

IOWA STATE UNIVERSITY  
OFFICE OF SORORITY &  
FRATERNITY ENGAGEMENT  
515-294-1023  
[sfestaff@iastate.edu](mailto:sfestaff@iastate.edu)

Collegiate  
Panhellenic  
Council  
**BYLAWS**



## **Article I: Name**

The name of this organization shall be the Iowa State University Collegiate Panhellenic Council.

## **Article II: Object**

The object of the Iowa State University Collegiate Panhellenic Council shall be to

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

## **Article III: Membership**

### Section 1: Membership Classes

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

1. Regular membership. The regular membership of the Iowa State University Collegiate Panhellenic Council shall be composed of all installed chapters of NPC sororities at Iowa State University. Regular members of the Collegiate Panhellenic Council shall pay dues as determined by the Collegiate Panhellenic Council.
2. Provisional membership. The provisional membership of the Iowa State University Collegiate Panhellenic Council shall be composed of all newly established chapters of NPC sororities at Iowa State University. Provisional members shall pay no dues and shall have a voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.
3. Associate membership. Local sororities, as well as national or regional non-NPC member groups, may apply for associate membership with the Iowa State University Collegiate Panhellenic Council.
  - a. The membership eligibility requirements and the process for submitting an application, as well as the approval of the application, shall be determined by the Collegiate Panhellenic Council.

- b. An associate member shall have a voice and one vote on all matters except extension-related matters, and if they are not participating in the primary recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total.
- c. An associate member may be expelled for cause by a majority vote of the Collegiate Panhellenic Council.
- d. An associate member shall not be entitled to vote on the question of its expulsion.

## Section 2: Privileges and Responsibilities of Membership Privileges

### 1. Responsibilities of All Members

- a. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these Iowa State University Panhellenic Council bylaws, code of ethics, and any additional rules this Panhellenic Council may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this Collegiate Panhellenic Council in conflict with the NPC Unanimous Agreements shall be void.
- b. All chapters will be recognized organizations in good standing with the Iowa State University Student Activities Center.
- c. All chapters must have internal risk management policies addressing alcohol, social functions, and hazing.
- d. All chapters must have an internal scholarship program.
- e. Application for membership process is followed as outlined in the University Committee on Fraternities and Sororities.
- f. Each chapter must send a representative to each roundtable for each Panhellenic officer who holds roundtables. If a representative is to be absent from any roundtables, they must communicate this absence with the corresponding officer at least 24 hours in advance, or their chapter will not be in good standing until they have communicated with their corresponding Panhellenic officer.

### 2. Privileges and Responsibilities of Provisional and Associate Members

- a. Provisional member sororities will have a voice but no vote on all matters.
- b. Provisional member sororities may not hold an executive office on the Collegiate Panhellenic Council.
- c. Associate member sororities will have a voice and vote in Panhellenic business matters, excluding NPC extension and primary recruitment items.
- d. Associate member sororities are not required to participate in primary recruitment, but may choose to participate in the Welcome Weekend rounds
- e. Associate member sororities are allowed and expected to participate in all Panhellenic Council programming. They are also eligible to apply for all honors and awards.

### Section 3: Representation

Sororities of all membership classes will appoint at least one member as a Panhellenic Delegate for attendance at regular meetings. All regular and associate members must send a substitute delegate if the registered representative is unable to attend. If a delegate cannot attend, they need to contact the Vice President of Public Relations 48 hours prior to their absence. The President and the Vice President of Public Relations approve excused absences.

### Section 4: Voting

Only member and associate member sororities will have voting privileges.

1. Each regular member and associate member sorority is allowed one vote, and the voting a representative will be identified to the Vice President of Public Relations during roll call.
2. A chapter can vote one of the following: pass, no pass, or abstain. Voting will consist of one of the following methods: a secret ballot, a show of hands, or verbal confirmation through a roll call.

## **Article IV: Officers and Duties**

### Section 1: Officers

The officers of the Iowa State University Collegiate Panhellenic Council shall be

1. President
2. Vice President of Council Standards and Integrity
3. Vice President of Health and Wellness
4. Vice President of Event Management
5. Vice President of Recruitment Programming
6. Vice President of Recruitment Education
7. Vice President of Public Relations
8. Vice President of Scholarship
9. Vice President of Finance
10. Vice President of Civic Engagement
11. Vice President Membership Development
12. Vice President of Social Justice

### Section 2: Eligibility

1. Eligibility to serve as an officer shall depend on the class of membership.
  - a. Members from sororities holding regular membership in the Iowa State University Collegiate Panhellenic Council shall be eligible to serve as any officer Position.
  - b. Members from sororities holding provisional membership in the Iowa State University Collegiate Panhellenic Council shall not be eligible to serve as an Officer.

- c. Members from sororities holding associate membership in the Iowa State University Collegiate Panhellenic Council shall be eligible to serve as an officer, except as president or the officers in charge of recruitment.
- 2. Applicants will be deemed ineligible if they will serve in the following positions during their term on the Collegiate Panhellenic Executive Board.
  - a. Homecoming Central Committee
  - b. Greek Week Central Committee
  - c. Chapter President
  - d. Chapter Recruitment Chair
  - e. Student Government Chief Officer
- 3. In order to hold a Panhellenic Executive Board position, one must have a cumulative 2.7 grade point average (GPA) or have maintained a 2.9 GPA for their previous two consecutive semesters. Throughout this executive position, it is required that one must maintain a 2.5 semester GPA during their term and failure to do so will result in actions deemed appropriate by the Assistant Dean of Students / Director of Sorority and Fraternity Engagement. One must also be classified as a full-time student at Iowa State University to hold an Executive position.
- 4. No more than 3 member(s) from the same sorority shall hold office during the same term.

### Section 3: Application

All candidates seeking office, except the Student Government Representative, will submit a written application and short oral presentation to the Collegiate Panhellenic Council. The Student Government Representative will be selected in accordance with the Student Government Constitution Article II, Sections B and C, Bylaws 15.8-15.13.

### Section 4: Selection of Officers

- 1. Slating Process Procedure
  - a. Applications and job descriptions will be made available at a predetermined date by the Panhellenic Executive Board and sent out to all Panhellenic chapters.
  - b. Applications will be due on a date communicated by the Panhellenic Executive Board.
- 2. Election Meeting
  - a. Refer to Appendix 3 for more details on the election meeting process.
  - b. At the election meeting, all candidates for each Panhellenic Executive Board position will present the candidate's platform to the Panhellenic chapters with a five-minute time limit.
  - c. The candidate must be present during their election time to present their platform and answer questions from delegates unless the candidate has an exam that conflicts with the election time or another academic conflict deemed as excused by the Panhellenic Executive Board.

- d. The Panhellenic chapters will be allowed to ask questions for five minutes to the candidate after the platform has been presented.
- e. All candidates will be allowed one supporting spokesperson for the position, who may give a supportive speech within a two-minute time limit. Each candidate must leave the room during the supportive speeches.
- f. The Vice President of Council Standards and Integrity will be responsible for distributing each slated applicant's application to each chapter after the slate has been selected.
- g. Following the presentation of all candidates' platforms and supportive speeches, all candidates will be asked to leave the room. The floor will then be open for discussion for five minutes on each of the Panhellenic Executive Board positions.
- h. A majority vote of the quorum from the Panhellenic chapters is needed for approval of the candidate from the election meeting. If a majority vote is not attained, there will be a revote between the top two vote-getters. If the top two vote-getters tie two consecutive times, the floor may be re-opened for discussion in pro-con format. The Panhellenic chapters will continue to re-vote in this fashion until one candidate receives a majority.

#### Section 5: Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin upon election. Section 6: Removal Any officer may be removed for cause by a vote of two-thirds of the Collegiate Panhellenic Council. Section 7. Vacancies All vacancies, excluding the President role (see Section 8 of this article), shall be filled by an election as stated above or appointed by the President or Executive Panhellenic Council, with the exception of the Student Government Representative, who will be selected in accordance with Student Government Bylaws 5.7.2.

#### Section 6. Presidential Vacancy

In case the President resigns or leaves school before the term has expired, the Vice President of Council Standards and Integrity shall take the place of the president. In this case, the Collegiate Panhellenic Council will elect a new Vice President of Council Standards and Integrity from members of the Panhellenic Chapters.

#### Section 7: Duties of Officers

##### 1. The President shall

- a. Have previously been a Chapter President or Panhellenic Executive Board officer.
- b. Attend all Panhellenic and Panhellenic Executive Board Meetings.
- c. Serve as the official student spokesperson for the Panhellenic Community.

- d. Preside at all meetings of the Panhellenic and Panhellenic Executive Board meetings as the chairperson. The President shall vote only to break a tie during Panhellenic Executive Board meetings.
- e. Serve as a liaison to the Interfraternity Council, Multicultural Greek Council, and the National Pan-Hellenic Council unless otherwise designated.
- f. Hold individual meetings with Chapter Presidents once a semester in order to assess the needs of chapters in the Collegiate Panhellenic Council.
- g. Serve as a member of the University Committee on Fraternities and Sororities, Ames Area Alumnae Panhellenic Council, and co-facilitate ISU Sorority and Fraternity Chapter President's Council with the IFC, MGC, and NPHC Presidents.
- h. Maintain communication with the NPC Area Advisor.
  - i. Maintain communication among alumnae, campus administration, and campus leadership, professional and student led, as well as other stakeholder groups.
  - ii. Coordinate Panhellenic Executive Officer elections, training, and transition period. Because of the importance of competent, trained officers, the President shall be responsible for overseeing the training of all new officers, including the successor.
  - iii. Maintain a complete and up-to-date file of the Collegiate Panhellenic Council Constitution, Bylaws, current budget, current correspondence and material received from the NPC Advisor, copies of Panhellenic reports sent to the NPC Advisor, minutes from Collegiate Panhellenic Council meetings, minutes from Ames Alumnae Panhellenic meetings, and minutes from University meetings.
  - iv. Coordinate the Panhellenic Executive Officer Installation Ceremony.
- i. Coordinate the Iowa State University Panhellenic Annual Report at the end of the Presidential term, involving all student and alumni stakeholder groups, if needed.
- j. Coordinate ISU sorority delegations to the Association of Fraternal Leadership and Values (AFLV) area and regional conferences.
- k. Coordinate AFLV Awards, including the Compass Award and any NPC Awards.
- l. Coordinate all courtesy correspondence of the Iowa State University Collegiate Panhellenic Council.
- m. Provide accurate information from the council to other community or civic groups, such as Ames Chamber of Commerce, etc.
- n. Assist the Panhellenic Executive Board by any other means, as needed.
- o. Assist the Vice President(s) of Recruitment during all recruitment activities.
- p. Be elected the semester before their term begins in order to work with the current CPC President, strategically plan the upcoming year, and prepare for the upcoming council.
- q. Serve as a member of the Peer Accountability Board as needed.

2. The Vice President of Council Standards and Integrity shall
  - a. Attend all Panhellenic and Panhellenic Executive Board Meetings
  - b. Perform the duties of the President in the president's absence, inability to serve, or at request.
  - c. Serve as a liaison between the Sorority and Fraternity community and the Office of Student Conduct for the University. Attend semi-monthly meetings with the OSC representative and the IFC VP of Council Standards and Integrity.
  - d. Coordinate all revisions of all documents, bylaws, and constitutions.
  - e. Prepare any documentation for the Office of Student Conduct (OSC) regarding infractions of the Collegiate Panhellenic Council Constitution, Bylaws, Events Policy, and University Student Disciplinary Regulations as needed.
  - f. Serve as the chair of the Panhellenic Peer Accountability Board and serve as a liaison for the Collegiate Panhellenic Council.
  - g. Communicate and work with the Vice President of Health and Wellness on all accountability matters.
  - h. Assist in the preparation of the AFLV Compass award entry.
  - i. Maintain an up-to-date notebook and/or files with current policies and procedures.
  - j. Educate chapters and delegates on accountability procedures and policies.
  - k. Act as an administrator for CPC as a recognized student organization through the Iowa State Student Activities Center, ensuring that the Collegiate Panhellenic Council Bylaws and Constitution meet the outcomes of the Student Organization Recognition Policy.
  - l. Assist the Vice President(s) of Recruitment during all recruitment activities.
3. The Vice President of Event Management shall
  - a. Attend all Panhellenic and Panhellenic Executive Board Meetings
  - b. Co-coordinate all training sessions of the chapter event coordinators, risk managers, and chapter Presidents.
  - c. Serve on the Sorority and Fraternity Events Review Board as well as be in communication with Iowa State Events Authorization Committee.
  - d. Coordinate the registration of sorority events.
  - e. Maintain and update the IFC/CPC Events Policy and handbook with the position's IFC counterpart as needed
  - f. Maintain, update, and distribute a list of local third-party vendors with the correct requirements for the events
  - g. Co-coordinate all Central Campus Bid Day Activities.
  - h. Coordinate roundtable discussions with all officers responsible for planning events involving non-members, excluding philanthropy chairs.
  - i. Assist in the preparation of the AFLV Compass Award entry.
  - j. Assist the Vice Presidents of Recruitment during all recruitment activities.



- k. Follow up with venues and services used by chapters for their events after chapter events have transpired, with the purpose of discovering if chapter members conducted themselves in ways that positively reflect on the Sorority and Fraternity Community.
  - l. Serve as a member of the Peer Accountability Board as needed.
- 4. The Vice President of Health and Wellness shall
  - a. Attend all Panhellenic and Panhellenic Executive Board Meetings.
  - b. Coordinate all training sessions of the chapter event coordinators, risk managers, and Chapter Presidents.
  - c. Coordinate scheduling of educational events on risk prevention and management with IFC.
  - d. Be responsible for the proactive monitoring of risk and other concerns with individual chapters, as well as provide counseling for individual chapters concerning risk management issues.
  - e. Be responsible for promoting alcohol-free alternative programming for the Sorority and Fraternity Community through other University programs and organizations.
  - f. Coordinate workshops for the chapter facility managers and Alumnae boards to update them on housing codes and inspections.
  - g. Serve on the Sorority and Fraternity Events Review Board and be in communication with the Iowa State Events Authorization Committee, with emphasis on events with alcohol.
  - h. Maintain official documentation of sororities' national risk management policies.
  - i. Maintain an up-to-date notebook and/or files with current policies, procedures, correspondence, budgets, and programming resources.
  - j. Assist in the preparation of the AFLV Compass Award entry.
  - k. Assist the Vice President(s) of Recruitment during all recruitment activities.
  - l. Serve as a member of the Peer Accountability Board as needed.
- 5. The Vice President(s) of Recruitment shall
  - a. Attend all Panhellenic and Panhellenic Executive Board Meetings.
  - b. Be elected the semester before their term begins in order to work with the current Vice Presidents of Recruitment to plan the following year's recruitment activities.
  - c. Plan, conduct, and evaluate Recruitment Procedures.
  - d. Serve a role in planning and conducting Primary Recruitment.
  - e. Be available to live in the Ames area throughout the summer to assist in the Iowa State Orientation resource fair and Fraternities and Sororities informational session.
  - f. Perform all other duties as agreed by their contract under the supervision of the Assistant Dean of Students / Director of Sorority and Fraternity Engagement and the Assistant Director of Sorority and Fraternity Engagement.

- g. Participate in the selection of the Recruitment Counselors.
  - h. Assist in the preparation of the AFLV Compass Award entry.
  - i. Maintain a complete and up-to-date notebook and/or files with current policies, procedures, correspondence, budgets, and programming resources.
  - j. Coordinate all events relating to Experience Iowa State Days, Daily Visits, Transfer Student Orientation, ClubFest, and Destination Iowa State.
  - k. Serve as a member of the Peer Accountability Board as needed.
6. The Vice President of Recruitment Programming shall
- a. Assist in the coordination of Greek Preview Weekend and support chapter participation in the event.
  - b. Plan, coordinate, and communicate the chapter participation of primary recruitment.
  - c. Communicate with the National Panhellenic Conference and University Officials when necessary, as well as other internal sources.
  - d. Keep a running account of Recruitment finances.
  - e. Be responsible for educating the chapter Recruitment Chairs and Collegiate Panhellenic Council Executive Board about the Recruitment procedures and policies.
  - f. Hold individual meetings with chapter Recruitment Chairs once during spring semester and once during primary recruitment.
  - g. Be responsible for providing assistance to chapters with the recruiting process through open houses, workshops, and coordinating recruitment ads.
  - h. Serve as a member of the Peer Accountability Board as needed.
7. The Vice President of Recruitment Education shall
- a. Have preferably been a recruitment counselor.
  - b. Plan, coordinate and communicate the Potential New Member and Recruitment Counselor participation of Sorority Showcase Tour as well as other external administrative duties associated with Sorority Showcase Tour.
  - c. Plan, coordinate and communicate the Potential New Member and Recruitment Counselor participation during primary recruitment.
  - d. Communicate with Potential New Members, family members when necessary as well as other external sources.
  - e. Be responsible for aiding in development and distribution of informational literature for prospective members, parents and general community.
  - f. Coordinate the selection and training of recruitment counselors.
  - g. Serve as a member of the Peer Accountability Board as needed.
8. The Vice President of Public Relations shall
- a. Attend all Panhellenic and Panhellenic Executive Board Meetings.
  - b. Strategically implement a communication plan for the Sorority and Fraternity Community and its stakeholders.

- c. Obtain sponsorship for the council to be used for marketing pieces.
  - d. Encourage collaboration and involvement between alumni, parents of Sorority and Fraternity students and the Greek Alumni Alliance.
  - e. Continue Relationships between ISU faculty, staff, department of residence and other departments as deemed appropriate
  - f. Host two roundtables for marketing/communications chairs for chapters per term, to discuss best practices and any new information.
  - g. Encourage the use of chapter archives through the library archives projects as well as within their own chapter.
  - h. Create agendas for Panhellenic Executive Board and Delegate meetings. Record and distribute meeting minutes.
  - i. Create flyers and advertising materials
  - j. Photograph all Sorority and Fraternity events k. Assist the Vice President(s) or Recruitment during all recruitment activities.
  - k. Serve as a member of the Peer Accountability Board as needed.
9. The Vice President of Scholarship shall
- a. Attend all Panhellenic and Panhellenic Executive Board Meetings
  - b. Work closely with the Vice President of Membership Development to establish academics as first priority with new members.
  - c. Coordinate the development of leadership opportunities, resources, scholarship, and educational programming.
  - d. Organize all GAAP planning and programming in conjunction with the Council and Chapter Operations Senior Assistant Director
  - e. Coordinate all-Sorority and Fraternity scholarship programming in cooperation with respective counterparts.
  - f. Coordinate roundtable discussions and workshops for chapter scholarship chairs.
  - g. Assist in the preparation of the AFLV Compass Award entry.
  - h. Maintain a complete and up-to-date notebook and/or files with current policies, procedures, correspondence, budgets, and programming resources.
  - i. Assist the Vice President(s) of Recruitment during all recruitment activities.
  - j. Serve as a member of the Peer Accountability Board as needed.
10. The Vice President of Finance shall
- a. Attend all Panhellenic and Panhellenic Executive Board Meetings.
  - b. Develop, recommend, and implement an itemized annual budget for the Collegiate Panhellenic Council.
  - c. Develop, recommend, and implement an itemized budget for the Recruitment Executive Board.
  - d. Reconcile monthly COA statements with the Collegiate Panhellenic Council budget. Keep all financial records for the Council.

- e. Collaborate with IFC VP of Chapter Operations to ensure proper handling of joint council spending.
  - f. Create and send out dues invoices to each regular and associate chapter once per semester. Enforce collection of dues. Impose monetary sanctions when necessary.
  - g. Sign and complete intramurals and vouchers when applicable.
  - h. Instruct the Panhellenic Executive Board how to properly manage their individual budgets.
  - i. Collaborate with Campus Organizations Accounting.
  - j. Have basic knowledge of Microsoft Excel or a compatible program and be able to use this program in the creation and up-keep of the budgets.
  - k. Assist other council officers in the preparation of the AFLV Compass Award entry.
  - l. Maintain a complete and up-to-date notebook and/or files with current policies, procedures, correspondence, budgets, and programming resources.
  - m. Continue to complete position duties and correspond on financial matters throughout the summer.
  - n. Assist the Vice President(s) of Recruitment during all recruitment activities.
  - o. The Vice President of Finance will be elected during the first round of elections in order to work with the current Vice President of Finance on the upcoming year's budget.
  - p. Serve as a member of the Peer Accountability Board as needed.
11. The Vice President of Civic Engagement shall
- a. Attend all Panhellenic and Panhellenic Executive Board Meetings.
  - b. Serve as coordinator with the IFC counterpart for the Greek Visit Day Luncheon, Greek Trick-or-Treat, Greeks Give Back, and all other CPC/IFC-sponsored philanthropies and community events.
  - c. Coordinate roundtable discussions with chapter philanthropy chairs.
  - d. Be responsible for contributing to and distributing a calendar of chapter philanthropic events.
  - e. Coordinate activities surrounding the annual All-University and/or All-Greek Philanthropy, including community service events.
  - f. Work with the Vice President of Communications to publicize all Panhellenic philanthropic and service projects.
  - g. Collect and approve registration forms and summary forms for philanthropy projects from Panhellenic chapters.
  - h. Inform Panhellenic chapters of philanthropy events and volunteer opportunities in the community.
  - i. Assist in the preparation of the AFLV Compass Award entry.
  - j. Maintain a complete and up-to-date notebook and/or files with current policies, procedures, correspondence, budgets, and programming resources.

- k. Serve on the Event's Review Team along with the IFC counterpart, CPC Vice President of Health and Wellness, IFC Vice President of Risk Prevention, NPHC Representative, and MGC Representative.
  - l. Assist the Vice President(s) of Recruitment during all recruitment activities.
  - m. Serve as a member of the Peer Accountability Board as needed.
12. The Vice President of Membership Development shall
- a. Attend all Panhellenic and Panhellenic Executive Board Meetings.
  - b. Co-coordinate all Central Campus Bid-Day activities.
  - c. Assist in recruitment efforts for counseling any withdrawals during Recruitment Week.
  - d. Plan and facilitate the fall and spring New Member Symposium, offering educational sessions and resources on mental health, scholarship, leadership, and personal safety topics for new members.
  - e. Provide assistance to new member educators on topics pertinent to new members.
  - f. Coordinate roundtable discussions for new member educators.
  - g. Assist in the preparation of the AFLV Compass Award entry.
  - h. Maintain a complete, up-to-date notebook and/or files with current policies, procedures, correspondence, budgets, and programming resources.
  - i. Coordinate roundtable discussions for membership development chairs.
  - j. Assist the Vice President(s) of Recruitment during all recruitment activities.
  - k. Serve as a member of the Peer Accountability Board as needed.
13. The Vice President of Social Justice shall
- a. Attend all Panhellenic and Panhellenic Executive Board Meetings.
  - b. Act as a liaison to on-campus departments, student organizations, and Sorority and Fraternity auxiliary groups that promote social justice.
  - c. Assist chapter leaders with planning presentations and workshops for chapter members to promote diversity, equity, and inclusion.
  - d. Assist the Panhellenic officers, delegate representatives, and advisors with the incorporation of diversity, equity, and inclusion efforts into their duties.
  - e. Attend ISCORE (Iowa State Conference on Race and Ethnicity).
  - f. Attend events and conferences related to developing diversity, equity, and inclusion efforts or promoting marginalized identities.
  - g. Assist the Vice President(s) of Recruitment during all recruitment activities.
  - h. Serve on the Events Review Team.
  - i. Serve as a member of the Peer Accountability Board as needed.

## **Article V. The Panhellenic Community**

### **Section 1: Authority**

The governing body of the Panhellenic Community shall be the Panhellenic Executive Board. It shall be the duty of the Panhellenic Executive Board to conduct all business related to the overall

welfare of the Iowa State University Panhellenic Community including, but not limited to: approve the annual budget; consider extension; set a calendar of events; and determine programming. The Collegiate Panhellenic Council shall also have the authority to adopt rules governing the Collegiate Panhellenic Council that do not violate the sovereignty, rights, and privileges of member sororities.

#### Section 2: Composition and Privileges

The Iowa State University Collegiate Panhellenic Delegation shall be composed of one delegate and one alternate delegate from each regular, provisional, and associate member group at Iowa State University as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have 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, a member of the sorority may cast the vote, providing the member's credentials have been presented to the Council president.

#### Section 3: Selection of Delegates and Alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective sorority to serve for a term of one year commencing upon selection by the chapter.

#### Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within two weeks and notify the Panhellenic VP of Public Relations of the new delegate's name, address, and telephone number.

#### Section 5: Regular Meetings

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

#### Section 6: Election Meetings

The election meeting(s) of the Panhellenic Council shall be completed in October or November, and all vacant positions shall be elected no later than December 15th. Any vacant positions at that point will be elected at the first delegate meeting in January.

#### Section 7: Special Meetings

Special meetings of the Panhellenic Council may be called by the President when necessary or shall be called by the President upon the written request of no less than one-fourth of the member sororities of the Iowa State University Collegiate Panhellenic Council. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived,

and attendance at such meeting shall constitute waiver of said notice.

#### Section 8: Quorum

Two-thirds of the delegates from the member fraternities of the Iowa State University Panhellenic Council shall constitute a quorum for the transaction of business.

#### Section 9: Vote Requirements

1. Unless specified in these bylaws, all other votes shall require a majority vote for Adoption.
2. A two-thirds vote of the Collegiate Panhellenic Council shall be required to approve a reestablishment plan and for all extension-related votes.
3. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow an opportunity for chapter input before a vote may be taken on the issue.

### **Article VI. The Executive Board**

#### Section 1: Composition

The composition of the Executive Board shall be the President, Vice President of Council Standards and Integrity, Vice President Event Management, Vice President of Health and Wellness, Vice Presidents of Recruitment, Vice President of Public Relations, Vice President of Scholarship, Vice President of Finance, Vice President of Civic Engagement, Vice President Membership Development, and Vice President of Social Justice.

#### Section 2: Duties

The Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council through the secretary, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.

#### Section 3: Regular Meetings

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

#### Section 4: Special Meetings

Special meetings of the Executive Board may be called by the president when necessary or shall be called by the president upon the written request of three members of the Executive Board.

#### Section 5: Quorum

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

## Section 6: Responsibilities

1. The Panhellenic Executive Board shall be responsible for executing and abiding by all policies established by the Collegiate Panhellenic Council.
2. The Panhellenic Executive Board shall meet prior to each regular meeting to discuss the order of business and to hear reports.
3. The Panhellenic Executive Board shall appoint all Standing and Special committees and their chairs and, in making these appointments, recognize the representation of all member fraternities, where possible. All members of these committees shall be responsible to the Panhellenic Executive Board and shall make reports when necessary.
4. Each member of the Panhellenic Executive Board shall report the actions and business of their office at regular and executive meetings.
5. Members of the Panhellenic Executive Board are required to attend all Panhellenic Executive Board meetings and regular meetings of the Council unless the absence is excused by the President.
6. If a member of the Panhellenic Executive Board cannot fulfill their position's duties, the member shall resign or be asked to resign.
7. All Panhellenic Council officers are required to be present at Collegiate Panhellenic Council meetings, Panhellenic Executive Board meetings, and any other special meetings called by the Panhellenic Council President, Panhellenic Advisor, or Assistant Dean of Students/Director of Sorority and Fraternity Engagement. If any Panhellenic Executive Board member has two unexcused absences during one semester, the member will be asked to turn in a resignation from office.

## **Article VII: The Panhellenic Advisor**

### Section 1: Appointment

The Panhellenic Advisor of the Collegiate Panhellenic Council shall be appointed by the Iowa State University Office of Sorority and Fraternity Engagement Administration.

### Section 2: Authority

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

## **Article VIII: Committees**

### Section 1: Standing Committees

1. The standing committees of the Iowa State University Collegiate Panhellenic Council shall be the Panhellenic Peer Accountability Board, Circle of Sisterhood, Greek Relations Executive Council, and Membership Recruitment Committee.



2. 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 Board of the Collegiate Panhellenic Council 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 women fraternities or sororities as much as possible. The president shall be an ex-officio member of all committees except the Panhellenic Peer Accountability Board.

### Section 3: Panhellenic Peer Accountability Board

1. The Peer Accountability Board must consist of the Vice President of Council Standards and Integrity as the presiding officer, two members of the Collegiate Panhellenic Executive Board selected at random and rotated between accountability resolution meetings and the Fraternity/Sorority Advisor as an ex-officio non-voting member.
2. In accordance with NPC Unanimous Agreement VII. Collegiate Panhellenic Council 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 Iowa State University Collegiate Panhellenic Council 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: Membership Recruitment Committee

The Membership Recruitment Committee shall consist of a chairperson and one representative from each regular, provisional, and associate member, if they participate 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 membership recruitment period. After each membership recruitment period, the chairperson 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 group and chapter advisor.

### Section 5: Circle of Sisterhood

Circle of Sisterhood is recognized as the Collegiate Panhellenic Council's universal philanthropy. As a council, we strive to support the cause of women's education worldwide. The Circle of Sisterhood's committee consists of one executive director and an executive board of four:

Director of Marketing, Director of Fundraising, Director of Awareness, and Director of Finances. Each chapter's Panhellenic delegate will serve as the liaison for the Circle of Sisterhood. They are responsible for passing along all information regarding Circle of Sisterhood to their chapter members. Directors will be elected through an application or interview process with the Vice President of Civic Engagement and one other Collegiate Panhellenic Vice President. The Directors will then select the committee members through an application process. Any Collegiate Panhellenic member is eligible to apply.

## **Article IX: Finances**

### **Section 1: Fiscal Year**

The fiscal year of the Iowa State University Panhellenic Council shall be from July 1 to June 30.

### **Section 2: Contracts**

The signatures of the Vice President of Finance and either the Assistant Dean of Students/Director of Sorority and Fraternity Engagement or Assistant Director of Sorority and Fraternity Engagement shall be required to bind all contracts of the Iowa State University Collegiate Panhellenic Council.

### **Section 3: Intramurals**

All intramurals issued on behalf of the Iowa State University Collegiate Panhellenic Council shall be signed by the Vice President of Finance and the Assistant Dean of Students/Director of Sorority and Fraternity Engagement or the Assistant Director of Sorority and Fraternity Engagement.

### **Section 4: Payments**

All payments due to the Iowa State University Collegiate Panhellenic Council shall be given to the Vice President of Finance, who shall record them. Checks shall be made to the Collegiate Panhellenic Council.

### **Section 5: Dues**

1. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
2. Collegiate Panhellenic Council membership dues shall be an assessment per member and new member.
  - a. The semester dues of each Collegiate Panhellenic Council member sorority shall be payable on a semester basis.
  - b. Associate member sororities will not be financially responsible for the expenses of Primary Recruitment and will be assessed dues based on the total Panhellenic expenses without primary recruitment (They will be assessed 75% of the regular member chapter dues, which is proportionate to the total budget excluding primary recruitment costs).

- c. In the fall semester, each regular and associate member will be assessed dues at a flat rate via invoice on the day that lands exactly two weeks after each chapter's respective formal acceptance of new members (i.e., bid day, induction ceremony, or candidate ceremony). Dues must be submitted to the Vice President of Finance exactly two weeks after the date of assessment. Each chapter is responsible for communicating their respective dates with the Vice President of Finance at the beginning of the semester. These dates are subject to change under extenuating circumstances.
  - d. In the spring semester, each regular and associate member sorority will be assessed dues at a flat rate via invoice no later than the day that lands exactly four weeks after the first day of spring semester classes after fall grades have been released. Dues must be submitted to the Vice President of Finance exactly two weeks after the date of assessment. These dates are subject to change under extenuating circumstances.
  - e. The semester rate will be \$35 per member and new member for regular member sororities and \$25 per member and new member for associate member sororities.
  - f. Failure for chapters to pay dues on time will result in chapters being subject to the Peer Accountability Process.
  - g. Any chapter who does not update their roster numbers by the date assigned by the Fiscal Director will be assessed according to a standard of chapter total.
3. Chapter dues shall be adjusted to reflect inflation as necessary

#### Section 6: Payment Plan

If a payment cannot be paid in full by the date set by the Vice President of Finance, a payment of fifty percent of the total will be paid on that date. The remainder fifty percent will be paid three weeks from the initial date set by the Vice President of Finance. The payment plan must be brought to the attention of the Vice President of Finance prior to the initial due date.

#### Section 7: Controlled Substances

No Iowa State University Collegiate Panhellenic Council funds shall be used to purchase any controlled substances.

#### Section 8: Fees and Assessments

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

#### Section 9: Excess Funds

- 1. Any item or purchase with the use of excess or rollover funds over \$100 and not explicitly outlined in the Collegiate Panhellenic Council budget must be proposed, voted

on, and approved by the Collegiate Panhellenic Council Executive Board through a written proposal.

2. Approval of the use of the rollover budget or any reserve funds will be a majority vote.

#### **Section 10: Purchasing Card**

1. All purchases external to Iowa State University shall be made using a purchasing card (pcard) registered through ISU Campus Organizations Accounting (COA).
2. Upon making purchases, the Vice President of Finance is required to obtain, submit, and validate an itemized receipt of the purchase through COA via AccessPlus.

#### **Article X. Extension**

##### **Section 1. Extension is the Process of Adding an NPC Sorority.**

The Iowa State University Collegiate Panhellenic Council shall follow all NPC Unanimous Agreements and NPC extension guidelines can be found on the NPC website and in the Manual of Information.

##### **Section 2. Voting Rights**

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

#### **Article XI. Infraction Resolution**

##### **Section 1. Infraction**

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, and the Panhellenic code of ethics, standing rules, and/or membership recruitment regulations of the Iowa State University Collegiate Panhellenic Council shall be considered an infraction.

##### **Section 2. Informal Resolution**

Members are encouraged to resolve alleged infractions through informal discussions with the involved parties.

##### **Section 3. Peer Accountability Process Procedure**

The Iowa State University Collegiate Panhellenic Council shall follow all NPC Unanimous Agreements and NPC guidelines for the peer accountability process.

#### **Article XII. Hazing**

##### **Section 1: Hazing**

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

##### **Section 2: Definition**

The Collegiate Panhellenic Council defines hazing as any action taken or situation created,

intentionally, whether on or off sorority property, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities include but are not limited to the creation of excessive fatigue; physical and psychological shocks; wearing publicly or privately apparel which is conspicuous and not normally in good taste; engaging in public stunts or jokes, morally degrading or humiliating games and activities; late night or early morning sessions that interfere with scholastic activities which are not consistent with the regulations and policies of the educational institution.

### **Article XIII. Inclusion Statement**

Iowa State University Collegiate Panhellenic Council does not categorically deny membership to an individual based on race, color, religion, sex\*, national origin, age, disability, marital status, military or veteran status, or political affiliation. \*Pursuant to 20 U.S.C. 1681(a)(6)(A), social fraternities and sororities may limit membership on the basis of sex.

### **Article XIV. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Iowa State University Collegiate Panhellenic Council 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 Iowa State University Collegiate Panhellenic Council may adopt.

### **Article XV. Amendment of Bylaws**

These bylaws may be amended at any regular or special meeting of the Iowa State University Collegiate Panhellenic Council 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**

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

## **Appendix of the Iowa State University Collegiate Panhellenic Council**

### **Appendix 1: Code of Ethics**

We, as the undergraduate members of sororities at Iowa State University, strive to exemplify scholarship, leadership, service, and sisterhood by abiding by all unanimous agreements of the National Panhellenic Conference. We work to promote the best interests of Iowa State University and to ensure that the Panhellenic community is an asset to our institution. We foster good relationships with all of our peers and we emphasize strengthening relationships with all

Sorority and Fraternity and non-Sorority and Fraternity organizations. We shall keep all information pertaining to Panhellenic business private. We will be fair and democratic in all procedures. We recognize that the Panhellenic community is a unique opportunity for women to learn how to live a life of meaning. We embrace differences among our fellow sisters and we will be fair-minded in all of our interactions. Because we recognize that every member sorority is an integral part of our community we refrain from making disparaging remarks about any member sorority. Because all members' actions are a reflection of the community, every member shall present herself in the best manner possible and conduct herself with irreproachable moral conduct. The standards that we have set forth shall guide our everyday actions and ensure the success of our community.

## **Appendix 2: Order of Business**

### **Section 1**

The Iowa State University Collegiate Panhellenic Council shall be governed by Robert's Rules of Order-Newly Revised, except in matters that are specifically provided for in the Constitution, Bylaws, and Standing Rules.

### **Section 2**

The order of business of the Iowa State University Collegiate Panhellenic Council shall be as follows

1. Speakers
2. Creed
3. Roll Call
4. Minutes and Approval
5. Reports
  - a. President
  - b. Vice President of Council Standards and Integrity
  - c. Vice President of Event Management
  - d. Vice President of Health and Wellness
  - e. Vice President of Recruitment: Programming
  - f. Vice President of Recruitment: Education
  - g. Vice President of Public Relations
  - h. Vice President of Scholarship
  - i. Vice President of Finance
  - j. Vice President of Civic Engagement
  - k. Vice President of Membership Development
  - l. Vice President of Social Justice
  - m. Student Government Representative
  - n. Greek Week Coordinator
  - o. Standing Committees

- p. Assistant Dean of Students/Director of Sorority and Fraternity Engagement
- q. Panhellenic Advisor
- r. Old Business
- s. New Business
- t. Announcements
- u. Adjournment

### **Appendix 3: Collegiate Panhellenic Council Election Procedure**

#### **Section 1: Election Procedure**

1. Nominations
2. Candidates leave
3. Candidate 1 Speech
4. Candidate 1 Questions
5. Candidate 1 leaves
6. Candidate 1 Speaker
7. Candidate 2 Speech
8. Candidate 2 Questions
9. Candidate 2 leaves
10. Candidate 2 Speaker
11. Repeated pattern of candidate speech, questions, supportive speech until all candidates are finished
12. Open the floor for five minutes max of discussion
13. Move to a secret ballot vote
14. Tally votes – majority needed to win
15. Winner announced

#### **Section 2: Nomination Procedure**

Candidates running from the floor need to be nominated at the election meeting(s). The Vice President of Council Standards and Integrity will read the list of candidates previously nominated and ask for any nominations from the floor. The nominator will raise a hand, be called upon, and say, “I nominate (insert name here).” No candidate is eligible to be nominated if they have not turned in their application by noon on the day of the election. After all nominations have been made, the Vice President of Council Standards and Integrity will entertain a motion to cease nominations. The candidates will then leave the room.

#### **Section 3: Speaker Procedure**

Anyone, with the exception of current CPC officers, may be the speaker for the candidates; this is not limited to members of the Panhellenic community. The Candidate has five minutes to give a speech, and the chapters then have five minutes for a question and answer session. The Candidate’s speaker then has two minutes to speak.

#### Section 4: Discussion Procedure

The discussion period is a chance to voice any concerns your chapter may have about any of the candidates or to express strong chapter support for a certain candidate. Each discussion speaker will be limited to 30 seconds. The total discussion period will be a maximum of five minutes; however, this time period may be extended if it is deemed necessary. Panhellenic does not use a pro/con/pro format; this is an open discussion. As a Panhellenic community, the concerns of other chapters play an important role in your chapter decisions. While comments of strong support for a candidate will be entertained, please keep in mind that this is the only opportunity chapters will have to voice their concerns. It is imperative that all comments made during the discussion period are kept strictly confidential. When called upon for discussion, please stand and state your name and chapter before continuing.

#### Section 5: Voting Procedure

Each chapter will have three minutes to confer and decide on their vote. Ballots are submitted by a chapter delegate to the Vice President of Council Standards and Integrity and are counted by the President, the Vice President of Council Standards and Integrity, and the Panhellenic Advisor. A majority of the votes are necessary to be elected to any position. A vote of ABSTAIN is treated as a vote of no-confidence for any candidate on the ballot and is not applied to the necessary votes. In the case of 3 or more candidates on the ballot, in which no candidate receives a majority of the vote, there will be a revote between the top two vote-getters. The required number of people from each chapter will be 15% of the chapter (with a maximum of 5 and a minimum of 3), which must include the 2 delegates and the president. The number required per chapter will be announced the week before voting. In the case of a tie between two candidates, the vote will be recast once. In the case of a tie during a re-vote, the floor may be re-opened for discussion in a pro-con format. The Panhellenic chapters will continue to re-vote in this fashion until one candidate receives a majority.

### **Appendix 4: Risk Management**

#### Section 1: Alcohol and Drugs

1. While on chapter premises, during a sorority event, in any situation sponsored or endorsed by the chapter, or in any event an observer would associate with the sorority, all activities must be in compliance with any and all applicable laws of the state, province, county, city, and Iowa State University must comply with the CPC Risk Management Policy.
2. In accordance with the National Panhellenic Conference Resolution on SUBSTANCE-FREE HOUSING, no alcohol shall be permitted on chapter premises.
3. In accordance with the National Panhellenic Conference Resolution on SUBSTANCE-FREE CO-SPONSORED SOCIAL EVENTS, no sorority chapter may co-sponsor an alcoholic event on fraternity property.



4. No alcoholic beverages may be purchased through chapter funds, nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter.
5. No chapter may co-sponsor or co-finance an event with an alcohol distributor, charitable organization, or tavern (a tavern is defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present.
6. Council funds shall not be used to purchase alcohol.
7. Presence or use of alcohol at council-sponsored events is prohibited.

#### Section 2: Appearance

Items will not be displayed that can be considered racist, sexist, or insensitive by any identity group. All images, marketing, and communication must be consistent with Panhellenic values and portray an overall positive image. These items include but are not limited to banners, t-shirts, billboards, signs, house party themes, Web site material, etc.

#### Section 3: Sexual Abuse and Harassment

In accordance with the National Panhellenic Conference Resolution on HARASSMENT AND HUMAN DIGNITY: no chapter will tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions which are demeaning to women, men, or any person, including but not limited to date rape, gang rape, or verbal harassment.

#### Section 4: Fire Health and Safety

1. All chapter facilities should meet all local fire and health codes and standards.
2. All chapters should have posted common phone emergency numbers for fire, police, and ambulance and should have posted evacuation routes on the back of each sleeping room door.
3. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house are expressly forbidden.

#### Section 5: Enforcement

Panhellenic chapters will adhere to the event policies outlined by the Office of Sorority and Fraternity Engagement at Iowa State University. Chapters that violate these policies will be subject to educational outcomes set in the Peer Accountability Process and/or the Student Conduct Hearing Board. University and Sorority and Fraternity liaisons as defined by the Iowa State University Student Disciplinary Handbook will review all infractions and, if deemed necessary will recommend such infractions to the proper Peer Accountability process.

### **Appendix 5: Philanthropy and Community Service**

1. No chapter shall hold their philanthropic event on the same day as another chapter's philanthropic event. The VP of Civic Engagement will assist chapters in creating unique theme names and marketing materials for their philanthropic event. If events must be held on the same day, given that there is no other appropriate day, no chapter shall hold their philanthropic event at the same time as another chapter's philanthropic event.
2. All philanthropy registration forms must be turned in three weeks prior to the event unless otherwise approved by the VP of Civic Engagement.

### **Appendix 6: Collegiate Panhellenic Recruitment Code of Ethics**

The Iowa State University Panhellenic Council is established to ensure that each Panhellenic sorority upholds its ethical responsibilities of Recruitment. Each chapter is given an equal opportunity to recruit new members. The needs of the potential members should always take precedence over the individual chapter's needs. Each potential member needs to receive as positive an impression as possible at all times. As members of the Panhellenic Council, we are responsible for recruiting new people to strengthen, preserve, and promote Panhellenic spirit in our Sorority and Fraternity Community. In addition, all Unanimous Agreements of the National Panhellenic Conference must be followed in accordance with the NPC Manual of Information.

### **Appendix 7: Panhellenic Peer Accountability Board Constitution**

#### Section 1: Practices

The Iowa State University Vice President of Council Standards and Integrity and the Peer Accountability Board shall follow the Peer Accountability Process as outlined in the National Panhellenic Conference Manual of Information.

#### Section 2: Infraction

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 Iowa State University Collegiate Panhellenic Council shall be considered an infraction.

#### Section 3: Informal Resolution

Members are encouraged to resolve alleged infractions through informal discussions with the involved parties.

#### Section 4: Peer Accountability Process Procedure

The Iowa State University Collegiate Panhellenic Council shall follow all NPC Unanimous Agreements and NPC guidelines for the peer accountability process