

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

PREAMBLE

We, the undergraduate women of the Panhellenic Association at the University of California San Diego, establish these bylaws to govern such matters as delegated by the University to the organization. It is the intent of this organization to abide by the pertinent State, University, and Center for Student Involvement regulations. The following bylaws will serve to guide each member toward greater achievement and responsibility

**ARTICLE I
Purpose**

- I. To promote interfraternity friendship and positive Panhellenic contact. To provide preparatory education for participation in College Panhellenic.
- II. Junior Panhellenic functions under the guidance of the College Panhellenic with separate bylaws similar to those of the College Panhellenic.

**ARTICLE II
Membership**

- I. Junior Panhellenic shall be composed of initiated members of women's fraternities during their first, second or third year of membership.

**ARTICLE III
Meetings**

- I. The Junior Panhellenic Members shall meet once a week each with their respective coordinating Executive Board member.
- II. The Junior Panhellenic will meet weekly with one another to coordinate hosting specific council meetings and planning their yearly group projects.
 - A. The Junior Panhellenic will be given direction for their project from the VP of Administration with the help of the Panhellenic Executive Board.
- III. Junior Panhellenic Members shall be in attendance at weekly Panhellenic Council Meetings.
- IV. The Junior Panhellenic Members will be expected to attend any and all Panhellenic Council and Junior Panhellenic programmed events.
 1. These may include Greek Awards, Greek Week, and any other events should they arise.
- V. Members of the Junior Panhellenic shall not have more than two excused absences from any meeting as applicable to her position per quarter. Valid excuses include illness, family functions, any required class obligations scheduled outside of regular class time, job interviews, NCAA sports (including Dance and Cheer) should be reported to the Junior Vice President of Administration 24 hours prior to the scheduled event. In the event of an emergency, contact Junior Vice President of Administration as soon as

possible. All other excuses will be evaluated and approved by the the JVP Administration and the Panhellenic VP of Administration.

- VI. Should an officer reach two excused or unexcused absences per quarter during her term, she can be placed on a probationary status and terms of her officer position and responsibilities will be evaluated by the Junior VP Administration and VP Administration in collaboration with the Greek Advisor.

ARTICLE IV

Qualifications of Junior Panhellenic

- I. A member of a regular member fraternity 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 VP Administration in collaboration with the Greek Advisor;
 - B. Is enrolled in UCSD as a full time student;
 - C. Intends to remain a student at UCSD, on campus, during the entire term of office and agrees to not withdraw during her term;
 - D. Will uphold the values and ideals of her member fraternity always, as well as those of the Panhellenic Association;
 - E. Has filled out and submitted an application to the Panhellenic Association;
 - F. Is in active standing with her chapter for all three quarters of her term;
 - G. Has participated in formal recruitment on the "sister" side with her chapter of affiliation if chosen to be JVP New Member Outreach, JVP Recruitment operations and JVP Membership ;
 - H. Will disaffiliate from her member fraternity during formal recruitment if chosen to be JVP New Member Outreach, JVP Recruitment operations and JVP Membership;

ARTICLE V

Term of Office

- I. Each member of 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

ARTICLE VI

Appointments and Filling a Vacancy

- 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 fraternity 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 election the Vice President of Administration, with the assistance of the Executive Board, shall appoint the members of the Junior Panhellenic through an application and interview process.
- III. The Junior Panhellenic will promote interfraternity 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 with separate bylaws similar to those of the College Panhellenic.
 - A. These bylaws are to be reviewed and edited once per year.
- V. Should there become a vacancy on the board, applications may be re-opened for the position with interviews to follow, per the discretion of the existing Jr. Board and the Panhellenic Vice President of Administration
 - A. Should a vacancy open during the last quarter of the term, the Jr. board may decide to take on the responsibilities of the open position without filling the office.

ARTICLE VII

Duties of Junior Panhellenic Members

- I. Each specific Junior Panhellenic Member will aid in carrying on the specific duties of her respective Executive Board counterpart.
- III. Host the regular Panhellenic Council meeting at least once a year.
- IV. All Junior Panhellenic Members shall assist in the planning of two Panhellenic projects or sisterhood events.
- V. Each member shall attend weekly Panhellenic council meetings, Junior Panhellenic meetings and meetings with her respective Panhellenic Executive Board counterpart.
- VI. At the minimum, The Junior President, JVP External Relations, JVP Finance and JVP Marketing shall be Principal Members.
 - A. They shall become Principal Members by the end of Winter Quarter of their term

Section A. Junior President

- I. The Junior President shall:
 - A. Meet with the Jr. Panhellenic for a one on one at the beginning of their installment
 - B. Ensure all Jr. Panhellenic Execs are fulfilling their duties
 - C. Lead Jr. Panhellenic Meetings
 - D. Shall lead Junior Panhellenic in the planning of their yearly projects
 - E. Encouraged to attend Panhellenic related meetings with the Panhellenic President

Section B. Junior VP of Administration

- I. The Junior VP of Administration shall:
 - A. Aid her respective executive in managing files and documents
 - B. Help formulate the Council Meeting Agenda
 - C. Help create fun and interesting ways to educate chapters on Panhellenic policies
 - D. Serve as a Judicial Board Assistant and attend any judicial/mediation meetings as is deemed necessary
 - E. Help update rosters and contact information for chapters if needed
 - F. Attend Council Meeting each week and update council on Junior Panhellenic's report
 - G. Encouraged to attend Panhellenic related meetings with the Panhellenic Vice President of Administration
 - H. Keep record of all of the JPC emails and passwords and share with the VP of Administration
 - I. Take and disseminate meeting minutes at all Jr. Panhellenic meetings, and send minutes to the VP of Administration within 24 hours of the meeting
 - 1. Create an agenda for the weekly Junior Panhellenic meetings prior to the day of the meeting
 - 2. The meeting agenda shall include reports from all positions
 - 3. Shall update and communicate with the Panhellenic Vice President of Administration on the status of meetings and other events of the Jr. Board
 - J. Shall complete TAP forms for the boards yearly events
 - K. Reserve rooms upon approval by the VP of Administration
 - L. Coordinate the registration of Junior Panhellenic in the Fall term

Section C. Junior VP of Membership

- I. The Junior VP of Membership shall:
 - A. Assist with Recruitment Procedures
 - B. Disaffiliate from her chapter, serve as a Rho Gamma and assist the Panhellenic VP of Membership as needed during recruitment
 - C. Attend weekly meetings with chapter Vice Presidents of Membership as well as Rho Gamma Trainings throughout Spring quarter
 - 1. Take minutes at all VPM meetings
 - D. Work closely with the Junior VP of Recruitment Operations, and Junior VP of New Member Outreach, and their Panhellenic counterparts throughout the year
 - E. Be responsible for all Panhellenic EZ Up tent usage. This includes keeping track of when EZ Up tents are being used and checking all tents in and out when requested by chapters.
 - 1. In the event that she is unavailable to check in or out a tent, it will be her responsibility to find a Junior Panhellenic or Executive Board member to check in or out the tent.
 - F. Create quarterly sisterhood activities, such as PHC pals, that will promote Positive Panhellenic Contact in the Panhellenic community

Section D. Junior VP of Recruitment Operations

- I. The Junior VP of Recruitment Operations shall:
 - A. Assist with Recruitment Marketing
 - B. Disaffiliate from her chapter, serve as a Rho Gamma and assist the Panhellenic VP of Membership and VP of New Member Outreach as needed during recruitment
 - C. Attend weekly meetings with chapter Vice Presidents of Membership as well as Rho Gamma Trainings throughout Spring quarter.
 - D. Work closely with the Junior VP of Membership, the Junior VP of New Member Outreach, and their Panhellenic counterparts throughout the year
 - E. Work with the VP of Marketing to design the recruitment themes and attire

Section E. Junior VP of Finance

- I. The Junior VP of Finance shall:
 - A. Help plan Greek Awards including but not limited to TAP forms, food, entertainment, invitations, and etc.
 - B. Review the budget each quarter with the VP of Finance prior to its presentation in council meeting
 - C. Assist in recording Panhellenic transactions for her counterpart
 - D. Create and manage budget for JPC events
 - E. Work closely with the VP Finance to handle reimbursements, manage JPC purchases on the PHC card, and review transactions for JPC events

Section F. Junior VP of Scholarship

- I. The Junior VP of Scholarship shall:
 - A. Assist in promotion and creation of academic programming for the Panhellenic community including Panhellenic study hours, All Greek Finals Study Break, Geisel Fairies, and any other planned events
 - B. Work with VP Scholarship to plan the Scholarship banquet (contacting chapters, contacting professors, creating awards, organizing program, writing script, etc.)
 - C. Assist VP Scholarship in coordinating programming with IFC and MGC councils

Section G. Junior VP of Service

- I. The Junior VP of Service shall:
 - A. Help plan and execute Greek Week and Greeksgiving
 - B. Help execute and plan Panhellenic-wide and Greek-wide service events.
 - C. Encouraged to attend quarterly meetings between community service chair roundtables
 - D. Assist VP Service in coordinating events within PHC and with IFC and/or MGC

Section H. Junior VP of Athletics

- I. The Junior Vice President of Athletics shall:
 - A. Attend meetings as necessary with the member fraternity athletic chairs;

- B. Organize and promote all Panhellenic sponsored athletic tournaments while consulting the Panhellenic and IFC calendars;
- C. Maintain and publish an updated list of all Panhellenic teams' scores.
- D. Attend bi-monthly meetings with the UC San Diego Athletics Department as necessary
- E. Record attendance at Greek Challenge Games
- F. Maintain and foster the relationship between Greeks and Athletics
- G. Maintain and publicize the athletics Instagram
- H. Attend weekly meetings with counterpart as necessary
- I. Attend or send another member of JPC to be at every ISS game

Section I. Junior VP of External Relations and Equity, Diversity, and Inclusion (EDI) Affairs

- I. The Junior VP of External Relations and EDI Affairs shall:
 - A. Attend all meetings and events sponsored by Greeks United in Inclusivity, Diversity, and Equity (GUIDE)
 - B. Attend AS Meetings and stay updated on how Greeks can get involved in non-PHC related campus activities/organizations/causes.
 - 1. Speak at meetings in the absence of counterpart, updating AS on behalf of PHC about Greek life events.
 - C. Attend MGC meetings when possible to stay updated on MGC events and present events to PHC community to maintain a positive relationship.
 - 1. Occasionally, present information to MGC with counterpart about what PHC is doing
 - 2. Work with counterpart to disseminate information
 - D. Coordinate and execute the Greek Voting Booth along with her counterpart
 - 1. Includes social media promotion, ie: creating a facebook event tabling/flyering on Library Walk (following all election rules)
 - E. Serve on Greek LGBT committee and help execute event
 - 1. Includes recruiting presenters for panel
 - F. Plan and present EDI informational sessions for VPMs and PHC with a focus on developing recruitment scenarios for chapter VPMs to present to their chapters. Assist in planning Summerfest event with counterpart
 - 1. Includes early set up and clean up, amongst other tasks delegated by counterpart to be completed prior to the event

Section J. Junior VP of New Member Outreach

- I. The Junior VP of New Member Outreach shall:
 - A. Help facilitate and plan the Rho Gamma Retreat
 - B. Aid her respective executive with education of Rho Gamma Policies, Chapter Songs, Information, and etc.
 - C. Disaffiliate from her chapter and serve as a Rho Gamma
 - D. Work closely with the Junior VP of Membership, Junior VP of Recruitment Operations, and the VP of Membership in completion of tasks
 - E. Assist with leading the weekly Rho Gamma Trainings during Spring Quarter
 - F. Attend New Member Educator Round Table Meetings each quarter

Section K. Junior VP of Marketing

- I. The Assistant VP of Marketing shall:
 - A. Help keep the website and other social media updated and check for any errors that may have been made
 - B. Design and present marketing ideas for PHC
 - C. Assist in marketing by utilizing social media, video, photos, and other means to maintain a Greek brand on campus
 - D. Attend major Panhellenic events for media coverage
 - E. Attend weekly meetings of the Greek Life Social Media Marketing Workgroup
 - F. Develop marketing materials for Junior Panhellenic events