



BY-LAWS
University Panhellenic Council
University of California, Los Angeles
(Revised October 2007)

Article I: FINANCE

- Section 1:** A request for funding from the Undergraduate Students Association Council (USAC) Student Organizations Operational Fund shall be the Council's primary source of operating revenue.
- Section 2:** Should it become necessary, annual dues shall be collected from each member organization. The maximum dues structure shall be: \$8 per member on the roster after fall and spring quarter's recruitment periods, as well as appropriate recruitment fees.
- Section 3:** The Panhellenic Recruitment Committee may solicit other funding.
- A: Each potential member shall pay a registration fee which is set annually by the Panhellenic Recruitment Committee.
- B: Each chapter participating in formal recruitment shall pay a recruitment fee, which is set annually by the Panhellenic Recruitment Committee.
- C: Monies collected by the Panhellenic Recruitment Committee shall be placed in a separate Panhellenic account and should be used for all recruitment expenses.
- D: Monies collected for recruitment fines shall be placed in the Panhellenic Recruitment Committee account and shall be used for Panhellenic scholarships. If needed and available, additional scholarship money may be taken from the Panhellenic Recruitment Committee account.

Article II: MEETINGS

- Section 1:** Regular meetings of the Panhellenic Council shall be held every week, whenever possible during the regular academic year.
- Section 2:** Notification of the time and place of every meeting must be given to the Delegates, Executive Council, and the University Advisor prior to each regular meeting.
- Section 3:** Representation by the delegate from each member organization and the Executive Council is required at each regular meeting and at each Panhellenic Recruitment meeting. Failure of a delegate to attend either meeting shall result in a \$25 fine. Failure of a delegate to attend two or more meetings shall result in the notification of her absence to her chapter president and advisor and the doubling of the fine amount. The fines are constantly increasing (i.e., 1st missed meeting: \$25, 2nd: \$50, 3rd: \$100, etc)

Section 4: If a chapter's delegate cannot attend, a well-informed substitute must attend in her place. Failure to do so will result in the aforementioned fine. The substitute should also relay all information received during the meeting to the chapter as quickly as possible in order to maintain open lines of communication.

Article III: PANHELLENIC OFFICERS

Section 1: **Selection of Officers:** Every Panhellenic sorority woman will have the opportunity to apply for a Panhellenic position. Candidates shall be placed in offices through a slating process. Selection will take place annually near the close of Fall Quarter.

A. EXECUTIVE BOARD:

- 1) The Executive Vice President shall become President upon completing her term as Executive Vice President
- 2) The VP Membership - Internal shall become the VP Membership - External upon completing her term as VP Membership - Internal.
- 3) All Executive Board Officers shall disaffiliate during all recruitment periods and events to administer the Panhellenic recruitment program.
- 4) The selection of the Executive Board will come after reviewing applications. An interview process will occur with the Panhellenic Council responsible for the slating process of the Executive Board.
- 5) Each Executive Board applicant shall submit an application, supplied by the Panhellenic President, and which shall be circulated to each Panhellenic Executive Board member and each voting Panhellenic Delegate. The applicant will be given the opportunity to rank the offices in which she is interested. The chance of being selected for the Executive Board and having to disaffiliate exists for all applicants.
- 6) The Panhellenic Council shall review each application.
- 7) Based on the discretion of the delegates and executive council, a candidate may or may not have an interview
- 8) The slating committee is composed of the outgoing delegates who will give each chapter one representative. The Executive Board will serve in an ex-officio capacity. If a member of the outgoing delegates is the officer candidate for her chapter, the chapter will supply an alternate to serve in her place.
- 9) The slating committee, based upon the applications, interviews, and office rankings of the officer candidate, will produce a slate of officers for Panhellenic approval.
- 10) At no time may there be more than three officers from the same member chapter elected to the executive committee
- 11) The order of slating will be as follows: Round 1: Executive Vice-President, VP Membership – Internal, VP Risk Management, VP Communications, and VP Finance. Round 2: VP Programming, VP Public Relations, VP Scholarship, VP Education, and VP Women's Wellness.
- 12) The slate must be available to the delegates a minimum of four days before the Panhellenic meeting.
- 13) The Panhellenic President must receive notice of all proposed changes to the slate prior to the Panhellenic meeting.
- 14) At the Panhellenic meeting, there will be a question/answer period in which the delegates can speak to the officer candidates. This period is limited to two minutes per candidate.
- 15) Changes to the slate will be voted upon individually.
- 16) Approval of the slate requires a majority vote of the Panhellenic Delegates present.

B. BOARD OF DIRECTORS:

- 1) Each chapter shall put forward a delegate. Each delegate will have the opportunity to become part of the BOD.
- 2) The following members of the BOD will serve for one year:
 - Curriculum (2)
 - Philanthropy (2)
 - University Relations/Undergraduate Student Association Council (USAC) (1)
 - Membership (1)
 - Athletics (2)
 - Website (1)
 - Historian (1)
 - Public Relations (2)
 - Neighborhood Relations (1)
- 3) The VP Education will choose which delegates will assume BOD positions through an application process.
- 4) BOD officers are not required to disaffiliate during Fall Recruitment.

Section 2: DUTIES OF OFFICERS

1) President:

- a) Have overall responsibility for the operation of the Panhellenic Council.
- b) Call and preside at all regular and special meetings of the UCLA Panhellenic Council.
- c) Call and preside at all meetings of the Panhellenic Executive Board, and Panhellenic Council.
- d) Act as liaison to CSP/Fraternity and Sorority Relations and other University Officials.
- e) Meet weekly with the Panhellenic Advisor.
- f) Required to attend all functions sponsored by the Panhellenic
- g) Call and preside at all meetings of the Sorority Presidents (Sigma Alpha Phi).
- h) Act as liaison with the 5 other Greek councils
- i) Review, approve and sign all Panhellenic Council checks and contracts involving the UCLA Panhellenic Council.
- j) Serve as member ex-officio of all Panhellenic Council committees with voice but not vote.
- k) Coordinate the fall and spring quarter Panhellenic Council officer elections.
- l) Serve as committee chair for the BOD position of USAC Liaison (1).
- m) Carry out appropriate functions during all recruitment periods serving as a member of the Panhellenic Recruitment Team.
- n) Live in Los Angeles during the summer to coordinate Panhellenic activity planning, if possible. Otherwise, reside in Los Angeles as of September 1 to prepare for formal Fall Recruitment.
- o) Report to the Panhellenic Advisor as required to the National Panhellenic Conference Area Advisor.
- p) Maintain weekly office hours.
- q) Maintain a complete and up-to-date President's file.
- r) Train her successor.
- s) Perform all other duties pertaining to this office.

2) Executive Vice President:

- a) Perform the duties of the President in her absence, inability to serve, or at her call.
- b) Be Responsible for the coordination of the Winter Quarter and Fall Quarter Executive Board Retreats.
- c) Serve as Judicial Board Chief Justice
- d) Serve as chair of the Constitution and By-laws committee
- e) Assist in the administration of the Panhellenic recruitment program as outlined in the Panhellenic Recruitment Rules.
- f) Serve as committee chair for the BOD positions of Membership Liaison and Athletics Commissioner (2).
- g) Maintain an accurate notebook of all policies (Panhellenic and UCLA).
- h) Chair the Panhellenic Policies Committee.
- i) Maintain weekly office hours.
- j) Maintain a complete and up-to-date Vice President's file.
- k) Perform all other duties usually pertaining to this office.
- l) Train her successor.

3) VP Membership - External:

- a) Coordinate all Panhellenic Recruitment Periods.
- b) The Director of Recruitment shall know and follow the Standing Rules for Membership Selection and the NPC Unanimous Agreements and any other rules that directly or indirectly relate to recruitment periods and events.
- c) Serve as chair of the Panhellenic Recruitment Committee.
- d) Prepare, copy, and distribute minutes of all discussion and decisions made at the Panhellenic Recruitment Committee (PRC) meetings.

- e) Propose the type of parties, dates of recruiting, duration of parties, registration fees, Standing Rules for Membership Selection and other facets of recruitment to the Panhellenic Council or the Panhellenic Recruitment Committee (as appropriate) for approval through the PRC. In formulating these proposals, consult with the Executive Board and/or the Panhellenic Advisor.
- f) Coordinate recruitment finances with the Panhellenic Treasurer, including the recruitment budget, income, expenditures, and chapter fee schedules during the finance seminar.
- g) Oversee activities of the VP Membership – Internal including selection, training, direction and evaluation of all Recruitment Counselors..
- h) Distribute and summarize the evaluations of recruitment by different groups, including but not limited to: chapter recruitment chairs, alumnae, recruitment counselors, Panhellenic officers, new members within one month after the formal recruitment period.
- i) Define objectives for recruitment with the help of the Panhellenic Advisor and the Executive Board.
- j) Coordinate the Spring Quarter Recruitment Symposium
- k) Coordinate the Panhellenic Open House program in December
- l) Maintain a complete and up-to-date VP Membership file.
- m) Live in Los Angeles during the summer and work in the Panhellenic office an average of ten (10) hours per week to coordinate recruitment registrations for fall. Report illness and vacations to the Panhellenic Advisor, to whom supervision is delegated for the summer break. Make arrangements to delegate responsibilities during absences.
- n) Order and design through consultation with the Panhellenic Advisor and recruitment chairs for the other councils, GO GREEK shirts for all chapters, recruitment counselors and the Panhellenic Executive Board.
- o) Maintain weekly office hours.
- p) Train her successor.
- q) Remain in an advisory capacity for two months after her successor takes office.
- r) Perform all other duties usually pertaining to this office.

4) VP Membership - Internal:

- a) Work with the VP Membership - Internal and Panhellenic Advisor to organize recruitment counselor selection, interview applicants and notify those selected.
- b) Make arrangements and reservations for the recruitment counselor training retreat prior to fall formal recruitment.
- c) Keep recruitment counselors informed of recruitment plans during the summer.
- d) Prepare recruitment counselor notebooks.
- e) Help organize potential member groups.
- f) Live in Los Angeles during the summer and work in the Panhellenic office an average of 5 hours per week to coordinate recruitment registrations for fall. Report illness and vacations to the Panhellenic Advisor, to whom supervision is delegated for the summer break. Make arrangements to delegate responsibilities during absences.
- g) Maintain a complete and up-to-date Recruitment Counselor Coordinator's file.
- h) Assist in the coordination of all continuous open recruitment periods and events as deemed necessary.
- i) Maintain weekly office hours.
- j) Train her successor.
- k) Remain in an advisor capacity for two months after her successor takes office.
- l) Coordinate recruitment informational, advertising and outreach programs at high schools and on the UCLA campus including all summer orientations.
- m) Attend PRC meetings.
- n) Assume responsibilities and duties of VP Membership - External when she is unavailable.
- o) Create a calendar in advance for the Recruitment Counselors to help with all outreach programs.
- p) Perform any other duties usually pertaining to this office.

5) VP Finance:

- a) Assume responsibility for the assessment and collection of chapter dues and fines.
- b) Maintain accurate records of all Panhellenic expenditures, projected expenses, and current balances in all Panhellenic accounts through a budget.
- c) Be responsible, along with the President, Recruitment Director and Panhellenic Advisor, for the presentation of the Panhellenic Council and Recruitment account budgets for the following quarter by the eighth week of the current semester. Following the approval by the Panhellenic Council, the Treasurer is responsible for providing a copy of the budget to each Panhellenic Association member fraternity.
- d) Receive all payments due to the Panhellenic Association, including recruitment fees and dues, and issue receipts accordingly.
- e) Be responsible for the prompt payment of all bills due by the Panhellenic Association.
- f) Sign all Panhellenic Council and Recruitment account checks and be responsible for the counter-signatures.
- g) Submit a complete financial report at the end of each month to the Panhellenic Council.
- h) If applicable, prepare and present Panhellenic funding requests, including but not limited to: annual USAC budget request, Contingency, BOD funding.
- i) At the close of her term in office, submit an audit report to the Panhellenic Council.
- j) Assist in the administration of the Panhellenic recruitment program as outlined in the Panhellenic Recruitment Rules.
- k) Maintain weekly office hours.

- l) Maintain complete and up-to-date financial records as part of her VP Finance file.
- m) Train her successor.
- n) Perform all other duties usually pertaining to this office.

6) VP Programming:

- a) Appoints the members of the Panhellenic Board of Directors
- b) Coordinate and facilitate all Panhellenic programs and activities.
- c) Co-Chair the Blue and Gold Week Committee, in conjunction with all council liaisons
- d) Co-Chair the Greek Week Committee, in conjunction with all council liaisons, including appointing members of the executive board.
- e) Submit all contracts for the President's signature and maintain a complete record of all contracts.
- f) Serve as committee chair for the BOD positions of Philanthropy (2).
- g) Assist in the administration of the Panhellenic recruitment program as outlined in the Panhellenic Recruitment Rules.
- h) Maintain weekly office hours.
- i) Maintain a complete and up-to-date VP Programming file.
- j) Perform all other duties usually pertaining to this office.

7) VP Communications:

- a) Be responsible for keeping Panhellenic files, rosters and directories up-to-date and accurate.
- b) Take minutes and attendance at all meetings of the Panhellenic Council.
- c) Type and distribute the minutes for all meetings of the Panhellenic Council.
- d) E-Mail Panhellenic Council minutes to Chapter Presidents, Advisors, and NPC Advisor on a weekly basis.
- e) Be responsible for all correspondence by the Panhellenic Council.
- f) Bi-annually review the Constitution, Bylaws and Standing Rules and make recommendations to the Panhellenic Council for amendments.
- g) Serve as committee chair for the BOD positions of Webmaster and Historian (2).
- h) Serve as the Panhellenic Council Liaison to the Rho Lambda Honor Society announcing all meetings and events relating to the organization.
- i) Serve as the Panhellenic Council Liaison to the Los Angeles Alumnae Panhellenic Association.
- j) Assist in the administration of the Panhellenic recruitment program as outlined in the Panhellenic Recruitment Rules.
- k) Maintain weekly office hours.
- l) Maintain a complete and up-to-date VP Communication file.
- m) Train her successor.
- n) Perform any other duties usually pertaining to this office.

8) VP Public Relations:

- a) Be responsible for Panhellenic Council publications and public relations.
- b) Announce the events of the UCLA Panhellenic Council to the campus community and to the community at large.
- c) Attend all Interfraternity Council meetings as the Panhellenic liaison or appoint a designee.
- d) Serve as the Panhellenic representative to the FSR Marketing Taskforce.
- e) Assist in the administration of the Panhellenic recruitment program as outlined in the Panhellenic Recruitment Rules.
- f) Serve as committee chair for the BOD positions of Public Relations (2).
- g) Responsible for publishing a quarterly Panhellenic newsletter.
- h) Determines chapter of the week and Greek of the month.
- i) Maintain weekly office hours.
- j) Maintain a complete notebook of flyers, publications and articles as part of the VP Relations file.
- k) Train her successor.
- l) Perform all other duties usually pertaining to this office.

9) VP Scholarship:

- a) Be responsible for all scholarship reports, awards, and programs including the coordination of the scholarship portion of the Greek Awards night.
- b) Serve as the Panhellenic Council Liaison to the Order of Omega and Gamma Sigma Alpha Honor Societies announcing all meetings and events relating to the organizations.
- c) Responsible for faculty relations and related campus awareness events.
- d) Meet with scholarship chairwomen of chapters on Panhellenic scholarship probation to help them to strengthen their scholarship programming.
- e) Meet periodically with chapter scholarship chairwomen to assist them with sharing ideas and support through quarterly roundtables.
- f) Assist in the administration of the Panhellenic recruitment program as outlined in the Panhellenic Recruitment Rules.
- g) Maintain weekly office hours.
- h) Maintain a complete and up-to-date VP Scholarship file.
- i) Train her successor.
- j) Perform all other duties usually pertaining to this office.

10) VP Education

- a) Responsible for the arrangements and facilitation of all new member education programs.
- b) Plan and facilitate Panhellenic delegate and Junior Panhellenic training at the beginning of the calendar year for new officers.
- c) Chairs the Junior Panhellenic meetings
- d) Serve as committee chair for the BOD positions of Curriculum (2).
- e) Is responsible for the coordination of quarterly Panhellenic Programming forums.
- f) Assist in the administration of the Panhellenic recruitment program as outlined in the Panhellenic Recruitment Rules.
- g) Maintain weekly office hours.
- h) Maintain a complete and up-to-date Vice President's file.
- i) Train her successor.
- j) Perform all other duties usually pertaining to this office.

11) VP Women's Wellness:

- a) Responsible for promoting a healthy lifestyle for Panhellenic women.
- b) Works with various organizations to educate Panhellenic women through various educational
- c) Is responsible for the coordination of GASA (Greeks Against Sexual Assault)
- d) Serve as committee chair for the BOD positions of Neighborhood Relations (2).
- e) Assist in the administration of the Panhellenic recruitment program as outlined in the Panhellenic Recruitment Rules.
- f) Maintain weekly office hours.
- g) Maintain a complete and up-to-date Vice President's file.
- h) Train her successor.
- i) Perform all other duties usually pertaining to this office.

12) VP Risk Management:

- a) Act as co-chair of Greeks Advocating the Mature Management of Alcohol along with a member of the Interfraternity Council under the direction of the GAMMA Advisor.
- b) Call and preside at all meetings of GAMMA.
- c) Educate the Greek community on GAMMA policies and regulations.
- d) Work with the Executive Vice President to coordinate informal judicial conferences arising from reported violations.
- e) File and report necessary correspondence with the national chapter of GAMMA.
- f) Update the Panhellenic Council on any change in GAMMA policies and regulations.
- g) Plan and co-facilitate yearly GAMMA training and retreats.
- h) Attend the annual meeting of Bacchus/Gamma.
- i) Assist in the administration of the Panhellenic recruitment program as outlined in the Panhellenic Recruitment Rules.
- j) Maintain weekly office hours.
- k) Maintain a complete and up-to-date Vice President's file.
- l) Train her successor.
- m) Perform all other duties usually pertaining to this office.
- n) ******Note – It is mandatory that anyone running for this position, meet with the Panhellenic Advisor before running. No exceptions.**

Section 3: DISMISSAL OF OFFICERS

A. Reasons: A Panhellenic Officer may be removed for any of the following reasons:

- 1) Failure to maintain minimum academic requirements as defined by the University during her term.
- 2) Failure to execute the duties of her office as outlined by the constitution and by-laws.
- 3) Two or more unexcused absences per quarter from Panhellenic Executive Board, Cabinet, or Council meetings.
- 4) Failure to maintain active status in her fraternity chapter during her term.
- 5) Violation of University regulations.

B. Procedure for Dismissal:

- 1) The first warning will be written from the Panhellenic President. That officer's chapter president and advisor and the University Advisor shall be copied.
- 2) To Dismiss:
 - a) The Panhellenic President, under the direction of the Executive Board and Cabinet, shall ask the chapter to request their officer to resign. This is the preferred procedure for dismissal.
 - b) If the chapter or officer is unwilling to comply, the Executive Board and Cabinet shall move for dismissal in writing to the Judicial Board Chair and the University. Following

the approval of the Judicial Board Chair and the University, the a majority vote of the delegates will be required for the removal of that officer.

- c) In the event that the council wishes to dismiss the Panhellenic President, the same procedure is followed. Additionally, a two-thirds majority of the delegates will be required for removal. In this case, the Vice President shall assume the role of the President in requesting the resignation and directing the removal of the President.

- i) In the event of the dismissal of the President, the Vice President shall assume the role and duties of the President immediately and the Executive Board will elect a new Vice President following the same election procedures outlined above.

- 3) The Judicial Board shall hear the case, and the case may be appealed according to its regular procedure.

Article IV: STANDING COMMITTEES

Section 1: The standing committees of the University Panhellenic Council and their respective chairs are as follows:

Executive Board:	President
Cabinet:	President
Judicial Board:	Executive Vice President
Joint Judicial Board:	Executive Vice President
Policies Committee:	Executive Vice President
Rush Committee (PRC):	VP Membership - External
Awards Committee:	VP Scholarship
Programming Committee:	VP Programming
Public Relations Committee:	VP Public Relations
GAMMA Committee:	VP Risk Management

Section 2.: ORGANIZATION

- A. An elected officer of Panhellenic shall chair each committee.
- B. Each committee chair shall select its members through an application process at the start of Winter Quarter to serve for a term of three quarters.
- C. The following committees shall be composed of at least one delegate who is of a different affiliation than the chair and three members of the Panhellenic chapters, appointed by the corresponding officer: Awards Committees shall have two delegates, and the Policies Committee shall be composed of four delegates.

Section 3: EXECUTIVE BOARD AND CABINET

- A. The membership of the Executive Board shall be the President, Executive Vice President, VP Recruitment – Internal, VP Recruitment – External, VP Risk Management, VP Communications, VP Finance, VP Programming, VP Public Relations, VP Scholarship, VP Education, and VP Women’s Wellness.
- B. The membership of the Cabinet shall be Curriculum (2), Philanthropy (2), University Relations/Undergraduate Student Association Council (USAC) (1), Membership (1), Athletics (2), Website (1), Historian (1), Public Relations (2), Neighborhood Relations (1)

Section 4: JUDICIAL BOARD & JOINT JUDICIAL BOARD

- A. The membership of the (Joint) Judicial Board shall be those chapter Presidents randomly selected in accordance with the Panhellenic Judicial Procedure, the Vice President as Chair, the President as an ex-officio member, and the University Advisor.
- B. Responsibilities shall consist of adjudication of cases involving alleged violations of the Panhellenic Council Constitution, By-Laws, rules, and regulations.
- C. The Panhellenic Judicial Procedure and/or the Joint Judicial Board Procedure shall be followed.

Section 5: PANHELLENIC RECRUITMENT COMMITTEE (PRC)

- A. The membership shall consist of each member organization’s recruitment chair and the VP Recruitment - Internal with the VP Recruitment - External serving as chair.

- B. Responsibilities shall consist of all procedures and programs relevant to the recruitment of members.

Section 6: AWARDS COMMITTEE

- A. The membership shall consist of a minimum of four appointed members, the VP Finance, the Executive Vice President, and the VP Scholarship as chair.
- B. Select Panhellenic Council scholarship recipients in the years scholarships may be given.
- C. Recognize outstanding chapters through the Panhellenic Awards Program.
- D. Coordinate programming and information that will encourage and support the attainment of high scholastic ideals.

Section 7: PROGRAMMING COMMITTEE

- A. The membership will include a minimum of four appointed members and the VP Programming officer as chair.
- B. Coordinate all Panhellenic programs, including but not limited to: Greek Leadership Conference, New Member Education, Sexual Assault Awareness, etc.

Section 8: POLICIES COMMITTEE

- A. The membership will include a minimum of three delegates, the President and the Executive Vice President as chair.
- C. Draft policies for Panhellenic approval as requested by Executive Board, Cabinet, or the Panhellenic Council.
- D. Coordinate parliamentary procedure education for all delegates and officers.

Section 9: PUBLIC RELATIONS COMMITTEE

- A. The membership shall include a minimum of six appointed members and the Public Relations Chairs as chairs.
- B. Publicize all Panhellenic programs.
- C. Prepare the annual Presents book if applicable.
- D. Prepare the annual Recruitment brochure.
- E. Prepare all Panhellenic publications.
- F. Prepare and maintain a quarterly calendar of Greek events.
- G. Act as liaison to on-campus and off-campus publications.
- H. Obtain corporate sponsorship for Panhellenic programs when deemed necessary, and maintain positive correspondence with those companies/groups that provide support.

Article V: PROGRAMMING

Section 1: Attendance:

- A. For every Panhellenic approved program, 80% of each chapter's membership shall be required to attend. The chapter will be fined \$10.00 for every member under this total.
- B. Members who have class, work, family, or health conflicts may submit an excuse one week in advance to Panhellenic. If the excuse is approved, they will not be counted in the chapter's total membership for that event.

Article VI: SPECIAL COMMITTEES

Section 1: REVIEW COMMITTEE

- A. Membership shall consist of the Executive Board, the University Advisor, and two members at large from the Panhellenic Council in accordance with NPC policies and procedures.
- B. The committee shall be formed as needed, on the recommendation of the University Advisor, to review petitions for colonization or recolonization from National Panhellenic Council fraternities.

Section 2: CONSTITUTION COMMITTEE

- A. Membership shall consist of the Vice President as chair, the President as an ex-officio member, and a minimum of three volunteer and/or appointed members of the Council.
- B. The committee shall be formed as needed, on the recommendation of the President or University Advisor, to review the Constitution and By-laws.