



# **Bylaws of the University of California, Los Angeles Panhellenic Association**

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## **Article I. Name**

The name of this organization shall be the University of California, Los Angeles Panhellenic Association, further known as UCLA Panhellenic.

## **Article II. Object**

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

1. Consider the goals and ideals of member organizations as applicable to campus and personal life.
2. Promote superior scholarship and intellectual achievement.
3. Cooperate with member women's sororities and the university administration to maintain high social and moral standards.
4. Act in accordance with National Panhellenic Council (NPC) Unanimous Agreements, policies, and best practices.
5. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights, and privileges of member sororities.

## **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 UCLA Panhellenic Association shall be composed of all chapters of NPC sororities at UCLA. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council. Each regular member shall have a voice and one vote on all matters.
- B. *Provisional membership*: The provisional membership of the UCLA Panhellenic Association shall be composed of all colonies of NPC sororities at UCLA. 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 sorority.
- C. *Associate membership*: Local sororities or (inter)national or regional non-NPC member groups may apply for associate membership of the UCLA Panhellenic Association. The Panhellenic Council shall determine the membership eligibility requirements, the process for submitting an application, and approval of the application. Associate members shall pay dues as determined by the Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If they are not participating in the 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 Panhellenic Council. An associate member shall not be entitled to vote on the question of its own expulsion.
  - a. Before a group may be granted associate membership to the Panhellenic Council, they shall have met the following conditions:
    - i. Attained a membership of at least 10 active members;
    - ii. Elected, by democratic procedures, chapter officers;
    - iii. Submitted a roster of all chapter members;
    - iv. Submitted copies of all constitutions and bylaws that govern their organization;
    - v. Submitted the name and email address of their chapter advisor; and
    - vi. Met all UCLA requirements for on-campus club/organization status.

### **Section 2. Privileges and Responsibilities of Membership:**

- A. *Duty of compliance*: All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these UCLA Panhellenic Association bylaws, code of ethics, and any additional rules this Panhellenic Association may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.
- B. A Panhellenic Council associate member has the following responsibilities:
  - a. Pay full Panhellenic dues;
  - b. Attend all Panhellenic Council meetings;
  - c. Attend all Panhellenic Council required events, with the exception of formal recruitment and its related activities;

- d. Maintain a membership of at least 8 active members; and
- e. Comply with all Panhellenic Council policies and University policies.

## **Article IV. Officers and Duties**

### **Section 1. Officers:**

The officers of the UCLA Panhellenic Association shall be President, Executive Vice President, VP Finance, VP Membership (Internal), VP Membership (External), VP Risk Management, VP Programming, VP Scholarship, VP Community Development, VP Women's Wellness, and VP Communications.

### **Section 2. Eligibility:**

A Panhellenic officer must be enrolled at the University of California, Los Angeles as a full-time student in good academic standing with the university. She must maintain a minimum 2.25 quarterly and 2.5 overall GPA throughout her term. A Panhellenic officer must be in good standing with her own organization to be eligible to serve in her role. A Panhellenic officer may not simultaneously serve as a member of her own chapter's Executive Board. A Panhellenic officer must abide by the UCLA Panhellenic Conflict of Interest Policy. A Panhellenic officer should not simultaneously hold a position in her own organization that coordinates directly with her Panhellenic officer role. Further eligibility to serve as an officer shall depend on the class of membership:

- A. Regular membership: Members from women's sororities holding regular membership in the UCLA Panhellenic Association shall be eligible to serve as any officer, given that they are an initiated member of their chapter and have completed at least two quarters of membership at the time of application.
- B. Provisional membership: Members from women's sororities holding provisional membership in the UCLA Panhellenic Association shall not be eligible to serve as an officer.
- C. Associate membership: Members from women's sororities holding associate membership in the UCLA Panhellenic Association shall not be eligible to serve as an officer in the following positions: President, Executive Vice President, Vice President Membership, and Recruitment Counselor Coordinator. After a chapter has held associate member status for one year, individual members of that chapter may apply to hold positions on the Executive Board for which they are eligible. Members of associate member chapters must have been an initiated member of their chapter for at least two quarters at the time of application.

Any candidate seeking the office of the President should have either served as a member of the Executive Council or as a member of her chapter's Executive Board before. Any candidate seeking the office of VP Membership should have participated in formal recruitment as an active chapter member at least once.

### **Section 3. Selection of Officers:**

The offices of President, Executive Vice President, VP Finance, VP Membership (Internal), VP Membership (External), VP Risk Management, VP Programming, VP Scholarship, VP Community Development, VP Women's Wellness, and VP Communications of the UCLA Panhellenic Council shall be nominated by the Nominating Council and elected by the Panhellenic Council. See Section 5 for procedure details.

#### Section 4. Office-Holding Limitations:

A women's sorority is not guaranteed any representation on the Executive Council. No more than two members from the same women's sorority shall hold office during the same term. The following positions cannot be held by members of the same chapter:

- A. President, Executive Vice President, VP Membership (Internal), and VP Membership (External);
- B. Executive Vice President and VP Risk Management; and
- C. President and VP Finance.

#### Section 5. Nomination Procedure:

The Nominating Council will select new officers for the Executive Council in the Fall Quarter of each academic year. The Nominating Council shall consist of two representatives from each member chapter as voting members, with each chapter possessing voice and one vote, and the Executive Council as ex-officio members, with voice but no vote. The Nominating Council shall participate in an interview process of all applicants for each position. This interview process shall primarily be conducted by the head of the Nominating Council, who is to be a member of the Panhellenic Executive Board who is not running for a new position on the Board and is not serving as a representative of their chapter, and the Executive Council, with the Representative Council able to ask questions to interviewees as well. After all interviews have been conducted, the Nominating Council will carry on a conversation reviewing the candidates. Then, the Nominating Council will create a slate with up to two candidates per position. Panhellenic Executive Council members (unless they are serving as the representative of their chapter on the Nominating Council) will not participate in the creation of the slate. After the slate has been created, the chapter representatives will bring the proposed slate back to their chapters to review. At the next Panhellenic Delegate meeting, the slate will be voted upon. If there is only one candidate for each position on the slate, the slate will be voted on as a whole. If there is more than one candidate for any position, the delegates will vote on each position one at a time. The Head of the Nominating Committee will determine the voting method and serve as the tie-breaker in the event that three consecutive votes end in a tie. If a candidate on the slate is not approved, and there is only one name listed for that position, any candidate who has participated in an interview may run off the floor. The council may conduct a discussion, and then there will then be a vote between the candidate on the slate and the candidate from the floor. The slate requires a 2/3 majority approval to pass. Individual candidates require a 2/3 majority approval to be elected.

#### Section 6. Term:

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin immediately following their installation into office by the previous Executive Council.

#### Section 7. Removal:

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

### Section 8. Vacancies:

Vacancies shall be filled at the discretion of the Panhellenic Executive Board by either appointment, if the vacancy occurs during Fall Quarter, or election using the same procedure outlined in Section 5, if the vacancy occurs during Winter or Spring Quarters.

### Section 9. Duties of Officers:

In addition to officer-specific duties, all officers are responsible for the following:

1. Attending weekly meetings of the Panhellenic Executive Board and the Panhellenic Council as scheduled;
2. Maintaining weekly office hours in the Office of Fraternity and Sorority Life;
3. Assisting in the administration of the Panhellenic formal recruitment program as needed, including arriving in the first week of September as established by the VP Membership in the preceding spring quarter and performing all duties as assigned by the Recruitment Team;
4. Keeping an up-to-date notebook and/or Google Drive for her position;
5. Training her successor; and
6. Participating in the appointment of her successor's Coordinator positions as applicable (see Article VIII, Section 5).

#### A. The President shall:

- a. Preside at all meetings of the Panhellenic Council;
- b. Preside at all meetings of the Executive Board;
- c. Serve as an ex-officio member of all Panhellenic Association committees;
- d. Communicate regularly with the Panhellenic advisor;
- e. Be familiar with the NPC Manual of Information and all governing documents of this Association;
- f. Ensure that the NPC Annual Report is completed;
- g. Communicate regularly with the NPC Area Advisor;
- h. Maintain current copies of the UCLA Panhellenic Association bylaws and standing rules, the Panhellenic Association quarterly and/or annual budget(s), all contracts executed on behalf of the Panhellenic Association, all correspondence and materials received from the NPC Area Advisor, all College Panhellenic reports to NPC, and any other pertinent documents;
- i. Live in Los Angeles during the summer and work in the Office of Fraternity and Sorority Life an average of 10 hours per week, reporting illness and vacations to the Panhellenic Advisor, to whom supervision is delegated for the summer break, and delegating responsibilities during absences;
  - i. The President will receive a housing stipend for the summer that she is living in Los Angeles. This stipend will be a total of \$1,000 for the three months, or \$333.33 per month, measured from the 15<sup>th</sup> of the month to the 15<sup>th</sup> of the next month, if she is not present for the entirety of the three months.
  - ii. Ex: If she is only living in Los Angeles from August 1st through the beginning of the quarter, she would receive 1.5 months' worth of the stipend (\$500).
- j. Serve as a member of the Panhellenic Membership Recruitment Committee and Recruitment Team;
- k. Serve as a signatory for the Panhellenic Council;

- I. Monitor and maintain all aspects of the UCLA Panhellenic Association's [Financial Accountability Contract](#); and
  - m. Perform all other duties as assigned.
- B. The Executive Vice President shall:
- a. Perform the duties of the President in her absence;
  - b. Serve as the Judicial Board Chief Justice:
    - i. Presiding over informal resolution meetings (see standing rules), and
    - ii. Leading selection and training of Judicial Board members when necessary;
  - c. Be familiar with the NPC Manual of Information and all governing documents of this Association;
  - d. Serve as the executive of bylaw revisions:
    - i. Leading a formal check-in with chapters regarding the current Panhellenic bylaws during spring quarter, and
    - ii. Informing her successor during their transition of any changes that should be enacted in the following year;
  - e. Keep complete and up-to-date records of disciplinary matters, including mediations, and work with chapters to ensure necessary follow-up is completed;
  - f. Attend Membership Recruitment Committee meetings during the development of the formal recruitment rules and consult on relevant conversations regarding the interpretation and application of these rules;
  - g. Live in Los Angeles during the summer and work in the Office of Fraternity and Sorority Life an average of 10 hours per week, reporting illness and vacations to the Panhellenic Advisor, to whom supervision is delegated for the summer break, and delegating responsibilities during absences:
    - i. The Executive Vice President will receive a housing stipend for the summer that she is living in Los Angeles. This stipend will be a total of \$1,000 for the three months, or \$333.33 per month, measured from the 15<sup>th</sup> of the month to the 15<sup>th</sup> of the next month, if she is not present for the entirety of the three months.
    - ii. Ex. If she is only living in Los Angeles from August 1<sup>st</sup> through the beginning of the quarter, she would receive 1.5 months' worth of stipend (\$500).
  - h. Serve as a member of the Panhellenic Membership Recruitment Committee and Recruitment Team
    - i. Consult with outgoing Executive Vice President, Vice President of Finance, and chapter financial officers to identify a Formal Recruitment budget cap by the end of the sixth week of Winter Quarter annually;
    - ii. Maintain current copies of all governing documents of this Association; and
    - iii. Perform all other duties as assigned.
- C. The Vice President of Finance shall:
- a. Supervise the finances of the UCLA Panhellenic Association and be responsible for monitoring the Panhellenic bank accounts;
  - b. Record all expenses monthly and compile at the end of each term a quarterly report, ensuring that expenses stay within the guidelines of the quarterly Panhellenic budget;
  - c. Record all recruitment income and expenses, ensuring that expenses stay

- within the recruitment budget;
  - d. Monitor and authorize the spending of all Panhellenic Executive Board members and Coordinators;
  - e. Issue all dues and fines to chapters and collect and deposit payments;
  - f. Pay promptly annual NPC dues and all bills of the UCLA Panhellenic Association;
  - g. Maintain up-to-date financial records and give a financial report at the close of her term and input said records into the appropriate accounting software;
  - h. Complete requirements to maintain UCLA Panhellenic non-profit status, and handle all tax-related responsibilities for the organization;
  - i. Monitor and maintain all aspects of the UCLA Panhellenic Association's [Financial Accountability Contract](#);
  - j. Serve as a Recruitment Counselor during fall Formal Recruitment; and
  - k. Perform all other duties as assigned
- D. The Vice President of Membership (Internal) shall:
- a. Coordinate all Panhellenic recruitment periods alongside the VP of Membership (External);
  - b. Be familiar with and follow the Standing Rules for Membership Selection, the NPC Unanimous Agreements, the current UCLA Panhellenic Recruitment Rules, and any other rules that directly or indirectly relate to recruitment periods and events;
  - c. Co-chair the Panhellenic Membership Recruitment Committee and the Panhellenic Recruitment Team;
  - d. Propose the types of parties, dates of recruiting, duration of parties, registration fees, Standing Rules for Membership Selection, and other facets of recruitment to the Panhellenic Council and/or the Membership Recruitment Committee (as appropriate) for approval through the Membership Recruitment Committee, consulting with the Executive Board and/or Panhellenic Advisor;
  - e. Coordinate recruitment finances with the VP Finance;
  - f. Define objectives for recruitment with the help of the Panhellenic Advisor and Executive Board;
  - g. Order and design, alongside the VP of Membership (External) and through consultation with the Recruitment Team and Membership Recruitment Committee, the Open House Round shirts for all Panhellenic chapters and, if applicable, the community-wide, Rho Gamma and/or Potential New Member Open House Round shirts;
    - i. In purchasing, the VP of Membership (Internal) must consider UCLA Panhellenic goals of sustainability.
  - h. Assist in the coordination of continuous open recruitment periods and events as deemed necessary;
  - i. Oversee the activities of the Recruitment Logistics Coordinator and participate in their appointment (see Article VIII, Section 5), assuming duties as necessary;
  - j. Live in Los Angeles during the summer and work in the Office of Fraternity and Sorority Life an average of 10 hours per week, reporting illness and vacations to the Panhellenic Advisor, to whom supervision is delegated for the summer break, and delegating responsibilities during absences;
    - i. The VP of Membership (Internal) will receive a housing stipend for the summer that she is living in Los Angeles. This stipend will be a

total of \$1,000 for the three months, or \$333.33 per month, measured from the 15<sup>th</sup> of the month to the 15<sup>th</sup> of the next month, if she is not present for the entirety of the three months.

- ii. Ex: If she is only living in Los Angeles from August 1st through the beginning of the quarter, she would receive 1.5 months' worth of the stipend (\$500).
  - k. Serve as a signatory for the Panhellenic Council;
  - l. Monitor and maintain all aspects of the UCLA Panhellenic Association's [Financial Accountability Contract](#); and
  - m. Perform all other duties as assigned.
- E. The Vice President of Membership (External) shall:
- a. Coordinate all Panhellenic recruitment periods alongside the VP of Membership (Internal);
  - b. Be familiar with and follow the Standing Rules for Membership Selection, the NPC Unanimous Agreements, the current UCLA Panhellenic Recruitment Rules, and any other rules that directly or indirectly relate to recruitment periods and events;
  - c. Co-chair the Panhellenic Membership Recruitment Committee and the Panhellenic Recruitment Team;
  - d. Work with the Panhellenic Advisor to organize recruitment counselor recruitment and selection, including interviewing applicants if necessary and notifying those selected;
  - e. Keep recruitment counselors informed of recruitment plans over the summer, including scheduling participation in summer promotional activities for those on campus;
  - f. Prepare recruitment counselor notebooks and organize recruitment counselor schedules for the week prior to formal recruitment and for formal recruitment itself to ensure recruitment counselors understand their roles, duties, and responsibilities;
  - g. Act as liaison between the Recruitment Team/Executive Board and recruitment counselors/potential new members;
  - h. Design and order, alongside the VP of Membership (External) and through consultation with the Recruitment Team and Membership Recruitment Committee, the Open House Round shirts for all Panhellenic chapters and, if applicable, the community-wide, Rho Gamma and/or Potential New Member Open House Round shirts;
    - i. In purchasing, the VP of Membership (External) must consider UCLA Panhellenic goals of sustainability.
  - i. Design and order, through consultation with the Recruitment Team and Membership Recruitment Committee, all additional Rho Gamma merchandise, apparel, and accessories;
    - i. In purchasing, the VP of Membership (External) must consider UCLA Panhellenic goals of sustainability.
  - j. Correspond with all Potential New Members regarding recruitment opportunities through the year;
    - i. The VP of Membership (External) will work with the VP of Communications to promote Primary Recruitment throughout the academic year and summer.
  - k. Oversee the activities of the Recruitment Logistics Coordinator and participate in their appointment (see Article VIII, Section 5), assuming duties



as necessary;

- I. Live in Los Angeles during the summer and work in the Office of Fraternity and Sorority Life an average of 10 hours per week, reporting illness and vacations to the Panhellenic Advisor, to whom supervision is delegated for the summer break, and delegating responsibilities during absences;
  - i. The VP of Membership (External) will receive a housing stipend for the summer that she is living in Los Angeles. This stipend will be a total of \$1,000 for the three months, or \$333.33 per month, measured from the 15<sup>th</sup> of the month to the 15<sup>th</sup> of the next month, if she is not present for the entirety of the three months.
  - ii. Ex: If she is only living in Los Angeles from August 1st through the beginning of the quarter, she would receive 1.5 months' worth of the stipend (\$500).

F. The Vice President of Risk Management shall:

- a. Organize, attend, and preside over all regular Panhellenic social chair and risk management meetings (e.g., trainings, calendarings, etc.);
- b. Work with chapters to educate the Panhellenic community on social policies and regulations;
- c. Educate the Panhellenic community on risk reduction techniques;
- d. Report violations of the Panhellenic social policy to the EVP;
- e. Review all Panhellenic chapters' social event registrations to ensure adherence to UCLA and UCLA Panhellenic Association policies, including maintaining an event registration log in which all documents are archived for 5 years;
- f. Spend 1 hour daily reviewing event registration forms and answering event- or risk management-related questions and hold scheduled or appointment-based office hours for Panhellenic chapters seeking counsel on the above;
- g. Co-chair the Sexual Violence Prevention Committee (SVPC) with the VP of Women's Wellness;
  - i. Hold biweekly meetings for the SVPC to discuss ongoing issues and brainstorm community-wide changes and action plans;
  - ii. Host quarterly round tables open to the Panhellenic community on issues related to the committee's objectives;
  - iii. Maintain the integrity and purpose of the SVPC in accordance with its Objectives;
- h. Serve as a Recruitment Counselor during fall Formal Recruitment; and
- i. Perform all other duties as assigned.

G. The Vice President of Programming shall:

- a. Plan and promote programs to unite and excite the Panhellenic community, with an emphasis on internal and external engagement and collaboration in such programs;
- b. Lead outreach to fellow Greek councils and UCLA campus organizations to co-program events and increase communications across various social groups;
- c. Serve as coordinator and source of information for UCLA campus reservation details (Bruin Plaza, AGB, etc.) for Panhellenic chapters;
- d. Consult with Panhellenic chapters on the planning of their respective philanthropy events, including campus reservations and logistical support, with the support of a Service Coordinator if desired;

- i. Work with Vice President of Risk Management to prevent overlap in chapter philanthropy event scheduling;
  - e. Coordinate the Panhellenic Awards ceremony during spring quarter, including distributing and reading awards applications, organizing the event, and securing a guest speaker if desired;
  - f. Advise the Service Coordinator on their respective position descriptions and participate in their appointment (see Article VIII, Section 5), assuming duties as necessary;
  - g. Coordinate Panhellenic sustainability efforts in keeping with UCLA goals and targets of carbon neutrality;
  - h. Serve as a signatory for the Panhellenic Council;
  - i. Serve as a Recruitment Counselor during fall Formal Recruitment; and
  - j. Perform all other duties as assigned.
- H. The Vice President of Scholarship shall:
  - a. Be responsible for all scholarship reports, awards, and programs, including the coordination of the scholarship portion of the Panhellenic Awards Night;
  - b. Serve as the Panhellenic Council liaison to the Order of Omega and Rho Lambda honor societies, announcing all meetings and events relating to the organizations to Panhellenic chapters;
  - c. Meet with chapters that are below the all-women's average GPA and work with them to set academic goals and action plans to ensure success;
  - d. Serve as a Recruitment Counselor during fall Formal Recruitment; and
  - e. Perform all other duties as assigned.
- I. The Vice President of Community Development shall:
  - a. Coordinate the fall New Member Forum and all new member education programming throughout the year;
  - b. Work with chapter member education teams on retention and education efforts;
  - c. Chair the Junior Panhellenic Council with assistance from the VP Programming as necessary;
  - d. Emphasize educating the Panhellenic community in themes of Panhellenic history of discrimination at UCLA, exclusion, diversity, implicit bias, microaggression, and/or accountability in their work for this role with support of any other officers as deemed necessary;
  - e. Co-chair the Equity, Diversity, and Inclusion Committee (EDIC) with the VP Women's Wellness;
    - i. Hold biweekly meetings for EDIC to discuss ongoing issues and brainstorm community-wide changes and action plans;
    - ii. Ensure representatives from all chapters are present on EDIC and consistently attend weekly meetings;
    - iii. Connect with the Office of Fraternity and Sorority Life and the UCLA Equity, Diversity, and Inclusion Office to consult on shared issues and spread cross-campus programming with the assistance of VP Programming as necessary;
    - iv. Maintain the integrity and purpose of EDIC in accordance to its Objectives;
  - f. Serve as a Recruitment Counselor during fall Formal Recruitment; and
  - g. Perform all other duties as assigned.
- J. The Vice President of Women's Wellness shall:
  - a. Promote a healthy lifestyle to Panhellenic women through wellness

- programming, such as seminars, workshops, info sheets, etc.;
  - b. Collaborate with campus organizations focusing on healthy living, and ensure Panhellenic women are aware of campus health resources, including counseling services;
  - c. Co-chair the Equity, Diversity, and Inclusion Committee (EDIC) with the VP Community Development;
    - i. Hold biweekly meetings for EDIC to discuss ongoing issues and brainstorm community-wide changes and action plans;
    - ii. Ensure representatives from all chapters are present on EDIC and consistently attend biweekly meetings;
    - iii. Connect with the Office of Fraternity and Sorority Life and the UCLA Equity, Diversity, and Inclusion Office to consult on shared issues and spread cross-campus programming with the assistance of VP Programming as necessary;
    - iv. Maintain the integrity and purpose of EDIC in accordance with its Objectives;
  - d. Co-chair the Sexual Violence Prevention Committee (SVPC) with the VP of Risk Management;
    - i. Hold biweekly meetings for the SVPC to discuss ongoing issues and brainstorm community-wide changes and action plans;
    - ii. Host quarterly round tables open to the Panhellenic community on issues related to the committee's objectives;
    - iii. Maintain the integrity and purpose of the SVPC in accordance with its Objectives;
  - e. Work with official campus offices such as Counseling and Psychological Services, Title IX, and Campus Assault & Resources Education (CARE), among others, to provide educational programs and training opportunities to the Panhellenic community;
  - f. Serve as a Recruitment Counselor during fall Formal Recruitment; and
  - g. Perform all other duties as assigned.
- K. The Vice President of Communications shall:
- a. Keep Panhellenic files, rosters, and directories up to date;
  - b. Record minutes, including attendance, at all meetings of the Panhellenic Council;
  - c. Distribute Panhellenic Council minutes via e-mail to chapter presidents, chapter delegates, and the NPC Area Advisor on a weekly basis;
  - d. Manage the Panhellenic Council website to ensure that all information is accurate, current, and in keeping with the Council's current brand;
  - e. Manage all Panhellenic Council social media profiles;
  - f. Announce the events of the UCLA Panhellenic Association to the campus community;
  - g. Assist the Panhellenic President (and other members of the Panhellenic Council if applicable) in all official communications, including but not limited to email correspondence and official statements;
  - h. Advise the Graphic Design Coordinator and participate in her appointment (see Article VIII, Section 5), assuming duties as necessary;
  - i. Serve as a Recruitment Counselor during fall Formal Recruitment; and
  - j. Perform all other duties as assigned.

## **Article V. The Panhellenic Council**

### **Section 1. Authority:**

The governing body of the UCLA Panhellenic Association shall be the Panhellenic Council, led by the Executive Board. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the UCLA Panhellenic Association including, but not limited to: biannually review the parameters as adopted in the recruitment rules for the automatic adjustment of total; annually determine dues; approve the quarterly budget; consider extension; set a calendar of events; determine programming; and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of member women's sororities.

### **Section 2. Composition and Privileges:**

The UCLA Panhellenic Council shall be composed of one delegate from each regular, provisional and associate member group at UCLA 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. If a delegate is absent, a chapter's vote may be cast by a member of the sorority, providing her credentials have been presented to the association President.

### **Section 3. Selection of Delegates:**

Delegates to the Panhellenic Council shall be selected by their respective women's sorority chapters to serve for a term of one year commencing the beginning of Winter Quarter each year.

### **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 to notify the Panhellenic Association VP Communications and the President of her name, email 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. Special Meetings:**

Special meetings of the Panhellenic Council may be called by the Panhellenic President when necessary, and shall be called by her upon the written request of no fewer than one-fourth of the member women's sororities of the UCLA Panhellenic Association. 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 7. Quorum:**

Two-thirds of the delegates from the member sororities of the UCLA Panhellenic

Association shall constitute a quorum for the transaction of business.

Section 8. Vote Requirements:

Proposed motions on issues that impact a chapter as a whole must be announced at a meeting to allow opportunity for said chapter's/chapters' input before the Panhellenic Council may take a vote on the issue at the next week's meeting.

A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes (Article X). All other votes, unless specified in these bylaws, shall require a majority vote for adoption. (See Article XIII 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 executive board shall be the President, Executive Vice President, VP Finance, VP Membership, VP Risk Management, VP Programming, VP Scholarship, VP Community Development, VP Women's Wellness, and VP Communications.

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, the Executive Board officers shall also report actions they have taken and record the actions 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 and shall be called by her upon the written request of three members of the Executive Board.

**Article VII. The Panhellenic Advisor**

Section 1. Appointment:

The Panhellenic advisor of the UCLA Panhellenic Association shall be appointed by the UCLA administration.

Section 2. Authority:

The Panhellenic advisor shall serve in an advisory capacity to the UCLA Panhellenic Association. 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:

- A. Committees: The standing committees of the UCLA Panhellenic Association shall be the Judicial Board, the Membership Recruitment Committee, and the Board of Coordinators.
- B. Term: The standing committees shall serve for a term of one year, which shall coincide with the regular terms of Executive Board officers.

#### Section 2. Appointment of Committee Membership:

The 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 women's sororities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board.

#### Section 3. Judicial Board:

The Judicial Board shall consist of the Executive Vice President as chairman and five chapter Presidents randomly selected in accordance with the Panhellenic Judicial Procedure. The Panhellenic advisor shall serve as a non-voting ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member sororities about the Panhellenic judicial procedure.

In accordance with NPC Unanimous Agreement VII: College Panhellenic Association Judicial Procedure, it shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the UCLA Panhellenic Association that are not settled informally or through mediation. The entire Judicial Board shall conduct the hearing unless the Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process. The judicial board shall only be composed of members from member chapters. Provisional member chapters therefore cannot hold a seat on the Judicial Board.

#### Section 4. Membership Recruitment Committee:

The Membership Recruitment Committee shall consist of the VP Membership (Internal) and VP Membership (External) as co-chairs and one representative from each regular, provisional, and associate member. 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 chair 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. Board of Coordinators:

The Board of Coordinators shall consist of the following five positions, which may be added to or amended in the future as deemed necessary by the Panhellenic Executive Council. If the Panhellenic Executive Council does not deem any applicants qualified for the job, the Executive Board member who is responsible for that coordinator shall take over the responsibilities for that term. Coordinator applicants must meet the same eligibility requirements as Executive Board officers.

The coordinators have the following duties:

- A. The Recruitment Logistics Coordinator shall:
  - a. Organize and schedule room and board throughout the recruitment period for recruitment counselors and Panhellenic executive officers;
  - b. Make arrangements and reservations for the recruitment counselor retreat prior to fall formal recruitment;
  - c. Coordinate all logistical, event planning, and catering aspects of formal recruitment, including management of Recruitment Headquarters and preferencing; and
  - d. Preferably live in Los Angeles during the summer and work in the Office of Fraternity and Sorority Life an average of 10 hours per week, reporting illness and vacations to the Panhellenic Advisor, to whom supervision is delegated for the summer break, and delegating responsibilities during absences; or guarantee reliable, rapid, and consistent communication with the Recruitment Team during recruitment planning.
- B. The Greek Week Coordinator shall:
  - a. Act as the Panhellenic liaison to the Greek Week Committee for the Greek Week that occurs during the winter quarter after her term has officially ended;
  - b. Shadow the current Greek Week Coordinator for the Greek Week shortly following her appointment in order to gain insight into planning and execution of the upcoming events;
  - c. Participate with other council liaisons in appointing Greek Week Executive Board and committee members, along with Greek Week delegates; and
  - d. Assist with preparation of Greek Week funding requests, including, but not limited to, annual USAC budget requests, Contingency, and BOD funding.
  - e. Note: This position carries into the following winter quarter after the regular term has officially ended.
- C. The Service Coordinator shall:
  - a. Plan and communicate service opportunities for the Panhellenic community; and
  - b. Maintain a current calendar of all Panhellenic philanthropies.
- D. The Graphic Design Coordinator shall:
  - a. Design all Panhellenic flyers and marketing materials, including recruitment materials such as the PNM Handbook and social media graphics;
  - b. Assist with designing apparel for the Executive Board and recruitment counselors; and
  - c. Assist the VP Communications with website maintenance to ensure the Panhellenic Council presents a coherent brand.

These coordinators will be appointed jointly by the current and incoming Executive Board officers to whom supervision is delegated. For example, the Recruitment Logistics Coordinator will be appointed by the current VP of Membership (Internal) and her

successor together. Further, only members who are in good standing with their chapter are eligible for these positions. Finally, the VP Membership (Internal), VP Membership (External), and the Recruitment Logistics Coordinator must be from different chapters.

Section 7. Other Committees:

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

**Article IX. Finances**

Section 1. Fiscal Year:

The fiscal year of the UCLA Panhellenic Association shall be from January 1<sup>st</sup> to December 31<sup>st</sup> inclusive.

Section 2. Contracts:

Signatures of the President or another signatory shall be required to bind the UCLA Panhellenic Association on any contract.

Section 3. Checks:

All checks issued on behalf of the UCLA Panhellenic Association shall bear one of the following signatures: President, VP Finance, or VP Membership (Internal), when applicable to Recruitment.

Section 4. Payments:

All payments due to the UCLA Panhellenic Association shall be received by the VP Finance, who shall record them. Checks for payments shall be made payable to the UCLA Panhellenic Association.

Section 5. Dues:

- A. *NPC dues*: NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. *Panhellenic Association dues*: UCLA Panhellenic Association membership dues shall be an assessment per member and new member per quarter.
  - a. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than May of the preceding year.
  - b. The dues of each Panhellenic Association member sorority shall be payable on or before the Friday of the fourth week of fall, winter, and spring quarters at \$8 per person on the roster.
  - c. For every week a due is late, the chapter in question will incur a late fine of \$100. The late policy is cumulative: for example, a due that is 3 weeks late will incur \$300 in addition to the original amount.
  - d. Dues include, but are not limited to, Panhellenic dues and recruitment/Rho Gamma dues.
  - e. Dues will not include the Open House Round shirt for Panhellenic Formal Recruitment, which will be financed by chapters and provided by the Panhellenic Association.
    - i. The Panhellenic Recruitment Team will incorporate affordability into



their shirt designs and purchasing.

Section 6. Fees and Assessments:

- A. The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.
  - a. For every week a fee or fine is late, the chapter in question will incur a late fine of \$20. The late policy is cumulative: for example, a fee that is three weeks late will incur \$60 in addition to the original amount.
  - b. Mandatory Panhellenic events: The Panhellenic Executive Board shall determine the required attendance for all mandatory events and report to chapters the required percentage of chapter attendance at mandatory events three weeks in advance.
  - c. For every member a chapter is below the required attendance percentage, the chapter in question will incur a fine of \$10. For example, if a chapter is below the required attendance percentage by 6 women, it will incur a fine of \$60.
    - i. Makeup attendance events may be required, but will not necessarily replace insufficient attendance fines.
  - d. The late fee/fine policy also applies to mandatory attendance fines.

Section 7. The UCLA Panhellenic Bank Account:

All dues and fines shall be deposited into the UCLA Panhellenic Bank account, a separate entity from the University of California, Los Angeles. For all expenses and fines relating to the Recruitment period, a separate UCLA Panhellenic Recruitment Bank account shall be used. The only persons with access to both of these accounts are the Panhellenic President and the Vice President of Finance. The VP Membership shall have access to the Recruitment account.

Section 8. Transactions and Reimbursements:

The Vice President of Finance shall keep record of every transaction made by the Panhellenic Council. For transactions made by an individual on behalf of the Panhellenic Council, the Vice President of Finance shall track all expenses and reimburse the individual from either the UCLA Panhellenic Bank Account or the UCLA Panhellenic Recruitment Bank account once physical proof of the payment is obtained.

**Article X. Extension**

Section 1. Definition:

Extension is the process of adding an NPC women's sorority. The UCLA Panhellenic Association 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 Panhellenic Council shall vote on extension matters.

**Article XI. Violation Resolution**

Section 1. Violation:

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

### Section 2. Informal Resolution:

Members are encouraged to resolve alleged violations through informal discussion with the involved parties, following procedure dictated in the Standing Rules.

### Section 3. Judicial Process:

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The UCLA Panhellenic Association shall follow all mediation guidelines found in NPC Unanimous Agreement VII.

- A. *Mediation*: Mediation is the first step of the judicial process. The UCLA Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.
- B. *Judicial Board Hearing*: When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.
- C. *Appeal of Judicial Board decision*: A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenic's Judicial Appeal Committee. The UCLA Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

## **Article XII. Hazing**

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

## **Article XIII. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the UCLA Panhellenic Association 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 UCLA Panhellenic Association may adopt.

## **Article XIV. Amendment of Bylaws**

These bylaws may be amended at any regular or special meeting of the UCLA 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 XV. Dissolution**

This Association shall be dissolved when only one regular member exists at UCLA. 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.

## **Standing Rules**

A College Panhellenic Association may wish to adopt additional rules that pertain to the administration of the association. This type of rule belongs in standing rules rather than bylaws. Standing rules are written as a separate document from the bylaws, but should be attached to and distributed with the bylaws.

The following topics (as well as others) are best suited for standing rules:

- Awards
- Code of Ethics
- Recruitment Rules
- Judicial Procedures
- Social Events
- Office Procedures

## **List of By-Law Amendment Dates:**

- *May 2013*
- *January 2016*
- *April 2016*
- *October 2016*
- *November 2017*
- *October 2018*
- *October 2020*
- *October 2021*
- *May 2022*
- *October 2022*
- *October 2022 (second revision)*