

**University of California, San Diego  
La Jolla, California**

**PREAMBLE**

We, the undergraduate women of the College Panhellenic Association at the University of California San Diego (UCSD), establish these bylaws to govern such matters as delegated by the University to the organization. This organization and its members will abide by the pertinent State, University, and Center for Student Involvement regulations, including policies on nondiscrimination, sexual harassment, sexual violence, and student health. The following bylaws will serve to guide each member toward greater achievement and responsibility.

**ARTICLE I**

Purpose

The objects of the College Panhellenic Association (CPA) shall be to develop and maintain sorority life and inter-sorority relations at a high level of accomplishment and in so doing:

- I. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
- II. Promote superior scholarship and intellectual achievement.
- III. Cooperate with member organizations and the University administration in concern for and maintenance of high social and moral standards as outlined in the UCSD Panhellenic and Fraternity/Sorority Statement of Expectations
- IV. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements and policies.
- V. Act in accordance with such rules established by the College Panhellenic Association as to not violate the sovereignty, rights, and privileges of member fraternities.
- VI. Panhellenic shall be a non-profit student organization.
- VII. College Panhellenic Association at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself.
- VIII. College Panhellenic Association at UCSD understands that the University does not assume legal liability for the actions of the organization.

**ARTICLE II**

Membership

Section A. There shall be three classes of membership: Regular, Associate, and Provisional.

- I. The regular membership of the CPA at UCSD shall be composed of all chapter members in good standing of NPC organizations at UCSD.
  - A. Regular members of the CPA at UCSD:

1. Alpha Chi Omega
  2. Alpha Epsilon Phi
  3. Alpha Omicron Pi
  4. Alpha Phi
  5. Chi Omega
  6. Delta Delta Delta
  7. Delta Gamma
  8. Kappa Alpha Theta
  9. Kappa Kappa Gamma
  10. Pi Beta Phi
  11. Sigma Kappa
- II. The Associate membership of the CPA at UCSD shall be composed of all members in good standing of local sororities or interest groups or national or regional non-NPC member groups that have met the requirements for membership in the CPA at UCSD.
- A. Associate members of the CPA at UCSD:
    1. Phi Sigma Rho
- III. The Provisional membership of the CPA at UCSD will be composed of chapters in the process of installation. They 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 organization.

Section B. A CPA at UCSD Associate member has the following privileges and responsibilities:

- I. Abide by all NPC Unanimous Agreements and be subject to the CPA at UCSD Bylaws, CPA at UCSD Inter Sorority Sports (ISS) Bylaws, Philanthropy Event rules, and any rule pertaining to Rho Gammas as outlined in the Standing Rules;
- II. Pay adjusted CPA dues;
- III. Be subject to the same judicial proceedings as regular member groups;
- IV. Maintain a membership of at least 15 active members;
  - A. In their charter year, an associate chapter may be granted temporary membership status with 10 active members. If membership does not grow to 15 members within one year their temporary associate membership to CPA will be revoked.
- V. Maintain active registration status through the Center for Student Involvement (CSI);
- VI. Associate Member groups may serve on committees and as certain officers of the CPA at UCSD. Associate members have a vote in CPA meetings and business, excluding that of the National Panhellenic Conference (such as primary recruitment, extension, judicial, etc.)
- VII. Associate member groups shall be required to participate in all Panhellenic programming with the exception of primary recruitment.
- VIII. A two-thirds (2/3) vote of the CPA is required for approving applications for NPC affiliation or extended Associate membership status.

Section C. Rules for membership are as follows:

- I. Regular active members may participate in meetings, be elected to office, vote, debate and represent the organization.
- II. Associate active members may participate in meetings, be elected to certain office positions, vote, debate and represent the organization.
- III. Provisional members may join discussions in meetings but cannot vote, be elected to office, or represent the organization.
- IV. There may be no membership discrimination on the basis of race, religion, national origin or sexual orientation or other classifications protected by Federal or State law.
- V. This organization or any of its members shall not conspire to commit any act that causes or is likely to cause bodily danger or physical or emotional harm to any member of the campus or local community.
- VI. Must abide by all Standing Rules and Bylaws.
- VII. Active regular and associate members must attend CPA meetings such as Panhellenic Council meetings, weekly or any special meetings called for a specific purpose or topic by a CPA Executive Member.
- VIII. Pay quarterly dues to the College Panhellenic Association as requested by the Vice President of Finance.

**ARTICLE III**

Panhellenic Council Meetings

Section A. Meetings

- I. The following meetings shall be held:
  - A. Regular meetings of the CPA at UCSD shall be held weekly during the regular academic year. Notification of cancellation, time or location changes will be given to Delegates, Chapter Presidents, the Executive Board and the Sorority and Fraternity Life (SFL) Advisor prior to every regular meeting time no less than 24 hours prior by the Panhellenic Vice President of Administration. All CPA Executive Members, Junior Panhellenic, Chapter Presidents and Chapter Delegates shall attend.
  - B. Special Meetings of the CPA at UCSD may be called by the President when necessary and shall be called by her upon receipt of a written request from any regular, provisional or associate member organization of the PHA, by the SFL Advisor, or a member of the Executive Board.
  - C. Quorum shall be two-thirds (2/3) of the delegates from each member organization.
  - D. In weeks when regular meetings fall on a university holiday, the Vice President of Administration will send out paper minutes by the regularly scheduled meeting time.

## Section B. Parliamentary Authority

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

### **ARTICLE IV**

#### Qualifications of the Executive Board

- I. A member of a regular member organization in good standing is eligible for a Panhellenic Executive office if at the beginning of her term she:
  - A. Has at least a 2.7 cumulative and quarterly GPA;
    1. Should an Officer's cumulative or quarterly GPA drop below a 2.7 during her term, she shall be placed on a probationary status and terms of her officer position and responsibilities will be evaluated by the President and Vice President of Administration in collaboration with the SFL Advisor;
  - B. Is enrolled in UCSD as a full time student;
  - C. Intends to remain an undergraduate student at UCSD, during the entire term of office and intends to not withdraw during her term;
  - D. Is not on the primary executive board of her own sorority.
    1. She may only hold a position in her own sorority, if she will disaffiliate during the primary recruitment period. If there is a conflict of responsibility between the chapter position and her Panhellenic position, then her Panhellenic responsibilities will take precedence.
  - E. Will disaffiliate from her member organization during formal recruitment if slated to be a Panhellenic Executive member or the three specific Junior Panhellenic positions (JVPNMO, & JVPM, & JVPRO);
  - F. Will uphold the values and ideals of her member organization always, as well as those of the College Panhellenic Association;
  - G. Has filled out and submitted an application to the College Panhellenic Association;
  - H. Has active member status and is in good standing with her chapter for all three quarters of her term;
  - I. Has participated in primary recruitment on the active side with her chapter of affiliation or as a Rho Gamma to be slated for Panhellenic Exec or the three specific Junior Panhellenic positions (JVPNMO & JVPM & JVPRO).
- II. A member of an associate member organization in good standing is eligible for all positions except President, Vice President of Administration, Vice President of New Member Outreach, and Vice President of Membership if at the beginning of her term she:
  - A. Has at least a 2.7 cumulative and quarterly GPA;

1. Should an Officer's cumulative or quarterly GPA drop below a 2.7 during her term, she shall be placed on a probationary status and terms of her officer position and responsibilities will be evaluated by the President and Vice President of Administration in collaboration with the SFL Advisor;
- B. Is enrolled in UCSD as a full-time student;
- C. Intends to remain an undergraduate student at UCSD, during the entire term of office and agrees to not withdraw during her term;
- D. Is not on the primary executive board of her own sorority.
  1. She may only hold a position in her own sorority, if she will disaffiliate during the primary recruitment period. If there is a conflict of responsibility between the chapter position and her Panhellenic position, then her Panhellenic responsibilities will take precedence;
- E. Will disaffiliate from her member organization during formal recruitment if slated to be a Panhellenic Executive member;
- F. Will uphold the values and ideals of her member organization always, as well as those of the College Panhellenic Association;
- G. Has filled out and submitted an application to the College Panhellenic Association;
- H. Has active member status and is in good standing with her chapter for all three quarters of her term;
- I. Has participated in recruitment on the active side with her chapter of affiliation or as a Rho Gamma to be slated for Panhellenic Exec.

## **ARTICLE V**

### Term of Office

- I. Each Executive Board member, justice of the Panhellenic Judicial Board, and members of the Junior Panhellenic shall hold office for one calendar year from the date on which she was appointed unless:
  - A. She was elected or appointed to fill a vacancy in office, in which case she shall finish the term of the officer she replaced; or
  - B. She is removed from office; or
  - C. The election date is changed.

## **ARTICLE VI**

### Nominations for Office

#### Section A. Procedure for Slating Nominees.

- I. From applications submitted by potential nominees for office, the slating committee shall prepare a slate

- A. The current Executive Board, SFL Advisor, and two representatives from each member organization shall make up the slating committee and must be present in interviews.
  - B. These representatives should be the chapter president and delegate, but if not available, they shall send proxies.
    - 1. Any chapter that fails to submit an appropriate proxy by the deadline set by the Vice President of Administration (typically one week before interviews), will be fined \$100 per missing submission.
    - 2. An appropriate proxy should be on the executive board of her chapter or hold a relevant position.
  - C. Any chapter that fails to provide representatives at interviews will incur a \$150 fine per missing person.
    - 1. The \$150 fine applies to any chapter that fails to provide the same representative for the entirety of interviews.
- II. As a guideline, it is recommended that there not be more than two representatives from any single chapter on the slate.
- III. As a guideline, it is recommended that the positions of President, Vice President of Administration, and Vice President of Membership must be selected from three different chapters.
  - A. As a guideline, it is strongly recommended that no chapter holds the position of president for more than one consecutive year.
- IV. The Panhellenic Executive Board shall inform all slated candidates of their position on the slate immediately following the preliminary slate selection.
- V. The Executive Board shall present its completed slate to the Panhellenic Delegates in writing or at a regular meeting in advance of the election meeting.
- VI. No individual may be slated for an office for which she has not ranked or submitted an application.
- VII. A candidate may run from the floor if she is qualified under Article IV of these Bylaws, she submitted an application to the Executive Board for the office, and was interviewed by the Panhellenic Council.
  - A. If a woman chooses to run off the floor for a position she was not slated for and has been slated for a different position, she cannot accept the position she was originally slated for. When running off the floor, the woman refuses her slated position.
  - B. If a woman chooses to run off the floor she must notify the Panhellenic VP of Administration through email at least one hour before the Panhellenic Council meeting in which the slate is presented
  - C. No individual may lobby for, or on behalf of, a candidate applying for a Panhellenic Executive Board position or running off the floor for a Panhellenic Executive Board position. Individuals may include but are not limited to Sorority and Fraternity Life men and women, UCSD students, faculty, and staff. Lobbying includes but is not limited to, talking to, sending out letters to, and contacting

chapter executive board and cabinet members about Panhellenic slating and voting.

## **ARTICLE VII**

### Election Procedures

#### Section A. Procedure for Applications

- I. Individuals in member fraternities shall be notified of the available position(s) well in advance of the application due date.
- II. Responses to free response questions will be distributed to the slating committee.

#### Section B. Procedure for the Interview

- I. At the interview, each nominee for office shall present her qualifications and goals for the office she seeks to the current Executive Board.
- II. The slating committee may then question a candidate.
- III. Returning Executive Board candidates have the opportunity to submit relevant input regarding the preliminary slate selection by preparing the questions for her previously held position in which the non-returning members may ask candidates in interviews.

#### Section C. Date for the Election Meeting

- I. The election meeting shall take place in the regular Panhellenic Council meeting immediately following the meeting of distribution of the proposed slate.

#### Section D. Procedure for Voting

- I. After the Executive Board has presented its slate in the election meeting and any nominations from the floor have been made, the slated nominees and any nominees from the floor will present their qualifications and goals to the Delegates in a 2-minute time-frame
- II. Panhellenic Delegates shall vote on each office one at a time in the following order:
  - A. President
  - B. Vice President of Administration
  - C. Vice President of Membership
  - D. Vice President of New Member Outreach
  - E. Vice President of Finance
  - F. Vice President of Scholarship
  - G. Vice President of Service
  - H. Vice President of Athletics
  - I. Vice President of Marketing
  - J. Vice President of External Relations
- III. Delegates shall entertain a motion to elect by acclamation without need for a written ballot.

### Section E. Method of Voting When the Slate Is Contested

- I. Voting shall be conducted by a written documentation per position contested.
- II. If on the first vote no candidate has received a majority, the candidate receiving the lowest number of votes shall be dropped from consideration and a re-vote among the remaining candidates shall be taken. This process may be repeated until one candidate achieves a majority.
- III. The SFL Advisor and one teller appointed by the President and approved by the Panhellenic Council shall count the ballots.
- IV. The President shall announce the outcome of each vote.

## **ARTICLE VIII**

### Appointments

#### Section A. Junior Panhellenic

- I. Junior Panhellenic is composed of initiated member representatives from as many chapters on campus as possible. It encourages the special responsibilities and good campus citizenship that sorority membership entails, and fosters relationships within the College Panhellenic, which sponsors it. The Junior Panhellenic Executives will help support and aid the executive board, while also cultivating their own leadership.
- II. Within one month of her transition the Vice President of Administration, with the assistance of the Executive Board, shall present the slate of the members of the Junior Panhellenic to the council after the application and interview process.
- III. The Junior Panhellenic will promote inter-sorority friendship and provide preparatory education for participation in College Panhellenic, by hosting council meeting at least once a year.
- IV. The Junior Panhellenic will function under the guidance of the College Panhellenic Association with separate bylaws similar to those of the College Panhellenic Association.
  - A. These bylaws are to be reviewed and edited once per year.

#### Section B. Justices

- I. The Vice President of Administration acts as the Chief Justice, and with the assistance of the Executive Board and chapter presidents, shall appoint one Justice from each chapter.
  - A. It is recommended that the Justice from each chapter is the chapter's Panhellenic delegate.

## **ARTICLE IX**

### Attendance Policy, Removal from or Forfeiture of Office, and Vote of Confidence

#### Section A. Attendance

- I. Members of the Executive Board, Panhellenic Judicial Board, and Junior Panhellenic Executive Board shall not have more than two excused absences from any meeting as applicable to her position (Executive Board, Committee Meetings, Council Meetings) per

quarter. Valid excuses include illness, family functions, any required class obligations scheduled outside of regular class time, or other emergencies and should be reported to the appropriate Panhellenic Officer. All other excuses will be evaluated and approved by the Executive Board.

- A. Three tardies will equate one absence. If tardiness extends to more than one half of an event it will equate to an absence.
- II. Panhellenic Delegates and Chapter Presidents must provide a proxy if they cannot attend council meeting and notify the Vice President of Administration of the change. If either position is unable to provide an alternate representative, they must submit a valid excuse within a week of the intended absence to the Vice President of Administration for review.
- III. Should an officer reach three excused or two unexcused absences per quarter during her term, she will be evaluated by the President and Vice President of Administration in collaboration with the SFL Advisor with the possibility of being placed on probationary status.

#### Section B. Removal from or Forfeiture of Office

- I. A member of the Executive Board, a justice of the Panhellenic Judicial Board, or a member of the Junior Panhellenic Board shall forfeit her office if she no longer meets the qualifications outlined in Article IV.
- II. Any delegate may bring forth a motion to remove a Panhellenic Executive Board member. This must be done by submitting a written motion to the President, or the Vice President of Administration if the executive board member in question is the President.
- III. After a unanimous vote by Executive Board members who are not being considered for dismissal and after consulting with the SFL Advisor, the President may hold a vote to bring an officer up for dismissal to Panhellenic Council for excessive absences or neglecting her office.
  - A. If the President is being considered for removal, the Vice President of Administration may hold a vote.
- IV. The Panhellenic Council may have a 3/4 vote to remove an Executive Board officer from office if she fails to fulfill the duties of her office as specified in the Constitution and these Bylaws and only after the officer has had a chance to hear the charges against her and is offered the opportunity to rebut them.

#### Section C. Vote of Confidence

- I. By week three of spring quarter the council will take a Vote of Confidence to evaluate the Executive Board.
  - A. A week prior to the vote of confidence, each member of the Panhellenic Executive board shall give a report on their position accomplishments as well as future goals.
- II. Each chapter representative will either: write the name and position of the CPA executive member to which they do not support anymore. This is considered a Vote of No-Confidence. Or, they will write no name and instead write, "I have confidence in every CPA Executive Board member." This is considered a Vote of Confidence. A third party will review the votes and inform the President.

- A. In the case that  $\frac{1}{3}$  of the chapters do not Vote in Confidence for an individual Executive Board member, the President will call an emergency meeting to discuss concerns from the community unless the Executive Board member in question is the President, in which case the Vice President of Administration and the SFL Advisor will call the meeting. Chapter presidents and delegates must be in attendance or a proxy must fill their place.

## **ARTICLE X**

### Filling a Vacancy

- I. The Executive Board shall receive nominations of candidates interested in filling the remainder of the term.
- II. If an elected office, except that of President, becomes vacant during the middle of a term, the Executive Board shall act as a Nominating Committee and slate based on the same procedure as annual appointments. The Panhellenic Council shall receive and vote on the slated candidates at its next regular session after the office becomes vacant.
  - A. If the position of President becomes vacant, the Vice President of Administration will be responsible for fulfilling the role of Panhellenic President.
  - B. The Panhellenic Executive board reserves the right to place two candidates for one position in order to hold a vote between the two.

## **ARTICLE XI**

### Duties of Executive Board Officers

#### Section A. President

- I. The President is chiefly responsible for the overall operation of the Panhellenic Association and shall:
  - A. Preside over all sessions of the Council and meetings of the Executive Board;
  - B. Fulfill any responsibilities for any Executive Board office that is vacant, until the position is filled;
  - C. Serve on or represent the College Panhellenic Association on any University or student committee as necessary;
  - D. Maintain close contact with all the work and members of the College Panhellenic Association;
  - E. Coordinate and expedite projects and business of the College Panhellenic Association;
  - F. Make reservations for facilities and equipment needed by the Executive Board or the Panhellenic Council;
  - G. Keep the SFL Advisor informed of all Panhellenic business and bring business to the Panhellenic Council when necessary and appropriate;
  - H. Appoint and disband special committees;
  - I. Work with the President of the Interfraternity Council, the Multicultural Greek Council, and the National Pan-hellenic Council as necessary to advance Panhellenic's interests and improve Sorority and Fraternity Life relations and visibility
    - 1. Strive to coordinate quarterly chapter president roundtables with

Interfraternity Council (IFC), Multicultural Greek Council (MGC), and National Pan-hellenic Council (NPHC) counterparts;

- J. May vote at Panhellenic Council to break a tie;
- K. Coordinate quarterly roundtable meetings with Panhellenic chapter presidents;
- L. Oversee the Junior Panhellenic President;
- M. Oversee and run the annual leadership conference;
- N. Oversee and run the Panhellenic Council retreat;
- O. Oversee and run the Panhellenic Executive Board Fall retreat;
- P. Serve as the Panhellenic contact for San Diego Alumnae Panhellenic;
- Q. Facilitate discussion in the event that a Vote of No-Confidence is reached;
- R. Plan and coordinate the activities of Proud to Be Panhellenic Week and Denim Day.
- S. Plan and coordinate an annual all-council Executive Board mixer in conjunction with IFC, MGC, and NPHC counterparts.

#### Section B. Vice President of Administration and Judicial Affairs

- I. The Vice President of Administration shall:
  - A. Serve as secretary and take the Minutes of each session of the Panhellenic Council and each meeting of the Executive Board;
  - B. Distribute and maintain copies of the Minutes of each session or meeting to every member before the following session or meeting;
  - C. Maintain Panhellenic files;
  - D. Manage and maintain a Panhellenic administrative calendar;
  - E. Disseminate information to all member fraternities as ordered by the Executive Board;
  - F. Update the Executive Board on correspondence received and sent;
  - G. Serve as a liaison between the Executive Board, the Panhellenic Judicial Board, and the Panhellenic Area Advisor;
  - H. Serve as the Chief Justice of the Judicial Board;
  - I. Manage notification forms, infractions, and other judicial procedures;
  - J. Oversee and manage the Junior Panhellenic Executive Board and directly advise the Junior Vice President of Administration;
  - K. Coordinate administrative archives such as door codes, mailboxes and passwords;
  - L. Coordinate and manage Panhellenic Composites;
  - M. Establish and coordinate the arrangements for applying and interviewing selection for the Panhellenic Executive Board, Junior Panhellenic and any replacements should that come up;
  - N. Coordinate the training of newly selected staff and assist in transitioning of new Executive Board members should they be chosen mid term;
  - O. Present and educate member fraternities on the NPC Judicial process;
  - P. Register College Panhellenic Association and assist Junior Panhellenic Association with the Center for Student Involvement each year;
  - Q. Oversee and run the annual board transitions before the start of Winter Quarter;
  - R. Oversee and coordinate annually bylaw and standing rule revisions.

#### Section C. Vice President of Membership

- I. The Vice President of Membership shall:
  - A. Coordinate all system wide recruitment programs;
  - B. Recommend programs to the Executive Board that may be beneficial to sorority recruitment;
  - C. Make herself available to aid member organizations with their own recruitment programs;
  - D. Meet at least once a quarter with all member fraternities' recruitment chairs as a group to discuss standing rules of recruitment and make recommendations to the Panhellenic Council;
  - E. During spring quarter, organize and lead weekly meetings with all chapters recruitment teams;
  - F. With the SFL Advisor coordinate any effort at sorority expansion at the University of California, San Diego with the incoming group;
  - G. Oversee the Junior Vice President of Membership and the Junior Vice President of Recruitment Operations;
  - H. Organize campaign to promote the SFL community before and throughout Fall Recruitment;
  - I. Plan Fall Panhellenic Info Nights;
  - J. Promote a positive environment for chapter members during primary recruitment;
  - K. Present and educate member organizations on the Standing Rules;
  - L. Oversee yearly revision of the Standing Rules with chapter Vice Presidents of Membership;
  - M. Approve merchandise and apparel for recruitment and Bid Day activities;
  - N. Assist with the tracking, reset, and distribution of membership totals;
  - O. Gather feedback about recruitment to improve guidelines and practices.

#### Section D. Vice President of Finance

- I. The Vice President of Finance shall:
  - A. Prepare a yearly budget for the Executive Board and Panhellenic Association activities to submit to the Panhellenic Council for approval;
    - 1. If needed, the Vice President of Finance may introduce changes and updates to the budget that meet the needs of the community.
  - B. Regulate the finances of the College Panhellenic Association in strict line with the budget and maintain accurate records for all expenditures;
  - C. Cooperate with the Business office of Student Finance staff and maintain records and observe procedures as they require;
  - D. Collect all payments owed to Panhellenic and notify the President of Panhellenic when a member organization is in arrears; 10 days notice will be given before payment is due unless it is out of Panhellenic's control;
  - E. Pay all bills owed by Panhellenic;
  - F. Establish and maintain a requisition and reimbursement procedure and authorize Panhellenic purchases;
  - G. Report once each quarter on Panhellenic's financial status to the Panhellenic Council;
  - H. Make necessary arrangements for the annual Association of Fraternal Leadership & Values (AFLV) Conference;

- I. Collaborate with the Interfraternity Council counterpart and the Multicultural Greek Council to establish a division of expenses in shared events;
- J. Plan and execute the SFL Awards Ceremony in collaboration with the Greek Awards Planning Committee;
- K. Oversee the Junior Vice President of Finance;
- L. Report unused funds to her successor to be taken note of when planning the next term's budget;
- M. Encouraged to plan a Panhellenic-wide sisterhood during her term;
- N. Review financial status for annual bylaw revisions to determine appropriate membership dues.

#### Section E. Vice President of Scholarship

- I. The Vice President of Scholarship shall:
  - A. Promote scholarship and academic achievement to the Panhellenic Community as many ways as possible;
  - B. Recognize Academic Achievements in the Panhellenic Community;
  - C. Relay Quarterly and Annual Grade Reports;
  - D. Plan and execute the Scholarship Banquet with the Junior Vice President of Scholarship;
  - E. Coordinate with an IFC and MGC counterpart and Junior Vice President of Scholarship the all SFL study breaks;
  - F. Plan and execute quarterly meetings with Chapter Scholarship Chairs, including but not limited to the creation of agendas and recording minutes;
  - G. Relay academic and career related opportunities to the Panhellenic Council
  - H. Serve as Panhellenic contact with on and off-campus organizations for academic programs and initiatives;
  - I. Oversees the Panhellenic monetary scholarship opportunities.

#### Section F. Vice President of Service

- I. The Vice President of Service shall:
  - A. Educate member fraternities on community service opportunities;
  - B. Be Panhellenic coordinator for all SFL community service events;
  - C. Produce yearly philanthropic newsletter for UCSD Panhellenic Website;
  - D. Encouraged to coordinate and execute a Panhellenic-sponsored service event every quarter;
  - E. Coordinate and execute a philanthropic event;
  - F. Update the Executive Board and Panhellenic Council on the status of these projects as need arises;
  - G. Meet with the Community Services and Philanthropy chairs once per quarter
    - 1. Additionally, strive to coordinate roundtables with philanthropy chairs of all Sorority and Fraternity life organizations;
  - H. Oversee the Junior Vice President of Service;
  - I. Support Chapter Philanthropy Chairs to effectively advertise and achieve active participation from the SFL community;
  - J. Oversee the philanthropy date requests and update on the Sorority and Fraternity Life Calendar;

- K. Work with the Interfraternity Council and the Multicultural Greek Council counterparts as necessary to advance the SFL community's interest in service and philanthropy.

#### Section G: Vice President of Marketing

- I. The Vice President of Marketing shall:
  - A. Manage Panhellenic social media accounts (Instagram, Facebook);
  - B. Create weekly graphic encompassing Panhellenic events and important dates to be changed as the header for the Panhellenic Facebook Page;
  - C. Manage the Panhellenic section of the SFL Website;
  - D. Communicate a positive Panhellenic media policy to be carried out by all member organizations;
  - E. Have desirable skills in web and graphic design to create marketing materials;
  - F. Creating media and fulfilling the promotional program for recruitment in collaboration with Vice President of Membership and Vice President of New Member Outreach;
  - G. Responsible for taking footage and photos at Panhellenic sponsored events;
  - H. Responsible for facilitating a space for Marketing chairs to upload content so each chapter has equal opportunity for representation on Panhellenic social media
  - I. Share responsibilities with External Relations to meet with organizations throughout the University and Community;
  - J. Oversee the Junior Vice President of Marketing;
  - K. Work with the Vice President of Marketing of the Interfraternity Council and the Multicultural Greek Council to promote Sorority and Fraternity life;
  - L. Organize the publishing of all marketing materials (such as flyers, print advertisements, pamphlets, and the Recruitment Guide Brochure);
  - M. Oversees the Sister Sorority program;
  - N. Organizes yearly Panhellenic apparel order;
  - O. Holds a Vice President of Marketing meeting every other week (if needed).

#### Section H. Vice President of External Relations & Equity, Diversity, and Inclusion (EDI) Affairs

- I. The Vice President of External Relations & EDI Affairs shall:
  - A. Be a liaison between the Panhellenic Association and the UCSD Associated Students (AS) Council, Multicultural Greek Council, Interfraternity-Council, National Pan-hellenic Council, on campus student organizations, and college councils;
  - B. Encouraged to attend weekly AS meetings;
  - C. Attend and report at weekly Multicultural Greek Council and Interfraternity Council general body meetings or provide an appropriate proxy;
  - D. Advertise UCSD AS election to the SFL community;
    - 1. Facilitate voting by providing polling places and incentives for voters
  - E. Organize a SFL Community voting campaign on national election years;

- F. Seek and promote external opportunities for Panhellenic members;
- G. Updates Panhellenic Council on current events related to EDI;
- H. Oversee the Junior Panhellenic VP of External Relations and EDI Affairs;
- I. Serve as the liaison between Panhellenic and the SFL Equity, Diversity, and Inclusion Peer Ambassadors;
  - 1. Meet with the Lead Peer Ambassadors once a quarter to discuss how to better represent EDI in SFL;
  - 2. Work with Peer Educators to create a pre-recruitment EDI presentation for all chapters participating in formal recruitment;
- J. Organize Summerfest and Pride by SFL committees and take part in the planning and execution of the events.
- K. Encourage a quarterly meeting with chapter EDI representatives, or as needed.

#### Section I: Vice President of New Member Outreach

- I. The Vice President of New Member Outreach shall:
  - A. Serve as the Head Rho Gamma (Head Recruitment Guide), who will be the main liaison between the Panhellenic Executive Board and all sorority recruitment counselors;
    - 1. Plan and execute all Rho Gamma Counselor trainings, including but not limited to the creation of agendas, etc.;
    - 2. Plan and execute the yearly Rho Gamma retreats;
  - B. Shall work in conjunction with the VP of Membership;
  - C. Oversee the Junior Vice President of New Member Outreach and the Junior Vice President of Recruitment Operations;
  - D. Assess all New Members' experience after Recruitment;
  - E. Support potential new members throughout the recruitment process;
  - F. Serve as point of contact for Potential New Members throughout the year;
  - G. Ensure a Panhellenic presence at UCSD organization fairs such as Triton Day, Transfer Triton events and college fairs;
  - H. Holds a meeting with New Member Educators from each chapter once a quarter.

#### Section J: Vice President of Athletics and Wellness

- I. The Vice President of Athletics shall
  - A. Organize and execute SFL Athletic Initiatives, including but not limited to expansion of the SFL Challenge;
  - B. Organize and manage all SFL Challenge games;
  - C. Coordinate Panhellenic Inter Sorority Sports (ISS) sports with the UCSD Recreation department;
  - D. Review ISS Standing Rules once per year;
  - E. Create and order the ISS sports banner;
  - F. Meet with the Athletic Coordinator quarterly;
  - G. Coordinate SFL section at Spirit Night;
  - H. Promote and develop university athletic initiatives;

1. Work with Interfraternity Council, Multicultural Greek Council, National Pan-hellenic Council, and the Triton Athletics department in order to cultivate partnerships between the organizations.
- I. Coordinate a quarterly Athletic Chair meeting consisting of one representative from each member organization;
- J. Encourage a health-related Panhellenic sponsored sisterhood during her term;
- K. Oversee the Junior Vice President of Athletics;
- L. Plans one yearly well-being event for the Panhellenic community;
- M. Inform Panhellenic community of on-campus mental and physical well-being opportunities through CARE at SARC, CAPS, The Zone, Livewell, LGBT, Women's Center, UCSD Recreation, Student Health Advocates, and Fit Life Challenge resources.

#### Section K: General Expectations for Executive Board members

- I. Promote positive Panhellenic contact.
- II. Communicate regularly with the CPA Advisor(s).
- III. Be familiar with the NPC Manual of Information and all governing documents of the CPA at UCSD.
- IV. Maintain current copies of the following: CPA bylaws and standing rules; the CPA chapter roster; PHA chapter delegate directory and other pertinent materials.
- V. Coordinate the training of their successor.
- VI. Perform all other duties as assigned.
- VII. Maintain and represent the standards of the Panhellenic Community.

### **ARTICLE XIII**

#### Finance

##### Section A. Dues

- I. The Executive Board shall set the dues that member fraternities owe Panhellenic at \$9 per member for regular member organizations and \$6 per member for associate member organizations.
  - A. Abroad members are exempt from paying Panhellenic dues for the period they are abroad.
  - B. For the Fall 2020 quarter, the Executive Board shall set the dues that member fraternities owe Panhellenic at \$5 per member for regular member organizations and \$3 per member for associate member organizations. Dues will return to the original amount at the end of the Fall 2020 quarter, unless revisited.
- II. The Vice President of Finance shall send out dues by the end of the seventh week of each quarter. All member fraternities shall pay it's due no later than two weeks within the time it has been sent, or by the date provided by the Vice President of Finance.
  - A. The Vice President of Finance will be using roster numbers provided by the Sorority and Fraternity Life Office. Member fraternities must update

their rosters by Friday of Week 6 of every quarter to ensure accurate Billing.

- B. The Vice President of Finance will receive rosters from The Sorority and Fraternity Office and distribute Week 6 during Council Meeting.
- III. The Vice President of Finance shall fine a member organization that fails to pay its assessment when due \$25 dollars per day it is late. Additionally, a member organization that fails to pay dues 7 days past the due date is in violation of the governing bylaws and is subject to an infraction filed by the Vice President of Finance.
- IV. Vice President of Finance will take note of Continuous Open Bidding event during the quarter and will bill chapters according to their new members.

#### Section B. Budget

- I. The Vice President of Finance shall prepare a yearly budget outline from Spring Quarter through the following Winter Quarter. Said budget will be presented to the Panhellenic Council for voting. A majority vote of Panhellenic Chapters is required for approving the budget.
- II. In the event that the budget is voted down, Panhellenic Council Representatives may propose amendments to be discussed further by the Executive Board.
- III. If an Executive Member needs to go over budget once it has been approved, she must acquire documented approval from the Vice President of Finance prior to overspending. Failure to do so holds the Executive Member personally liable for the budget differences.
- IV. Unused funds at the end of the Vice President of Finance's term shall be kept in the College Panhellenic Association savings account to be rolled over for the following term.
- V. If an urgent expense arises up to \$800, the Executive Board may vote to approve the expense by  $\frac{2}{3}$  vote. The Vice President of Finance must report the expense to the Panhellenic Council at the next meeting.

#### Section D. Debit Cards

- I. The Panhellenic President and Vice President of Finance will each hold a debit card for the UCSD College Panhellenic Association bank account.
- II. It is required that every time a transaction is made, the finance recording form must be completed via a transaction sheet.
  - A. Executive Board Members must fill out a transaction form to record each expense

### **ARTICLE XIV**

#### New Member/Associate Program Regulations

- I. A member organization may not permit or induce a new member/associate to endure any mental or physical abuse or permit or induce her to submit to any public or private moral or social degradation.
- II. Each member organization shall outlaw within its Chapter any form of hazing as outlined in the NPC Manual and the University's student conduct code, especially but not limited to "tuck ins."

**ARTICLE XV**  
Amendments

Section A. Right to Introduce Amendments

- I. Any member organization in good standing may introduce an amendment to the Panhellenic Bylaws.

Section B. Procedure for Proposing Amendments

- I. After the session in which an amendment is introduced, the Panhellenic Council shall hear one additional reading of the amendment in its next regular session and may vote in the amendment at any regular session after that.

Section C. Adoption

- I. An amendment that receives the affirmative vote of at least 2/3 of the Panhellenic Council is adopted as a part of these Bylaws.

Section D. Housekeeping

- I. The PHA Vice President of Administration may make grammatical adjustments to the Bylaws, as long as the changes maintain the integrity of the original meaning.