

**BYLAWS
PANHELLENIC ASSOCIATION
UNIVERSITY OF CALIFORNIA, IRVINE**

ARTICLE I

Name

The name of this organization shall be the Panhellenic Association at the University of California, Irvine.

ARTICLE II

Object

The purpose of the Panhellenic Association shall be to develop inter-fraternity relations and maintain fraternity/sorority life at a high level of accomplishment, and in doing so:

- A. Uphold the "Spirit of Panhellenic" while upholding the values and ideals of each member chapter and the University of California, Irvine.
- B. Cooperate with member chapters and the University administration in concern for and maintenance of high social and moral standards.
- C. Act in accordance with all rules established by the Panhellenic Association and not violate the sovereignty, rights and privileges of member chapters.
- D. Compile rules governing Recruitment, New Member Education, and initiation on this campus following recommendations of the National Panhellenic Conference rules and policies.
- E. Promote superior scholarship as basic to intellectual achievement.
- F. Adhere to the Unanimous Agreements as set forth in the NPC Manual of Information, 14th Edition.

ARTICLE III

Membership

There shall be two classes of membership: Regular and Associate.

- A. **REGULAR.** The regular membership of the Panhellenic Association at the University of California, Irvine shall be composed of all National Panhellenic Conference chapters and colony members in good standing.
- B. **ASSOCIATE:** The associate membership of the Panhellenic Association at the University of California, Irvine shall be composed of non NPC sorority chapters and local sororities that have been approved for associate member status, and are members in good standing. Associate members are extended full rights of membership with the exception of participating in formal recruitment and voting rights for NPC membership recruitment and extension. To apply for membership, the associate chapter must submit a letter of intent to the Director of Greek Life and the Panhellenic Executive Board.

To apply for associate membership, the chapter must meet the following requirements:

1. Must be a registered club with the University, and comply with University, State and Federal laws.
 2. Must contain a minimum of 20 members
 3. Have been in existence for at least three years.
 4. Must have Risk Management, New Member Education and Scholarship programs in place.
 5. All new members must become active members within ten weeks of start of new member period.
 6. A Chapter Advisor is recommended.
 7. Non-National Panhellenic Conference chapters may assume associate status if approved by a two-thirds vote of the delegates of the Panhellenic Association.
 8. If approved, full rights will be extended. However, these rights may be revoked if criteria are not upheld.
- C. **EXTENSION:** Chapters may be added through the extension process as outlined in the NPC Manual of Information, 14th Edition.

Requirements of membership:

D. SCHOLARSHIP

1. Each chapter as a whole shall strive to maintain a quarterly grade point average of 2.70.
2. In the event a chapter does not meet the recommended GPA, the member chapter will develop a scholarship program in conjunction with their national organization, with assistance from the Vice

President of Scholarship, Director of Greek Life and academic chairs from other chapters.

- E. **NON-DISCRIMINATION CLAUSE.** The Panhellenic Association follows the same standards as set forth in section 20.00 of the University of California policies, and the policies set forth in section 20.00 and Appendix C of the UCI Policies applying to Campus Activities, Organization, and Students.
- F. **RESIGNATION.** In the event that a chapter resigns from the Panhellenic Association, a formal written declaration of the resignation, must be signed by the Chapter President, Panhellenic Delegate, and Alumnae Advisor prior to resignation. The formal resignation must be submitted to the Director of Greek Life and the Panhellenic President.

ARTICLE IV Meetings

- A. **PURPOSE.** The Panhellenic Association meetings shall administer business related to the overall welfare of the Panhellenic Association at the University of California, Irvine and compile rules governing the Panhellenic Association.
- B. **QUORUM.** Two-thirds of the voting delegates of the member chapters shall constitute a quorum for the transaction of business.
- C. **VOTE:**
 - 1. Each member chapter shall have one vote.
 - 2. The voting members of the Panhellenic Association shall be the delegates of each fraternity/ sorority holding regular or associate membership for all decisions.
 - 3. Associate member chapters are not permitted to vote on extension and membership recruitment as specified in article III.B.
 - 4. In the case of a delegate's absence the designated chapter representative will assume voting responsibility.
 - 5. If no chapter representative is present, voting rights shall be forfeited.
 - 6. The Executive Board Officers and Assistant Executive Board Officers of the Panhellenic Association shall have a voice, but no voting privileges.
 - 7. A majority vote is required for normal business, election, and bylaw processes.
 - 8. A three-fourths vote is needed for approval of the budget and the removal of an Executive Officer.
- D. **REGULAR.** The Panhellenic Association at the University of California, Irvine shall hold one regular weekly meeting during each academic quarter.
- E. **SPECIAL.** The Panhellenic Association at the University of California, Irvine may be called to special meeting by the Panhellenic President when necessary, or shall be called by a written request of any regular or associate member chapters.
- F. **EXECUTIVE.** The Panhellenic Association at the University of California, Irvine shall hold one executive meeting weekly during each academic quarter, or as determined by the Executive Board.
- G. **PARLIMENTARY PROCEDURE.** The meetings of the Panhellenic Association shall be conducted in accordance with Robert's Rules of Order.

ARTICLE V Association Delegates

- A. **DELEGATE RESPONSIBILITIES.**
 - 1. Panhellenic Delegates ultimately serve as the official liaisons between the Panhellenic Association and their individual chapters.
 - 2. Panhellenic Delegates shall actively contribute input to Association discussion, decision-making, and voting as representatives of their individual chapters and provide a chapter report for weekly Association meetings.
 - 3. Panhellenic Delegates record all announcements and news from weekly Association meetings.
 - 4. Panhellenic Delegates present a weekly report to their respective chapters of all notes from Association meetings.
 - 5. Panhellenic Delegates regularly partake in committees and assist with Panhellenic events.
 - 6. Panhellenic Delegates are responsible to act as the chapter's representative at executive roundtables in the event that the chapter officer is unable to attend.
- B. **DELEGATE ATTENDANCE**
 - 1. **Excused Absences.** An excused absence is any absence that is cleared with the Panhellenic President

- 24 hours prior to a Panhellenic Association meeting, provided that an appropriate substitute will attend.
2. Unexcused Absences. An unexcused absence is one in which either the chapter delegate/representative fails to attend a Panhellenic meeting, or one in which the appointed replacement for the delegate is not cleared by the Panhellenic President or has been cleared and fails to attend. Exceptions to the above mentioned policies shall be considered by the Panhellenic Executive Board.
 - a. After a chapter delegate/representative has had one unexcused absence, she will receive a letter of concern from the Panhellenic President.
 - b. After a chapter delegate/representative has had two unexcused absences, the Panhellenic President will send a letter to the chapter President notifying her of the delegate/representative's lack of attendance, and the Panhellenic President will notify the delegate/representative that further unexcused absences may result in dismissal.
 - c. Upon review of more than two unexcused absences of a chapter delegate/representative, the Panhellenic Executive Board may enforce removal of that officer.

ARTICLE VI

Responsibilities of Executive Board Officers

Responsibilities of all Executive Board Officers:

A. EXECUTIVE BOARD RESPONSIBILITIES.

1. Executive Board Officers must be present at all Panhellenic Association meetings, unless they provide a valid excuse, as stated below.
 - a. Valid excuses include class, illness, and personal/family emergency.
2. Absences must be cleared 24 hours in advance by the Panhellenic President.
3. All absent officers must submit their report to the Panhellenic President.

The Executive Officers of the Panhellenic Association shall be, in order of succession, and their individual responsibilities shall include:

B. PRESIDENT. The Panhellenic President is responsible for the overall operation of the Panhellenic Association and shall:

1. Oversee all work of the Panhellenic Association.
2. Represent Panhellenic on the Greek Presidents Council and other official Greek and University committees requesting a Panhellenic representative, or may appoint someone to serve in her place.
3. Serve as a liaison for the sorority system to the University Administration and any community representatives.
4. Meet weekly with the Greek Advisor.
5. Communicate regularly with presidents of member chapters.
6. In conjunction with the Greek Advisor and Executive Vice President, plan and execute the transition and training programs for Panhellenic officers, assistant officers, and delegates.
8. Appoint special committees.
9. Work with the Interfraternity Council and Multicultural Organizations.
10. Collect and distribute information on campus opportunities and events to members of the Panhellenic Association.
11. Prepare agendas for the Executive Board meetings.
12. Disaffiliate and provide assistance in the administration of Panhellenic Recruitment.
13. Complete other such duties applicable to the office as prescribed by the parliamentary authority adopted by the Panhellenic Association.

C. EXECUTIVE VICE PRESIDENT. The Executive Vice President shall:

1. In the absence of the President, assume all of her duties and preside over official Panhellenic meetings.
2. Serve as the Chief Justice of the Panhellenic Judicial Board, and the Chair of the Nominating Committee.
3. Be responsible for coordinating the annual revisions of the Panhellenic Constitution, Bylaws, Standing Rules, Resolutions, Guidelines, and the distribution of revisions to delegates of member chapters, Executive Board Officers, Assistant Executive Board Officers, and the Director of Greek Life.
4. Review and apply for all national and local Panhellenic awards with the assistance of the Panhellenic Executive Board (including but not limited to Anteatr Awards, WRGLC, NPC).
5. Plan and execute the Junior Panhellenic Education Series.
6. Coordinate the annual election process for Panhellenic Executive Officers.
7. Plan the officer installation ceremony.

8. Assist the President in officer transitions and training.
 9. Disaffiliate and provide assistance in the administration of Panhellenic Recruitment.
 10. Complete other such duties applicable to the office as prescribed by the parliamentary authority adopted by the Panhellenic Association.
- D. VICE PRESIDENT OF PROGRAMMING. The Vice President of Programming shall:
1. Be responsible for planning activities, forums, and discussions to keep members of the Panhellenic Association current on conference relevant to sorority, Greek, student, and community life.
 2. Coordinate the All Greek Meeting and Being A New Greek (BANG!) with the Interfraternity Council.
 3. Oversee the Assistant Programming officer.
 4. Oversee Assistant Community Service officer.
 5. Oversee the Sports Officer.
 6. Administer the chapter philanthropy rotation system.
 7. Disaffiliate and provide assistance in the administration of Panhellenic Recruitment.
 8. And other such duties applicable to the office as prescribed by the parliamentary authority adopted by the Panhellenic Association.
- E. VICE PRESIDENT OF RECRUITMENT. The Vice President of Recruitment shall:
1. Be responsible for planning and executing the Panhellenic recruitment program.
 2. Chair recruitment planning meetings with chapter recruitment officers and advisors.
 3. Coordinate discussion of the Panhellenic Association Standing Rules for Recruitment, coordinate revisions with the Executive Vice President, and ensure that all revisions are communicated to chapter recruitment officers, advisors, the Panhellenic Executive Board, and chapter Delegates.
 4. Prepare all recruitment materials (including but not limited to recruitment schedule, rules, etc.) for potential new members, recruitment counselors, chapter recruitment officers, and the Executive Board.
 5. Assist the Vice President of Finance in preparation of the recruitment budget.
 6. Develop, distribute, and collect evaluations of recruitment from potential new members, chapter recruitment officers, and recruitment counselors.
 7. Assist the Greek Advisor in preparing a report on recruitment for the NPC Area Advisor, member chapters, and chapter advisors.
 8. Coordinate the facilities and equipment needed for recruitment.
 9. Maintain contact with the Greek Advisor throughout the summer.
 10. Oversee the Assistant Recruitment officer and Recruitment Counselor Coordinator.
 11. Oversee any recruitment preparation.
 12. Plan and facilitate the Recruitment Summit.
 13. Disaffiliate and provide assistance in the administration of Panhellenic Recruitment.
 14. And other such duties applicable to the office as prescribed by the parliamentary authority adopted by the Panhellenic Association.
- F. VICE PRESIDENT OF FINANCE. The Vice President of Finance shall:
1. Prepare an annual budget to be approved by the Panhellenic Association.
 2. Prepare program and officer expense reports to be reviewed by the Greek Advisor and the Panhellenic Association.
 3. Work with the Vice President of Recruitment in preparation of the Panhellenic Recruitment Budget.
 4. Handle revenues, expenditures, and projected expenses for the general Panhellenic account.
 5. Assist all Panhellenic Executive Officers in developing budgets for their offices and monitor their expenditures.
 6. Prepare and present Panhellenic funding requests, including but not limited to SFAC, ASUCI External Budget, and Dean's Fund.
 7. Identify the number of scholarships, including but not limited to, UIFI, offered each year (based on current year's budget) and coordinate the selection of scholarship recipients.
 8. Disaffiliate and provide assistance in the administration of Panhellenic Recruitment.
 9. Other such duties applicable to the office as prescribed by the parliamentary authority adopted by the Panhellenic Association.
- G. VICE PRESIDENT OF COMMUNICATIONS: The Vice President of Communications shall:
1. Prepare agendas for Panhellenic Association meetings.
 2. Keep minutes for Panhellenic Executive Board and Panhellenic Association Meetings and distribute them to the Panhellenic Association members.
 3. Oversee the Assistant Communications Officer.
 4. Correspond and publicize all Panhellenic sponsored events to the Greek Community, campus and local community.
 5. Be responsible for publishing a newsletter and marketing the activities of the Panhellenic Association.

6. Coordinate the annual programming calendar for the sorority system.
 7. Disaffiliate and provide assistance in the administration of Panhellenic Recruitment.
 8. Other such duties applicable to the office as prescribed by the parliamentary authority adopted by the Panhellenic Association.
- H. VICE PRESIDENT OF RISK MANAGEMENT. The Vice President of Risk Management shall:
1. Program the annual Panhellenic Risk Awareness Week.
 2. Educate chapter risk management chairs and chapter delegates on risk management duties and issues.
 3. Oversee risk management issues in relation to all Panhellenic programs.
 4. Offer risk management information at all Panhellenic meetings
 5. Organize quarterly risk management workshops for all chapter presidents, social chairs, and risk management officers.
 6. Be available to assist individual chapters with risk programming.
 7. Disaffiliate and provide assistance in the administration of Panhellenic Recruitment.
 8. Other such duties applicable to the office as prescribed by the parliamentary authority adopted by the Panhellenic Association
- I. VICE PRESIDENT OF SCHOLARSHIP. The Vice President of Scholarship shall:
1. Coordinate all Panhellenic Association academic programs.
 2. Serve as a liaison between the Panhellenic Association and all Greek Honor Societies, including but not limited to informing Panhellenic members about application deadlines and upcoming events.
 3. Monitor chapter's adherence to the scholarship section of Requirements of Membership.
 4. Assist member chapters who have fallen below the recommended GPA.
 5. Recognize chapters and chapter members for their academic achievement.
 6. Organize quarterly Panhellenic scholarship roundtables.
 7. Oversee communication between University Faculty and the Panhellenic Association.
 8. Disaffiliate and provide assistance in the administration of Panhellenic Recruitment.
 9. Other such duties applicable to the office as prescribed by the parliamentary authority adopted by the Panhellenic Association.

ARTICLE VII

Qualifications of Executive Board Officers

Qualifications for all Executive Board Officers:

- A. QUALIFICATIONS FOR APPLICATION. An Executive Board Officer is eligible for office if she at the beginning of her term:
1. Has at least a 2.70 cumulative GPA and a 2.7 quarterly GPA at the time of application.
 2. Is enrolled at the University of California, Irvine as a full-time student.
 3. Is in good standing with her chapter and the university.
 4. Has held an office within her chapter.
 5. Remains in active standing with her chapter during the term of office.
 6. Is not President, Vice President (officer who steps in during the absence of the President), or Panhellenic delegate of her chapter.
 7. Has completed an application for office.
 8. Has previous experience with the Panhellenic Association (preferred).
- B. QUALIFICATIONS THROUGHOUT THE SERVED TERM. An Executive Board Officer must maintain the following throughout her term in office:
1. At least a 2.70 quarterly GPA.
 2. Enrolled at the University of California, Irvine as a full-time student.
 3. In good standing with her chapter and the university.
 4. Remain in active standing with her chapter during the term of office.
 5. Cannot be President, Vice President (officer who steps in during the absence of the President), or Panhellenic delegate of her chapter.
 6. Must act in accordance with Panhellenic standards and serve with the spirit of the Panhellenic community in mind.
- C. QUALIFICATIONS EXCEPTIONS CLAUSE: Panhellenic Executive Board, in consultation with the Greek Advisor, may grant exceptions to the qualifications for Panhellenic Executive Board officers.

Qualifications for Individual Officers:

- D. PRESIDENT. A candidate for the office of Panhellenic President shall:

1. Be of at least junior standing at the time of application.
 2. Have previously held an office within the Panhellenic Association (preferred)
 3. Be available during the summer to assist with Membership Recruitment.
 4. Cannot hold any Executive Board position in her chapter.
- E. EXECUTIVE VICE PRESIDENT. A candidate for the office of Executive Vice President shall:
1. Be of at least junior standing during the time of application.
 2. Have previous experience with judicial matters (preferred).
- F. VICE PRESIDENT OF PROGRAMMING. A candidate for the office of Vice President of Programming shall:
1. Be of at least junior standing at time of application.
 2. Have previous programming experience.
- G. VICE PRESIDENT OF RECRUITMENT. A candidate for the office of Vice President of Recruitment shall:
1. Be of at least junior standing at the time of application.
 2. Have participated in formal recruitment for her chapter.
 3. Have previous experience in formal recruitment planning.
 4. Be available to work on campus during the summer.
- H. VICE PRESIDENT OF FINANCE. A candidate for the office of Vice President of Finance shall:
1. Be of at least sophomore standing at time of application.
 2. Have prior experience preparing budgets.
- I. VICE PRESIDENT OF COMMUNICATIONS. A candidate for the office of Vice President of Communications shall:
1. Be of at least sophomore standing at time of application.
 2. Have prior experience in marketing/public relations.
 3. Have prior experience in newsletter/newspaper publications.
- J. VICE PRESIDENT OF RISK MANAGEMENT. A candidate for the office of Vice President of Risk Management shall:
1. Be of at least sophomore standing at the time of application.
 2. Have had experience in programming and risk management (preferred).
- K. VICE PRESIDENT OF SCHOLARSHIP. A candidate for the office of Vice President of Scholarship shall:
1. Be at least sophomore standing at the time of application.

ARTICLE VIII

Responsibilities of Assistant Executive Board Officers

Responsibilities of all Assistant Executive Board Officers

A. ASSISTANT EXECUTIVE BOARD RESPONSIBILITIES.

1. Assistant Executive Board Officers must be present at all Panhellenic Association meetings, unless they provide a valid excuse, as stated below.
 - a. Valid excuses include class, illness, and personal/family emergency.
2. Absences must be cleared 24 hours in advance by their overseeing officer or the Panhellenic President.
3. All absent officers must submit their report to their overseeing officer or the Panhellenic President.

The Assistant Executive Board Officers of the Panhellenic Association shall be, in order of succession, and their individual responsibilities shall include:

B. ASSISTANT PROGRAMMING OFFICER. The Assistant Programming shall:

1. Be responsible to the Vice President of Programming.
2. Assist the Vice President of Programming in all event planning.
3. Coordinate the Sister Sorority Program.

C. COMMUNITY SERVICE OFFICER. The Community Service Officer shall:

1. Be responsible to Vice President of Programming.
2. Coordinate quarterly Panhellenic philanthropies and service projects.
3. Help promote and collect follow up information on chapter philanthropies.
4. Compile annual report on all Panhellenic and Chapter Philanthropies to be distributed to the Dean of Students.
5. Organize duties of delegates for the Panhellenic philanthropies.

D. SPORTS OFFICER. The Sports Officer shall:

1. Be responsible to the Vice President of Programming.
2. Act as a liaison between the Panhellenic Sports Program and Panhellenic Association.
3. Attend and oversee the Panhellenic Sports meetings held by University of California, Irvine Campus

Recreation.

- E. ASSISTANT RECRUITMENT OFFICER. The Assistant Recruitment Officer shall:
1. Be responsible to the Vice President of Recruitment.
 2. Assist the Vice President of Recruitment in all recruitment activities.
 3. Be available to work on campus in the summer.
 4. Must have participated in formal recruitment with their chapter.
 5. Disaffiliate from their chapter during fall recruitment.
- F. RECRUITMENT COUSELOR COORDINATOR. The Recruitment Counselor Coordinator shall:
1. Be responsible to the Vice President of Recruitment.
 2. Assist in planning the curriculum for the RC training sessions.
 3. Assist in Recruitment Counselor selection and organize the training program and retreat.
 4. Participate in Recruitment Summit.
 5. Be available to work on campus during the summer.
 6. Be of Junior Standing.
 7. Must have participated in formal recruitment with their chapter.
 8. Disaffiliate from their chapter during fall recruitment.
- G. ASSISTANT COMMUNICATIONS OFFICER. The Assistant Communications Officer shall:
1. Be responsible to the Vice President of Communications.
 2. Assist the Vice President of Communications in maintaining and regularly updating the Panhellenic Association website and other forms of media representing the Panhellenic Association.
 3. Post Panhellenic meeting minutes on the Panhellenic Association website and send to the Panhellenic Area Advisor weekly.
 4. Post Panhellenic Executive Board positions and scholarship application documents on both the Panhellenic and Greek Life websites.
 5. Advertise upcoming events on the website.

ARTICLE IX

Qualifications of Assistant Executive Board Officers

- A. QUALIFICATIONS FOR ALL ASSISTANT EXECUTIVE BOARD OFFICERS. An Assistant Executive Board Officer is eligible for office if at the beginning and throughout her terms:
1. She has at least a 2.70 cumulative GPA.
 2. She is enrolled at the University of California, Irvine as a full-time student.
 3. She is of sophomore standing.
 4. She has experience relevant to her position.
 5. She is in good standing with her chapter.
 6. Remains in active standing with her chapter during her term of office.

ARTICLE X

Elections

- A. EXECUTIVE BOARD. The application process of the Executive Officers for the Panhellenic Association at the University of California, Irvine shall adhere to the following timeline. Changes in the timeline must be approved by the Director of Greek Life:
1. Applications available by Monday of the second week of the winter quarter.
 2. Applications due by Monday of the fourth week of the winter quarter.
 3. The slate will be presented to the Panhellenic Association by the sixth week of the winter quarter.
 4. Panhellenic delegates will vote on the slate by the seventh week of the winter quarter.
 5. The installation of the new executive board officers will take place by the eighth week of the winter quarter during the Panhellenic Association business meeting.
 6. Assistant Officer Positions are appointed by the Nominating Committee.
- B. CHAPTER DELEGATES. The selection of the chapter delegates shall be chosen by their respective chapters.
- C. TERMS OF OFFICE. All Panhellenic Executive Board Officers and Assistant Executive Board Officers shall serve a term of one calendar year following installation.

ARTICLE XI
Nominations for Executive Board

- A. **NOMINATING COMMITTEE.** The Nominating Committee will be composed of all members of the outgoing Executive Board and the Director of Greek Life. Selected Assistant Executive Board Officers and Panhellenic Delegates may participate in the Nominating Committee if needed. The outgoing Panhellenic Executive Vice President shall chair the nominating committee. The entire Nominating Committee will be expected to be at all nominating and election meetings.
- B. **PROCEDURE FOR SLATING.**
1. The Nominating Committee will review applications and interview selected applicants.
 2. The Nominating Committee shall prepare a slate with one nominee per office.
 3. The chair of the Nominating Committee shall inform all slated candidates of their position on the slate and the remaining election timeline.
 4. The slate shall be presented to the Panhellenic delegates by the chair of the Nominating Committee.
- C. **PROCEDURE FOR ELECTIONS.**
1. At the election meeting the chair of the Nominating Committee shall present the slate.
 2. Candidates other than the slated candidate may “run from the floor” provided that she submitted an application for the position and was interviewed. She must notify the Executive Vice President 72 hours prior to the vote.
 3. The offices will be elected in the following order: President, Executive Vice President, Vice President of Programming, Vice President of Recruitment, Vice President of Finance, Vice President of Communications, Vice President of Risk Management and Vice President of Scholarship.
 4. Prior to voting on each position, the Executive Vice President shall ask for any additional candidates from the floor. Candidates not elected to an office may run from the floor for a subsequent office as indicated on her application. Both the slated candidate and the candidate running from the floor must prepare a speech.
 5. The Executive Vice President shall announce the outcome of each vote to the Panhellenic Association and the candidates.
- D. **VOTING PROCEDURE.**
1. Voting shall be conducted by written ballot.
 2. Each member chapter shall have one vote.
 3. The Director of Greek Life and the Executive Vice President shall count the votes.

ARTICLE XII
Removal From or Forfeiture of Office

- A. A member of the Executive Board shall forfeit her office if she becomes President or Vice President (second in command) of her own chapter.
- B. The Panhellenic Association may, by a three-fourths vote, remove an officer from office if she fails to fulfill the duties of her office as specified in the bylaws, and only after the officer has had the opportunity to hear the charges against her and rebut them.

ARTICLE XIII
Filling a Vacancy

- A. If an Executive Board Office, except that of President, becomes vacant during the term of office, the office shall be made available to all Panhellenic sorority members who fit the qualifications.
- B. If the office of President shall become vacant, the Executive Vice President shall assume the position temporarily, until the time when an election may be held.
- C. The following procedure shall be followed for all vacancies:
1. Letters of interest from all candidates shall be turned in within one week of announcing the vacancy.
 2. The letters shall be reviewed and the candidates shall be interviewed by the Panhellenic Executive Board. A candidate will then be recommended to the Panhellenic Association.
 3. The Panhellenic Association shall approve the candidate by a majority vote.

ARTICLE XIV
Standing Committees & Faculty Advisor

- A. **STANDING COMMITTEES.** The standing committees of the University of California, Irvine Panhellenic Association shall be: Bylaw Revision Committee, Recruitment Committee and Judicial Board. Term of membership shall last one year in conjunction with officer elections.
1. **BYLAW REVISION COMMITTEE.**
 - a. The Executive Vice President shall chair the committee, and will appoint two additional Executive Board Officers and the Director of Greek Life.
 - b. A Bylaw Revision Roundtable shall be held by the Executive Vice President and the President two weeks prior to the Bylaw Committee Review.
 - c. The bylaws shall be reviewed annually.
 - d. The revision of the bylaws shall be presented to the Panhellenic Association for approval.
 2. **RECRUITMENT COMMITTEE.**
 - a. Recruitment Committee shall consist of the Vice President of Recruitment, Panhellenic President, Assistant Recruitment Officer, Recruitment Counselor Coordinator, Director of Greek Life, the recruitment officers from each member chapter, and one alumna recruitment advisor from each regular member chapter.
 - b. The Standing Rules for Recruitment of the Panhellenic Association shall be passed by a majority vote of the chapter delegates. The chapter delegates shall have the opportunity to discuss recruitment issues with their chapter recruitment officer and their chapter.
 - c. The Standing Rules for Recruitment shall be duplicated for chapter recruitment officers, chapter recruitment advisors, recruitment counselors, Panhellenic Executive Board officers, Panhellenic delegates, and the Director of Greek Life once the document has been completely revised and approved.
 3. **JUDICIAL BOARD**
 - a. The Executive Vice President shall act as the Chief Justice for the Panhellenic Judicial Board
 - b. The Judicial Board shall consist of five members and at least one alternate member.
 - c. To be considered, applicants must be of at least sophomore level, be in good standing with the university and their individual chapter, and preferred to have participated in formal recruitment with their chapter.
 - d. The selection process for the Judicial Board shall occur each Spring quarter.
- B. **FACULTY ADVISOR:** Each chapter shall nominate, and vote on a willing faculty member to be their Faculty Advisor.
1. The Faculty Advisor shall:
 - a. Provide feedback and resources to the chapter and Academic Chair throughout the year.
 - b. Be as involved to the degree that they choose and shall not be held responsible for any of the social aspects of the chapter.
 - c. Promote individual academic achievement in accordance with university and Panhellenic expectations.
 - d. Meet with Academic Chair at least once a quarter to assist with their academic vision and goals.
 - e. Work with the Public Relations committee/chair to improve relations between the chapter and faculty/administration.

ARTICLE XV
Dues, Fees, & Assessments

- A. **FISCAL YEAR.** The fiscal year of the Panhellenic Association at the University of California, Irvine shall coincide with the University academic year.
- B. **CONTRACTS.** The signature of the Panhellenic President and the Director of Greek Life shall be required to bind the Panhellenic Association at the University of California, Irvine,
- C. **CHECKS.** All requests for checks on behalf of the Panhellenic Association shall be signed by the Vice President of Finance and the Director of Greek Life. A reimbursement form must be submitted and approved before a check can be issued.
- D. **PAYMENTS.** All payments due to the Panhellenic Association shall be given to the Vice President of Finance who shall record them. Checks for payments shall be made to the Panhellenic Association.
- E. **MEMBERSHIP DUES.**

1. All members of the Panhellenic Association, both regular and associate, shall be assessed \$10 per member per quarter (both initiated and new members).
 2. Chapter dues shall be submitted by the third week of the quarter. A 10% fine will be assessed on the balance owed every week the chapter dues are late.
- F. QUARTERLY REPORT. At the beginning of each quarter, the Vice President of Finance shall prepare a quarterly report of the expenses incurred the previous quarter for the Panhellenic Association.
- G. FINES AND OTHER PAYMENTS. Payments beyond those of membership dues may be assessed to chapters for external events or for failure to complete Panhellenic duties.
1. A recruitment fee may be assessed for each member chapter to cover expenses for recruitment.
 2. Fines may be assessed for incomplete attendance at mandatory events or other failed duties.
 3. Payments in accordance with mediation agreements or Judicial Board resolutions may be assessed.
 4. The Panhellenic Association may assess potential new members a fee for recruitment registration.
- H. MANDATORY EVENTS. Chapters will be assessed an appropriate fee, to be presented before the event, if 80% of chapter members are not present at mandatory events including but not limited to All Greek Conference, Being a New Greek (BANG), and community service projects. Events are deemed mandatory by the Panhellenic Executive Board and fines are determined by the Panhellenic Executive Board and approved by Panhellenic Chapters. If a lesser percentage of chapter members is required, chapters will be notified prior to the event.

ARTICLE XVI Programs and Events

The Panhellenic Association shall coordinate programs and events to educate new and active members of Panhellenic Association member chapters.

- A. RECRUITMENT. The Panhellenic Association will coordinate a formal recruitment process every Fall Quarter. The regulations governing recruitment are presented in a separate document titled the Panhellenic Association Standing Rules for Recruitment.
- B. BEING A NEW GREEK (BANG!). The Vice President of Programming shall organize and oversee the annual mandatory New Member Conference in conjunction with the Vice President of Programming from the Interfraternity Council. The purpose of this program shall be to orient new members to the University of California, Irvine Greek Community and to create awareness on issues pertinent to Greek Life.
- C. ALL GREEK CONFERENCE. The Vice President of Programming shall organize and oversee the annual mandatory All Greek Conference in conjunction with the Vice President of Programming from the Interfraternity Council. The purpose of this program shall be to inform members of relative issues pertinent to the Greek Community.
- D. PANHELLENIC SPORTS
 1. The Panhellenic Association coordinates a sports league with the University of California, Irvine intramural department.
 2. All participating individuals are expected to demonstrate sportsman-like conduct.
 3. The Panhellenic Sports Trophy will be awarded to the chapter with the highest point total for the calendar year as calculated by the intramural department.
- E. JUNIOR PANHELLENIC EDUCATION SERIES. The Junior Panhellenic Education Series shall serve as a vehicle to improve Panhellenic New Member education.
 1. The Panhellenic Executive Vice President shall facilitate the Junior Panhellenic Education Series.
 2. The focus of the Junior Panhellenic Education Series is to provide important information to new members that they otherwise may not have learned during their new member period as well as introduce the Panhellenic Association and provide a forum to meet other young sorority women.
 3. Each chapter shall be responsible for selecting new members to attend each workshop. (COB members from winter and spring quarter are encouraged to attend fall quarter workshops)
 4. The new members shall be responsible for providing a comprehensive summary of what they learned in their workshop during their respective chapter meetings.
- F. SISTER SORORITY PROGRAM
 1. The Sister Sorority Program shall enhance and unify our Panhellenic sorority community by establishing a basis and incentive for women to interact with each other and further develop inter-sorority relations.
 2. Each sorority shall be paired for fifteen weeks; hence the program will rotate pairings twice throughout our thirty-week year. The first pairing will begin week one of fall quarter; the second pairing will begin week five of the winter quarter.

3. The sorority pairings shall rotate in the following manner:
 - a. First Rotation: Alpha Chi Omega and Kappa Alpha Theta, Alpha Phi and Kappa Kappa Gamma, Alpha Epsilon Phi and Pi Beta Phi, Delta Gamma and Sigma Kappa, Delta Delta Delta and Phi Zeta Tau, Gamma Phi Beta and Phi Sigma Rho.
 - b. Second Rotation: Alpha Chi Omega and Delta Delta Delta, Alpha Phi and Delta Gamma, Gamma Phi Beta and Alpha Epsilon Phi, Kappa Alpha Theta and Phi Zeta Tau, Kappa Kappa Gamma and Sigma Kappa, Pi Beta Phi and Phi Sigma Rho.
 - c. Third Rotation: Alpha Chi Omega and Pi Beta Phi, Alpha Phi and Sigma Kappa, Alpha Epsilon Phi and Phi Zeta Tau, Delta Gamma and Phi Sigma Rho, Delta Delta Delta and Kappa Alpha Theta, Gamma Phi Beta and Kappa Kappa Gamma.
 - d. Fourth Rotation: Alpha Chi Omega and Sigma Kappa, Alpha Phi and Phi Zeta Tau, Alpha Epsilon Phi and Phi Sigma Rho, Delta Gamma and Kappa Alpha Theta, Delta Delta Delta and Kappa Kappa Gamma, Gamma Phi Beta and Pi Beta Phi.
 - e. Fifth Rotation: Alpha Chi Omega and Phi Zeta Tau, Alpha Phi and Phi Sigma Rho, Alpha Epsilon Phi and Kappa Alpha Theta, Delta Gamma and Kappa Kappa Gamma, Delta Delta Delta and Pi Beta Phi, Gamma Phi Beta and Sigma Kappa.
 - f. Sixth Rotation: Alpha Chi Omega and Phi Sigma Rho, Alpha Phi and Kappa Alpha Theta, Alpha Epsilon Phi and Kappa Kappa Gamma, Delta Gamma and Pi Beta Phi, Delta Delta Delta and Sigma Kappa, Gamma Phi Beta and Phi Zeta Tau.
 - g. Seventh Rotation: Alpha Chi Omega and Alpha Phi, Alpha Epsilon Phi and Delta Gamma, Delta Delta Delta and Gamma Phi Beta, Kappa Alpha Theta and Kappa Kappa Gamma, Pi Beta Phi and Sigma Kappa, Phi Zeta Tau and Phi Sigma Rho.
 - h. Eighth Rotation: Alpha Chi Omega and Gamma Phi Beta, Alpha Phi and Alpha Epsilon Phi, Delta Gamma and Delta Delta Delta, Kappa Alpha Theta and Phi Sigma Rho, Kappa Kappa Gamma and Pi Beta Phi, Sigma Kappa and Phi Zeta Tau.
 - i. Ninth Rotation: Alpha Chi Omega and Delta Gamma, Alpha Phi and Gamma Phi Beta, Delta Delta Delta and Alpha Epsilon Phi, Kappa Alpha Theta and Sigma Kappa, Kappa Kappa Gamma and Phi Sigma Rho, Pi Beta Phi and Phi Zeta Tau.
 - j. Tenth Rotation: Alpha Chi Omega and Kappa Kappa Gamma, Alpha Phi and Pi Beta Phi, Alpha Epsilon Phi and Sigma Kappa, Delta Gamma and Phi Zeta Tau, Delta Delta Delta and Phi Sigma Rho, Gamma Phi Beta and Kappa Alpha Theta
 - k. Eleventh Rotation: Alpha Chi Omega and Alpha Epsilon Phi, Alpha Phi and Delta Delta Delta, Delta Gamma and Gamma Phi Beta, Kappa Alpha Theta and Pi Beta Phi, Kappa Kappa Gamma and Phi Zeta Tau, Sigma Kappa and Phi Sigma Rho.
4. Sister Sorority Points
 - a. The Panhellenic Assistant Programming Officer shall be responsible for overseeing the Sister Sorority Point System.
 - b. Each chapter delegate must submit a weekly Point Worksheet to the Assistant Programming Officer at the Panhellenic Association meeting.
 - c. In order to be eligible for the points at least 20% of each sorority must be in attendance at the event.
 - d. Each pairing's total points will be calculated during the fifteenth week, and the pairing with the highest point total will be announced at the following Panhellenic Association meeting.
 - e. The pairing with the winning total will be awarded the Sister Sorority Greek Award to be presented at Greek Awards.
5. The point allocation shall be as follows:
 - a. 40 Points – Community service project with Sister Sorority.
 - b. 35 Points – Planning an event with Sister Sorority, which is open to entire Panhellenic community.
 - c. 25 Points – Coordinating an academic event with Sister Sorority.
 - d. 20 Points – Attending a UCI sporting event with Sister Sorority.
 - e. 20 Points – Coordinating a social event with Sister Sorority.
 - f. 15 Points – Attending another fraternity or sorority's philanthropy/community service event with Sister Sorority.
 - g. 2 Points – Per gift for Sister Sorority (e.g. cookies, flowers, etc.).
 - h. 1 Point – Per spirit poster for Sister Sorority.

ARTICLE XVII

Chapter Philanthropy Events

Any Panhellenic member chapter that plans to sponsor a philanthropic event must adhere to the following guidelines:

- A. **PHILANTHROPY CALENDAR.**
 1. Chapters shall not have philanthropic events in the same 24 hour period.
 2. In order to space out chapter philanthropy events, the following calendar has been established:
 - a. Fall: Alpha Epsilon Phi, Alpha Phi, Delta Gamma, Kappa Alpha Theta
 - b. Winter: Delta Delta Delta, Kappa Kappa Gamma, Sigma Kappa
 - c. Spring: Alpha Chi Omega, Gamma Phi Beta, Pi Beta Phi
 3. Any changes to the Philanthropy Calendar must be approved by a majority vote in Panhellenic Meeting. The chapter should present a proposal to the Association and allow at least a week's time for voting.
- B. **FEES.** No chapter may charge an entry fee of more than \$100 per group entering. There may be no other mandatory fees for participants.
- C. **ALCOHOL AND DRUG POLICY.** Alcohol and/or illegal drugs are strictly prohibited at chapter philanthropy events.

ARTICLE XVIII

Undergraduate Interfraternity Institute (UIFI) Annual Scholarships

- A. The Panhellenic Association will sponsor scholarships for Panhellenic women to attend the Undergraduate Interfraternity Institute each year.
 1. At least two of the scholarships will come out of the Panhellenic Association budget and at least one will come out of the Recruitment Budget. Additional scholarships may be offered based on the current year's budget. The scholarship will only cover the program fee.
 2. Panhellenic will only sponsor women who are not able to receive a scholarship from their own national fraternity/sorority.
 3. The selection process will be overseen by the Vice President of Finance.
 4. The scholarships will be awarded in the following order:
 - a. President
 - b. Executive Vice President
 - c. Vice President of Programming
 - d. Vice President of Recruitment
 - e. Vice President of Finance
 - f. Vice President of Communications
 - g. Vice President of Risk Management
 - h. Vice President of Scholarship
 - i. Panhellenic chapter officers
 - j. Panhellenic chapter members

ARTICLE XIX

Hazing

The Panhellenic Association does not tolerate the act of hazing which is hereby defined as anything that may be construed as mentally, physically, or morally detrimental to any chapter members. The act of hazing goes against State and Federal law and any allegations of hazing will be reported to UCI Judicial Affairs or other proper authorities. This policy is in accordance with the Anti-Hazing Compliance in Appendix F of the University of California Policies Applying to Campus Activities, Organizations, and Students.

ARTICLE XX

Alcohol Resolution

- A. **ALCOHOL RESOLUTION.** The University of California, Irvine Panhellenic Association 2000 Resolution on Alcohol-Free Social Functions Approved May 22, 2000 is described as follows:

Whereas, The Panhellenic women at the University of California, Irvine seek to adhere to the National Panhellenic Conference Resolution entitled "Alcohol-Free Social Activities";

Whereas, The NPC member groups as 26 sovereign entities have passed resolutions supporting fraternities who will initiate alcohol-free housing in the Fall of 2000;

Whereas, All NPC member fraternities do not permit alcohol in housing facilities;

Whereas, The NPC members at the University of California, Irvine have decided to take a proactive leadership role in order to further the Greek Community on our campus;

Whereas, The NPC member groups understand the importance of living environments that are conducive to the high standards of fraternity principles;

Resolved, That the NPC member fraternities at the University of California, Irvine campus will co-sponsor functions in men's fraternity facilities only if they are alcohol free by the fall quarter 2000;

Resolved, That the NPC member groups at the University of California, Irvine fully support the fraternities who have chosen to create substance-free facilities, and encourage other fraternities to follow suit;

Be it Further Resolved, That the NPC member groups at the University of California, Irvine will respectfully leave a function where the above policy is not followed, and the NPC member groups agree to support one another in this decision.

ARTICLE XXI

Infractions & Judicial Process

A. INFRACTIONS:

1. Infractions may be filed against any chapter or individual chapter member that fails to uphold the unanimous agreements in the NPC Manual of Information, 14th Edition, the UC Irvine Panhellenic Association bylaws, and the Standing Rules for Recruitment.
2. Infractions must be filed within 30 days as stated in the NPC Manual of Information, 14th Edition.
3. Chapters and individual chapter members must adhere to Chapter, Panhellenic, University, State and Federal Policies. Failure to do so may result in an infraction or serious judicial review.

B. JUDICIAL PROCESS:

1. Any dispute arising out of the violation of the Panhellenic Association Bylaws, Standing Rules of Recruitment, and Unanimous Agreements shall be addressed using the Judicial Process outlined in the NPC Manual of Information, 14th Edition.
2. If the informal hearing cannot reach an amicable solution, the matter shall be referred to the Panhellenic Judicial Board.
3. Chapters reserve the right to appeal the decision of the Panhellenic Judicial Board by appealing to the NPC College Panhellenic Committee. Notice of intention to appeal shall be given to the Executive Vice President within one week of the rendered decision. All requirements as stated in NPC Manual of Information must be met.
4. Illegal actions in violation of State or Federal laws will be reported directly to UCI Judicial Affairs.

ARTICLE XXII

Amendments

The Bylaws of the Panhellenic Association at the University of California, Irvine may be amended by majority vote, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

Approved March 9th, 2009