



# **Officer Positions of the University of California, Los Angeles** **Panhellenic Association**

## **Panhellenic Executive Council**

### **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;
  - l. 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;
  - l. 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.

### **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.