPA Advisor(s) shall serve in an advisory capacity to the CPA and shall have voice but no vote in all meetings of the CPA Delegate and the CPA Executive Board.

Article VIII: Philanthropy

The following procedures shall be followed to approve philanthropy for all CPA women's fraternities and sororities:

A. Logistics

All details and documents relating to the philanthropy must be submitted to the office of SLL for approval prior to the event.

B. Risk Management

All philanthropies must formulate a risk plan with the Vice President of Philanthropy for clearance before the event is fully approved.

(1) If the event is off campus, CPA shall have full jurisdiction to approve an event up to one week prior.

(2) If the event is on campus, CPA and the office of SLL shall approve the event two weeks prior.

(3) If the event is competition style, CPA and the office of SLL shall approve the event two weeks prior.

i. CPA may demand competition philanthropies to include referees and medical services, which shall be available at all times during the event.

ii. All participants in competition philanthropy must sign safety waivers, which shall be distributed through office of SLL and submitted back for approval.

(4) Failure to abide by these guidelines will result in cancellation of the event until the risk plan is finalized.

Article IX. Committees

Section 1. Standing Committees

- A. The standing committees of the CPA shall be the Peer accountability, Membership Recruitment Committee, and the Slating Committee.

NOTE Suggested additional standing committees include Academic Excellence, Alumnae Advisory Council, Community Service/Philanthropy.]

- 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 CPA Executive Board shall appoint members and chairs of all standing and special committees, except as provided otherwise in these bylaws, and, in making these appointments, recognize fair representation from all member fraternities as much as possible. The CPA President shall be an ex-officio member of all committees except the Peer Accountability Board.

Section 3. Peer Accountability Board

The Peer Accountability Board must consist of the VP Accountability as the presiding officer, two members of the College Panhellenic Executive Board selected at random and rotated between accountability resolution meetings, and the fraternity/sorority advisor as an ex-officio non-voting member.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Peer Accountability Process, it shall be the Peer Accountability Board's duty to hold a formal accountability resolution meeting to adjudicate all alleged infractions of the NPC Unanimous Agreements and policies, the bylaws, code of ethics, standing rules and membership recruitment rules of the [name of institution] College Panhellenic Association that are not settled through an informal accountability resolution meeting. The members of the Peer Accountability Board shall maintain confidentiality throughout and upon completion of the process.

Section 4. Panhellenic Recruitment Team

- A. Composition. The Panhellenic Recruitment Team shall consist of the CPA Vice President of Recruitment Internal and Vice President of Recruitment External as co-chairs, the CPA Vice President of Recruitment Counselors, the CPA Vice President of Accountability, the CPA Vice President of Communications, the CPA Vice President of Finance, the CPA Vice President of Diversity, Equity, & Inclusion, CPA Vice President of Community Wellness, CPA Executive Vice President, CPA President, the recruitment chairwoman of each member fraternity and sorority, and the CPA Advisor(s) as ex-officio non-voting member. CPA Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote.

B. Duties

- a. This committee shall review and/or revise the Standing Rules for Membership Selection and submit them for discussion and approval to the CPA Delegates before the end of the spring semester preceding fall primary recruitment.
- b. After each membership recruitment period (fall and spring), the chairs of this committee shall present a full report, including recommendations, to the CPA Delegates based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, potential new members who were released, members of each fraternity and sorority, and chapter advisors.

C. Meetings.

- a. The purpose, date, and time of the committee meetings shall be scheduled at the discretion of the co-chairs throughout the fall and spring semesters as well as summer.

Section 5. Other Committees

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

Article X. Finances

Section 1. Fiscal Year

The fiscal year of the CPA shall be from [*July 1*] to [*June 30*] inclusive.

Section 2. Contracts

Signatures of the President, Executive Vice President, or Vice President of Finance shall be required to bind the San Diego State University Panhellenic Association on any contract.

Section 3. Checks

All checks issued on behalf of the CPA shall bear dual signatures. The following shall be authorized to be one of the two required signatures: President, Vice President of Finance, CPA Advisor.

Section 4. Payments

All payments due to the CPA shall be received by the Vice President of Finance who shall record them. Checks for payments shall be made payable to the CPA.

Section 5. Dues

- A. NPC dues shall be paid yearly as invoiced by the NPC office.
- B. CPA membership dues shall be an assessment per member and new member.
 - The amount of such dues for the next academic year shall be determined by the CPA Vice President of Finance and President and voted on by the CPA Delegates.
 - The dues of each CPA member fraternity and sorority shall be payable semesterly.
 - Dues will be invoiced per total amount of active and new members

registered on the CPA chapter roster. If not paid by due date, a \$10 late fee per day.

- Spring dues will be invoiced the 1st week of March, and will be paid, in full, two weeks following the invoice date.
- Fall dues will be invoiced on the 1st week of November, and will be paid, in full, two weeks following the invoice date.

C. FINANCIAL DELINQUENCY: If a chapter fails to complete council dues payment within allotted time frame, the chapter will be placed on Financial Delinquency status.

- A late fee will be enacted after a 30 day grace period. Any days that school is not in sessions shall not count towards the 30 days
 - i. A 10% penalty may be levied on any unpaid amount after the 30 days.

Section 6. Fees and Assessments

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

Section 7. CPA Financial Sponsorships:

A. Proposal Submission

1. All organizations or entities seeking a financial sponsorship from the College Panhellenic Association (CPA) must submit either a written proposal to the CPA President and CPA Vice President of Finance with why they are requesting a financial sponsorship from the council. The details shall include, but are not limited to, the event date(s), event time(s), purpose of funds, and what the funds will be used for. The requesting organization can either present in-person to the CPA Executive Board and the CPA Chapter Delegates at a CPA delegate meeting or have the CPA President and/or CPA Vice President of Finance read and insert the entity's written request proposal in the CPA Delegate Meeting Minutes under the "New Business" section.

B. Voting Process

1. After the proposal(s) has been presented to CPA Chapter Delegates via "New Business", the proposal shall be placed under "Old Business" of the CPA Delegate Meeting Minutes at the following CPA Delegate Meeting. In this instance, the CPA Chapter Delegates may motion to entertain a discussion and/or conduct a vote on whether to fulfill the requested amount from the entity. If a CPA Delegate Meeting is not being held, an electronic vote may be conducted by the CPA President with all CPA Chapter Delegates.

C. Granting Financial Sponsorship

1. If the vote is passed, the CPA President shall email the requesting

entity within 24 hours of the vote being conducted that a sponsorship is being granted on behalf of CPA. The CPA President shall also inform the requesting entity of the expectations aligned below.

2. The CPA President shall collaborate with the CPA Vice President of Finance to submit a completed check request with a corresponding memo to Associated Students.

D. Expectations of Entities/Organizations Granted a Financial Sponsorship

1. Entities granted a financial sponsorship from CPA shall adhere to the following expectations to ensure CPA is recognized and/or representation at the event which must include at least one (1) of the following components:
 - I. Verbal recognition of College Panhellenic Association at the event
 - II. Listing “Sponsored by College Panhellenic Association (and/or NPC Crest)” on the event flier

Section 8. Presidential Stipend:

1. The CPA President shall receive a stipend of one thousand dollars (\$1,000.00) out of the College Panhellenic Association’s General Budget that amounts to five hundred dollars (\$500) each semester.
2. The CPA President will be responsible for fulfilling her duties. If at any time the council determines that the CPA President isn’t fulfilling her duties, the council may, through two-thirds (2/3) vote, terminate the stipend, on a prorated basis. If such action is to be considered by the Council, the CPA Executive Vice President will preside over the meeting during the discussion and vote on the matter.

Article XI. Extension

Section 1. Extension is the process of adding an NPC women’s fraternity and sorority. The CPA shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

Section 2. Voting rights

Only regular members of the CPA Delegates 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 CPA code of ethics, standing rules and/or membership recruitment regulations of the CPA 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. Peer accountability procedure

The San Diego State University College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC guidelines for the peer accountability process.

Article XIII. Hazing

NPC supports all efforts to eliminate hazing and each NPC member organization has its own set of policies condemning hazing.

Article XIV. Parliamentary Authority

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

Article XV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the CPA 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 XVI. Dissolution

Last updated 03/18/2024

This Association shall be dissolved when only one regular member exists at San Diego State University. In the event of the dissolution of this Association none of the assets of the Association shall be distributed to any members of the Association, but after payment of the debts of the Association its assets shall be given to the National Panhellenic Conference.