Bylaws of The University of Arizona Panhellenic Association

Updated 9/22/2020

Article I. Name

The name of this organization shall be the University of Arizona Panhellenic Association.

Article II. Object

The object of the Panhellenic Association shall be to develop and maintain women’s sorority life and interfraternity relations at a high level of accomplishment and in so doing to:

1. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
2. Promote superior scholarship and basic intellectual development.
3. Cooperate with member women’s sororities and the university/college administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, resolutions, and policies.
5. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights, and privileges of member women’s sororities.
6. Create a community of inclusive chapters that stand together for fairness and respect in all actions, support, and opportunities.

Article III. Membership

Section 1. Membership Classes

There shall be three classes of membership: regular, provisional, and associate.

A. Regular membership
   a. The regular membership of the University of Arizona Panhellenic Association shall be composed of all chapters of NPC sororities at the University of Arizona. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have a voice and one vote on all matters.

B. Provisional membership
   a. The provisional membership of the University of Arizona Panhellenic Association shall be composed of all colonies of NPC sororities at the University of Arizona. Provisional members shall pay no dues and shall have 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 sorority.
C. Associate membership
   a. Local sororities or national or regional non-NPC member groups may apply for associate membership of the University of Arizona Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the College Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters and if they are not participating in the formal recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

Section 2. Privileges and Responsibilities of Membership

A. Duty of compliance
   a. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these University of Arizona Panhellenic Association bylaws, code of ethics and any additional rules this Panhellenic Association may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.

Article IV. Officers and Duties

Section 1. Officers

The officers of the University of Arizona Panhellenic Association shall be President, Vice President of Operations, Vice President of Membership Recruitment, Vice President of Diversity, Equity, and Inclusion, Vice President of Finance, Vice President of Community Standards, Vice President of Programming, Vice President of New Member Services, Vice President of Health Promotions, and Vice President of Public Relations.

Section 2. Eligibility

Eligibility to serve as an officer shall depend on the class of membership:

A. Regular membership
   a. Members from women’s sororities holding regular membership in the University of Arizona Panhellenic Association shall be eligible to serve as an officer.

B. Provisional membership
   a. Members from women’s sororities holding provisional membership in the University of Arizona Panhellenic Association shall not be eligible to serve as an officer.

C. Associate membership
   a. Members from women’s sororities holding associate membership in the University of Arizona Panhellenic Association shall be eligible to serve as an officer except for President, Vice President of Membership Recruitment, and Vice President of New Member Services.

Section 3. Selection of Officers

The offices of President, Vice President of Operations, Vice President of Membership Recruitment, Vice President of Diversity, Equity, and Inclusion, Vice President of Finance, Vice President of Community Standards, Vice
President of Programming, Vice President of New Member Services, Vice President of Health Promotions, and Vice President of Public Relations of the University of Arizona Panhellenic Association shall be elected annually.

Section 4. Office-Holding Limitations

- No more than one member from the same women’s sorority shall hold office during the same term. Priority is given so that each Chapter has one active member on the council. If, however, in the best interest of the upcoming council and the community, there may be two council members from one chapter. In the event no candidates who meet the position’s criteria come forward, the Panhellenic association may consider a candidate from an organization already represented on the Panhellenic Executive Board.

- An officer shall not be eligible for reelection to the same office.

- A sorority chapter must have been chartered at the University of Arizona for one year in order to have a member hold office on the Panhellenic Executive Board.

- Academic Policies for Council Members states that Panhellenic Executive Board members must maintain a 3.0 cumulative GPA throughout their term in office. Failure to achieve the required cumulative average means council officers will be subject to removal from office, under the discretion of the advisor, President, and the “Removal from Office” formal guidelines.

Section 5. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will start at the beginning of the spring academic term.

Section 6. Removal

Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.

Section 7. Vacancies

In the event that the President cannot complete her term of office, the Vice President of Operations shall advance to the Presidency. The office of the Vice President of Operations then be filled by a new election. In the interim, VP Operations could be fulfilled by appointment by the remaining Panhellenic Executive Board members.

In the event that the Vice President of Operations, Vice President of Membership Recruitment, Vice President of Diversity, Equity, and Inclusion, Vice President of Finance, Vice President of Community Standards, Vice President of Programming, Vice President of New Member Services, Vice President of Health Promotions, and Vice President of Public Relations cannot complete her term in office, a new election shall occur with all chapters eligible to submit candidates for the election, except those chapters that are already represented on the Panhellenic Executive Board. In the interim, any of the above positions could be fulfilled by appointment by the Panhellenic Council.

Section 8. Duties of Officers

A. All Officers
   a. Duties:
      i. Shall be familiar with the NPC Manual of Information and all governing documents of this association.
      ii. Attend Panhellenic Delegate Meetings bimonthly and special meetings
      iii. Attend President’s forum on the first Tuesday of every month
iv. Attend weekly Panhellenic Council Executive Board meetings at a time determined by the council at the beginning of each semester
v. Hold a minimum of five office hours per week during the school year
vi. Hold a minimum of five (5) office hours per week during the summer if a Panhellenic Executive Board member is working remotely. Hold a minimum of 15 office hours per week during the summer if a council member is staying in Tucson.

vii. Hold the required number of roundtables as determined by the President and VP Operations.
viii. Priority consideration to be elected onto Panhellenic Executive Board will be given to women who can devote their summer to stay in Tucson, however it is not required. Panhellenic Executive Board members in Tucson must cover all summer orientations.

ix. Assist in Membership Recruitment in the fall.

x. Maintain an up to date transition manual throughout the year.

xi. Respond to emails within 24 business hours.

xii. Train successors.

B. The President

a. This position oversees the Panhellenic Executive Board and acts as the main representative of the Panhellenic Community.
b. Qualifications: Must be a junior or senior with past executive board experience, i.e.: Chapter President, Chapter Executive Board member, previous Panhellenic Council Executive board member. Must be a member of a regular NPC Chapter, it is recommended, but not required, to have previously served as a Recruitment Counselor.
c. Duties:
i. Preside at all meetings of the Panhellenic Executive Board and Panhellenic Council meetings.

ii. Serve as an ex-officio member of all College Panhellenic Association committees, except the Judicial Board.

iii. Communicate regularly with the Panhellenic advisor, including weekly one-on-one meetings.

iv. Ensure that the NPC annual report is completed.

v. Communicate regularly with the NPC area advisor.

vi. Maintain current copies of the following: University of Arizona Panhellenic Association bylaws and standing rules; the Panhellenic Association budget; contracts executed on behalf of the Panhellenic Association; correspondence and materials received from the NPC area advisor; all College Panhellenic reports to NPC; and other pertinent materials.

vii. Oversee all Panhellenic Executive Board Members.

viii. Serve as the Panhellenic Executive Board Liaison to Dean of Students, Health Promotions, Alumni Association, UAPD, Task Force and Student Union Advisory Board, and Greek Expansion Committee

ix. Attend all functions sponsored by Panhellenic and oversee all PHC activities and operations

x. Review, approve, and sign all Panhellenic Executive Board checks and contracts involving the Panhellenic Executive Board

xi. Responsible for AFLV award applications with the help of everyone on the Executive Board

xii. Serve as the Panhellenic Executive Board liaison to IFC, NPHC, and USFC

xiii. Serve as the media contact for the Panhellenic Association

xiv. Serve as the Panhellenic Executive Board liaison to the Rho Lambda Honor Society

xv. Act as the Assistant to the VP of Membership Recruitment during formal fall recruitment

xvi. Review and update the bylaws and standing rules regularly with the VP of Community Standards.
xvii. Perform all other duties as assigned.

C. The Vice President of Operations
   a. This position primarily focuses on the business and day-to-day operations of the Panhellenic Executive Board.
   b. Qualification: Must be a sophomore, junior, or senior with proven leadership experience. It is recommended, but not required, to have previously served as a Panhellenic Delegate.
   c. Duties:
      i. Perform the duties of the President in her absence and/or assume the role of the President.
      ii. Plan and execute Panhellenic delegate training.
      iii. Record and send meeting minutes to the NPC area advisor, Panhellenic Delegates, and upload them to FS Central.
      iv. Review and update the bylaws and standing rules regularly with the President.
      v. Update a shared calendar between all council members with PC, IFC, NPHC, and USFC event dates.
      vi. Keep an up-to-date record of contact information for all chapter positions.
      vii. Maintain current information on the Panhellenic section of the FSP website.
      viii. Answer and filter recruitment emails with VP Membership Recruitment.
      ix. Assist VP Community Standards with updating PNM grades including their 12th-grade transcripts leading up to Fall Primary Recruitment.
      x. Consult with each chapter’s executive board at the beginning of each semester.

D. The Vice President of Membership Recruitment
   a. This position deals directly with the functions and formation of Membership Recruitment.
   b. Qualifications: Must be a junior or senior with proven leadership experience. Must have been a Recruitment Counselor or a member of her chapter’s Recruitment team previously.
   c. Duties:
      i. Coordinate all Panhellenic Membership Recruitment periods
      ii. Communicate regularly with the Panhellenic advisor, including biweekly one-on-one meetings.
      iii. Follow the Recruitment Guidelines and the NPC Unanimous Agreements and any other rules that directly or indirectly relate to recruitment periods and events.
      iv. Update the Membership Recruitment Guidelines to reflect any changes to the Recruitment process.
      v. Design Set 1 T-Shirts for the chapters to wear during formal recruitment.
      vi. Hold individual meetings with chapters concerning membership recruitment as needed.
      vii. Coordinate Recruitment finances with the VP of Finance.
      viii. Distribute and summarize the evaluations of recruitment by different groups, including but not limited to: chapter recruitment chairs, alumnae, recruitment counselors, Panhellenic Executive Board officers, and new members within one month after the formal recruitment period.
      x. Provide training for the Campus Director Computer System for chapter Recruitment Teams.
      xi. Prepare the recruitment schedule and update the Membership Manual for all Panhellenic Chapters and the Panhellenic Council.
      xii. Define objectives for recruitment with the help of the Panhellenic Advisor and the Panhellenic Executive Board.
xiii. Coordinate the semesterly Greek informational meeting, including, but not limited to, Go Greek Information Meeting
xiv. Perform all other duties pertaining to this office

E. The Vice President of Diversity, Equity, and Inclusion
   a. This position strives to create an equitable, accessible, and inclusive environment for all Panhellenic women.
   b. Qualification: Must be a sophomore, junior, or senior with proven leadership experience. It is recommended, but not required, to have experience working with underserved communities.
   c. Duties:
      i. Create educational resources and purposeful programming with other campus organizations.
      ii. Create a calendar of events that all campus organizations are holding, and distribute to all PC chapters.
      iii. Collaborate with other Panhellenic Executive Board positions to ensure access in all aspects of chapter operations.
      iv. Hold meetings with chapter Diversity and Inclusion Chairs, if applicable, to develop initiatives to break down barriers that marginalized groups may face.
      v. Work with VP Public Relations to ensure that all members are represented in our digital platforms.
      vi. Work with the LGBTQ+ center to be Safe Zone certified.
      vii. Collaborate with the VP Membership Recruitment to create a minimum of one recruitment-related presentation a semester.
      viii. Create, distribute, and analyze the anonymous biannual climate survey.

F. The Vice President of Finance
   a. This position primarily maintains the budget and monitors all business transactions that the Panhellenic Association has with outside parties.
   b. Qualifications: Must be a sophomore, junior, or senior with proven leadership experience
   c. Duties:
      i. Supervise the finances of the University of Arizona Panhellenic Association.
      ii. Prepare the annual budget and, after its approval by the Panhellenic Delegates, provide a copy to each University of Arizona Panhellenic Association member sorority.
      iii. Receive all payments due to the Panhellenic Association, collect all dues and fines and give receipts.
      iv. Pay promptly the annual NPC dues and all bills of The University of Arizona Panhellenic Association.
      v. Maintain up-to-date financial records; give a financial report monthly at a regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
      vi. Communicate fee increases/decreases to the Panhellenic Association members.
      vii. Make all AFLV arrangements including, but not limited to: hotel, airfare, and registration.
      viii. Make all financial arrangements for recruitment, including but not limited to: hotel, meals, room reservations, UA MotorPool requests, etc.
      ix. Distribute 1099s to the Executive Board.
      x. Oversee the financial transparency program.
      xi. Perform all other duties as assigned.
G. The Vice President of Community Standards  
a. This position is aimed at incorporating academics with chapter membership as well as promoting positive inter-sorority relations.  
b. Qualifications: must be a sophomore, junior, or senior with proven leadership experience.  
c. Duties  
i. Inform all chapters of study skills and academic educational seminars  
ii. Award scholarship certificates to chapters.  
iii. Coordinate and select applicants for Panhellenic Scholarships in the Fall and Spring.  
iv. Create an information handbook for academic chairs, detailing resources on campus and serve as the PC liaison to those organizations.  
v. Implement and develop scholarship and leadership programming with the VP of Programming.  
vi. Coordinate Sister Sorority pairs and Chapter Swap every semester.  
vii. Coordinate Council’s judicial program in coordination with Greek Standards Board, act as Greek Standards Board Liaison.  
viii. Plan and execute a “Grade Risk” meeting with the chapter Academic Chairs the week before formal recruitment.  
ix. Hold one-on-one meetings with the academic chairs every semester.  
x. Update PNM grades with final transcripts leading up to Primary Recruitment.  
xii. Perform all other duties as assigned.

H. The Vice President of Programming  
a. This position is responsible for the organization and promotion of events for the Greek Community. This position works closely with the IFC, NPHC, USFC councils, and various University Committees.  
b. Qualifications: Must be a sophomore, junior, or senior with proven leadership experience.  
c. Duties:  
i. Coordinate and facilitate all Panhellenic programs and activities pertaining to philanthropy and community service at least four times a semester.  
ii. Coordinate sponsorships and flyers to promote such programs.  
iii. Coordinate leadership development and educational opportunities for member chapters with the VP Community Standards.  
iv. Act as the liaison between the chapters and the All-Greek Philanthropy Advisory Board in conjunction with all council liaisons.  
v. Assist the Take Back the Night Committee as a member, in conjunction with all council liaisons.  
vi. Oversee all event contracts with the Fraternity and Sorority Programs Office Staff.  
vii. Assist in the execution of Fall and Spring New Member Symposiums with her counterpart from IFC, NPHC, and USFC  
viii. Plan recruitment programming events to accommodate the Residence Hall Association (RHA)  
ix. Plan the House Director’s Luncheon.  
x. Perform all other duties pertaining to this office

I. The Vice President of New Member Services  
a. Description: This position aims to support the community by offering assistance and resources to retain new member classes.  
b. Qualifications: Must be a junior or senior. It is recommended, but not required, to have previously served as a Recruitment Counselor.  
c. Duties:
i. Coordinate selection, training, and supervision of Recruitment Counselors.
ii. Aid the VP Membership Recruitment with the recruitment schedule and duties.
iii. Plan active educational and leadership programming for the Recruitment Counselors.
iv. Update and Facilitate the Big Sister Training Program.
v. Coordinate Bid Day with Panhellenic Advisor and individual chapters.
vi. Design recruitment items for PNMs and RCs.
vii. Plan a new member event, after recruitment, with VP Programming.
viii. Assist VP Public Relations in creating recruitment-related materials. This includes, but is not limited to, PNM guide, reminder posts/stories, responding to messages from PNMs, etc.
ix. Perform all other duties pertaining to this position.

J. The Vice President of Health Promotions
   a. Description: This position helps create a dialogue around issues affecting women and collaborating with community partners to bring new health initiatives to campus.
b. Qualifications: Must be a sophomore, junior or senior with proven leadership experience.
c. Duties:
   i. Ensure each chapter has completed the education requirements for the University of Arizona Events with Alcohol policies and regulations.
      1. Including, but not limited to, any changes to the University of Arizona Events with Alcohol policies and regulations.
   ii. Publish health information in the monthly Panhellenic newsletter.
   iii. Serve as a liaison to the Health Advocate Program and any risk management related committees at the request of the University of Arizona.
   iv. Plan and implement programming with the VP of Programming, such as Take Back the Night, Sorority Safety Night, and Drug Awareness Week.
   v. Coordinate Anti-Violence week with their counterparts on IFC, NPHC, and USFC.
   vi. Serve as a member of the UA Alcohol Coalition Board and attend all meetings.
   vii. Create passive and active programming in association with a variety of health, wellness, and safety issues.
   viii. Perform all other duties pertaining to this position.

K. The Vice President of Public Relations
   a. Description: This position creates and executes the display of the Panhellenic community's involvement and achievements.
b. Qualifications: Must be a sophomore, junior, or senior with proven leadership experience.
c. Duties:
   i. Update all forms of social media on a regular basis.
   ii. Oversee Panhellenic Executive Board Publications and public relations.
   iii. Collaborate with recruitment related positions during the creation of recruitment materials, which includes, but is not limited to, the recruitment video and PNM guide.
   iv. Create and distribute monthly newsletter.
   v. Collaborate with VP Diversity, Equity, and Inclusion to create publication items.
   vi. Perform all other duties as assigned

Article V. The Panhellenic Council
Section 1. Authority

The governing body of the University of Arizona Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the University of Arizona Panhellenic Association including, but not limited to: annually review and adjust total as needed; determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of member women’s sororities.

Section 2. Composition and Privileges

The University of Arizona Panhellenic Council shall be composed of one Panhellenic delegate from each regular, provisional and associate member group at The University of Arizona as identified in Article III. The Panhellenic delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. If the Panhellenic delegate is absent, a member of the sorority may cast the vote, providing her credentials have been presented to the association president.

Section 3. Selection of Panhellenic Delegates and Alternates

Panhellenic Delegates to the Panhellenic Council shall be selected by their respective women’s sorority chapters to serve for a term of one year commencing at the beginning of the spring academic term.

Section 4. Panhellenic Delegate Vacancies

When a Panhellenic delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within two weeks and to notify the Panhellenic Association VP Operations of her name, email address and telephone number.

Section 5. Regular Meetings

Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term.

Section 6. Annual Meeting

The annual meeting of the Panhellenic Council shall be held in the Fall semester. The purpose of the annual meeting shall be for the election of officers and any other business that may properly come before the Panhellenic delegates.

Section 7. Special Meetings

Special meetings of the Panhellenic Council may be called by the President when necessary and shall be called by her upon the written request of no fewer than one-fourth of the member women’s sororities of the University of Arizona Panhellenic Association. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute a waiver of said notice.

Section 8. Quorum
Two-thirds of the Panhellenic delegates from the member sororities of the University of Arizona Panhellenic Association shall constitute a quorum for the transaction of business.

Section 9. Vote Requirements

A. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.

B. A two-thirds vote of the Panhellenic Council shall be required to approve a re-establishment plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.

Article VI. Panhellenic Executive Board

Section 1. Composition

The composition of the Panhellenic Executive Board shall be the President, Vice President of Operations, Vice President of Membership Recruitment, Vice President of Diversity, Equity, and Inclusion, Vice President of Finance, Vice President of Community Standards, Vice President of Programming, Vice President of New Member Services, Vice President of Health Promotions, and Vice President of Public Relations.

Section 2. Duties

The Panhellenic Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council, the Panhellenic Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.

Section 3. Regular Meetings

Regular meetings of the Panhellenic Executive Board shall be held at a time and place established at the beginning of each academic term.

Section 4. Special Meetings

Special meetings of the Panhellenic Executive Board may be called by the President when necessary and shall be called by her upon the written request of three members of the Panhellenic Executive Board.

Section 5. Quorum

A majority of Panhellenic Executive Board members shall constitute a quorum for the transaction of business.

Article VII. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of the University of Arizona Panhellenic Association shall be appointed by the University of Arizona administration.

Section 2. Authority
The Panhellenic advisor shall serve in an advisory capacity to the University of Arizona Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board.

**Article VIII. Committees**

**Section 1. Judicial Board**

The Judicial Board shall consist of the Vice President of Community Standards as chairman and one member of each member chapter. The Panhellenic advisor shall serve as a non-voting ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member sororities about the Panhellenic judicial procedure. It shall be the Judicial Board’s duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the University of Arizona Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board, unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. A member of the Judicial Board will be dismissed if the chapter under review is her own. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

**Section 2. Membership Recruitment Committee**

The Membership Recruitment Committee shall consist of a chairman and one representative from each regular, provisional, and associate member. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the membership recruitment period. After each membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member group and chapter advisor.

**Section 3. Equity and Inclusion Committee**

The Equity and Inclusion Committee meetings will occur, at a minimum, twice a semester and are open to guests. The committee will be based on voluntary membership from LGBTQ+, BIPOC, disabled, and all other marginalized communities within the Panhellenic community. These members will be in a safe and judgement free environment to have open and honest conversations with each other. The VP of Diversity, Equity, and Inclusion will be the chairman to facilitate the discussion.

**Section 4. Other Committees**

Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council.

**Article IX. Finances**

**Section 1. Fiscal Year**

The Fiscal year at the University of Arizona shall be from June 1st to May 30th.
Section 2. Contracts

Dual signatures of the President, Vice President of Finance, or the Panhellenic advisor shall be required to bind the University of Arizona Panhellenic Association on any contract. NOTE [List university requirements, if applicable.]

Section 3. Checks

All checks issued on behalf of the University of Arizona Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: President, Vice President of Finance, or the Panhellenic advisor. Dual signatures are not required if permission is granted by the Panhellenic Advisor.

Section 4. Payments

All payments due to the University of Arizona Panhellenic Association shall be received by the Vice President of Finance, who shall record them. Checks for payments shall be made payable to the University of Arizona Panhellenic Association.

Section 5. Dues

A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
B. Panhellenic Association membership dues shall be an assessment per member and new members
   a. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
   b. Organizations will be billed $15.00 per active member each semester
   c. Organizations will be billed $10.00 per new member in the semester that they join.
   d. The dues of each Panhellenic Association member sorority shall be due before the end of the semester two weeks after invoices are handed out.

Section 6. Fees and Assessments

The Panhellenic Executive Board shall have the authority to determine fees and assessments as may be considered necessary.

A. The Panhellenic Council at the University of Arizona recognizes the utmost importance in attending Panhellenic Association meetings. Therefore the following fine schedule will be enforced:
   a. Members will incur a $25 fine per meeting for the first two meetings missed in one semester.
   b. Any subsequent absences from Panhellenic Association meetings for the remainder of the semester will incur a $25 fine per meeting
   c. The fine system will reset at the beginning of each new semester.
   d. Fines will be due within two weeks of receiving the bill to the Vice President of Finance.
   e. Bills will be distributed at the end of every semester.
   f. If invoices are not paid within 10 business days, a late fee of 10% will be added to the charge and the new invoice will be due within 10 business days.

Article X. Extension

Section 1. Extension is the process of adding an NPC women’s sorority.
The University of Arizona Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

Section 2. Voting rights

Only regular members of the Panhellenic Council shall vote on extension matters.

Article XI. Violation Resolution

Section 1. Violation

a. Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the University of Arizona Panhellenic Association shall be considered a violation.

b. If any sorority violates the following, but is not limited to, the University of Arizona Student Code of Conduct, Philanthropy Advisory Board guidelines, or Greek Community Standards, it shall be subject to review by The University of Arizona Greek Standards Board.

Section 2. Informal resolution

Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

Section 3. Judicial process

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The University of Arizona Panhellenic Association shall follow all mediation guidelines found in the Manual of Information.

A. Mediation
   a. Mediation is the first step of the judicial process. The University of Arizona Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.

B. Judicial Board hearing
   a. When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.

C. Appeal of Judicial Board decision
   a. A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeal Committee. The University of Arizona Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

Article XII. Hazing

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned. The University of Arizona Panhellenic Association will adhere to the University of Arizona Hazing Policy. Hazing is prohibited at The University of Arizona. “Hazing” means any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:
A. The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with the University; and

B. The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

C. The complete University of Arizona Hazing Policy can be found at http://policy.arizona.edu/hazing.

**Article XIII. The University of Arizona Events with Alcohol Policies**

Section 1. All member chapters shall adhere to the guidelines of The University of Arizona Events with Alcohol Policies.

Section 2. Regular and Associate Member Panhellenic chapters shall adhere to the Fraternity and Sorority Programs “blackout” dates provided on the website; these illustrate the unavailable dates for registered events, and chapters must utilize the FSP calendar to organize the dates of their socials. Chapters shall refrain from holding registered social events with alcohol Monday through Wednesdays during the academic calendar in accordance with The University of Arizona Events with Alcohol Policies. All of The University of Arizona Events with Alcohol Policies detailing registered events with and without alcohol must be followed; these include, but are not limited to, hosting any social events during finals week.

**Article XIV. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the University of Arizona Panhellenic Association in all cases to which they are applicable and in which they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the University of Arizona Panhellenic Association may adopt.

**Article XV. Amendment of Bylaws**

These bylaws may be amended at any regular or special meeting of the University of Arizona Panhellenic Council by a two-thirds vote, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting allowing an opportunity for chapter input.

The bylaws may be amended for grammatical and structural errors, without a two-thirds vote, if and only if it does not change the context of the bylaw. These edits will be provided at the next delegate meeting.

**Article XVI. Dissolution**

This Association shall be dissolved when only one regular member exists at The University of Arizona. In the event of the dissolution of this Association none of the assets of the Association shall be distributed to any members of the Association, but after payment of the debts of the Association, its assets shall be given to the National Panhellenic Conference.

**The University of Arizona Panhellenic Association Standing Rules**

**Article I. Chapter Membership Updates**

The Fraternity and Sorority Programming Staff is to be notified of all changes in Chapter membership status, i.e., New Members, de-pledges, disaffiliation, et cetera.


Article II. Initiation

A student’s eligibility for initiation shall be determined by the member sorority in accordance with its national Bylaws.

Article III. Extracurricular Involvement

The Panhellenic Council at The University of Arizona recommends that chapter members be involved in another organization outside of their fraternity or sorority. These clubs, professional fraternities, athletic programs, and the like shall foster the development of moral character and contribute to the well-rounded character of the Greek community.

Article IV. GPA Requirements

The Panhellenic Council recommends that individual chapters on The University of Arizona campus should have specific cumulative GPA requirements for the women serving on their executive board. The necessary GPA should be equal to or above the current All-Women’s Average. Failure to meet these standards should result in probation and potential removal from the position, at the individual chapters’ discretions.

Article V. New Member GPA

The council recommends that the expected “New Member” class cumulative GPA requirement should be equal to or above the current All-Women’s Average to promote scholastic success throughout members’ college careers.

Article VI. Stipends

Each member of the Panhellenic Executive Board shall receive a $3,100 stipend. In addition, each executive member shall receive no more than $500.00 (five hundred) dollars per month, unless approved by the Panhellenic President or Advisor.

Members of the Panhellenic Executive Board who stay in Tucson over summer shall receive a total stipend amount of $1,000 more than members who are not present over the summer. Part-time payments must be agreed upon by the Vice President of Finance, President, and advisor.

A. Each Panhellenic Executive Board member is responsible for helping with Primary Formal Recruitment whether they are in Tucson over the summer or working remotely.

B. Each officer who is working in Tucson shall be entitled to fifteen (15) business days vacation, the time of which will be approved by the Panhellenic President and Panhellenic Advisor and which will not be in conjunction with recruitment or each other. Each officer who is working remotely shall be entitled to seven (7) business days vacation, the time of which will be approved by the Panhellenic President and the Panhellenic Advisor and which will not be in conjunction with recruitment or each other.

C. The Philanthropy Advisory Board Director will be awarded a stipend of $250 per semester. The Chief Justice of Greek Standards Board will be awarded a stipend of $250 per semester.

Article VII. Social Events

Twenty-five percent of all social functions with fraternities should not involve alcohol.

Article VIII. Non-discrimination
This organization shall not discriminate on the basis of age, color, ethnicity, national origin, disability or handicap, race, religion, sexual orientation, or Vietnam Era Veteran status. This policy will include, but is not limited to, recruiting membership organization activities, or opportunities to hold office. (As exempted by Federal Law, Greek Social organizations may omit gender.)

**Article IX. Student Code Of Conduct**

The Panhellenic Association, including all elected executive board officers and member chapters will adhere to The University of Arizona Student Code of Conduct. The following policies outlined below come from Section F, Prohibited Conduct, from the Student Code of Conduct. All women within the Panhellenic community are expected to follow all policies found within the Student Code of Conduct.

1. All forms of student academic dishonesty, including but not limited to cheating, fabrication, facilitating academic dishonesty, and plagiarism.

2. Unauthorized use, sale, possession, or distribution of any controlled substance or illegal drug or possession of drug paraphernalia that would violate the law.

3. Off-campus conduct that a reasonable person would believe may present a risk or danger to the health, safety or security of the Board or university community or to the safety or security of the Board or university property.

4. Gambling as prohibited by applicable law, university policy, or associated with any university event.

5. Engaging in, supporting, promoting, or sponsoring hazing or violating the Board or university rules governing hazing.

6. Engaging in discriminatory activities, including harassment and retaliation, as prohibited by applicable law or university policy.

7. Sexual misconduct which is defined as:

   A. Sexual violence and other non-consensual sexual contact- actual or attempted physical sexual acts perpetrated against a person by force and without consent or where a person is incapable of giving consent due to circumstances including but not limited to: 1) use of drugs or alcohol, 2) intellectual or other disability, or 3) age.

   B. Sexual harassment- unwelcome conduct of sexual nature that is sufficiently severe or pervasive as to create an intimidating, hostile, or offensive environment.

   C. Other sexual misconduct including but not limited to indecent exposure, sexual exploitation or voyeurism, or non-consensual photographing or audio-recording or video-recording of another in a state of full or partial undress or while engaged in sexual activity, or publishing or disseminating such materials.

   D. Commission of any offense prohibited by state or federal law or local ordinance.

**Article X. Policies**

1. The officers that serve on the Panhellenic Executive Board at the University of Arizona will not use council funds to purchase alcohol.

2. The officers that serve on the Panhellenic Executive Board at the University of Arizona will not purchase or consume alcohol in association with any Panhellenic events.
3. The officers that serve on the Panhellenic Executive Board at the University of Arizona, and the chapters that associate with the Panhellenic Association, will not use council or chapter funds to purchase a bulk quantity of alcohol.

4. The officers that serve on the Panhellenic Executive Board at the University of Arizona, and the thirteen chapters that associate with the Panhellenic Association will abide by the State of Arizona’s law in regards to alcohol consumption and purchasing alcohol. In the state of Arizona, an individual must be 21 years of age to purchase and consume alcohol. If an individual is under the age of 21, and purchases or consumes alcohol, they are doing so illegally and it is prohibited by the state of Arizona, the University of Arizona, and the Panhellenic Association at the University of Arizona.

5. There will be no alcohol present at events sponsored by the Panhellenic Association.

6. Women who are associated with a chapter within the Panhellenic Association will be held accountable for any public displays of inappropriate behavior that do not align with their individual chapter bylaws and the bylaws adopted by the chapters affiliated with the Panhellenic Association.

7. Women who are associated with a chapter within the Panhellenic Association will be held accountable for any acts of vandalism or pranks that the individual may do that destroys property or if harm is brought onto another individual.

8. All women associated with the Panhellenic Association will abide by the State of Arizona’s law in regards to driving a motor vehicle under the influence.

Article XI. Ethical Financial Policies

Section 1. Once a year at the beginning of the spring semester, copies of the previous year’s and upcoming year’s budget with anticipated income and expenditures are distributed to each chapter.

Section 2. For the approval of use of reserves, individual officers will complete a money request form and then submit it to the Vice President of Finance who will then review the request with the council advisor for approval.

Section 3. Every quarter the Vice President of Finance officer will prepare the financial reports for review by the council.

Section 4. Every check for the Panhellenic Executive Board is required to have two signatures, from any combination of President, Vice President of Finance and the Council Advisor.

Section 5. Payment plans for Member or Associate chapters are determined on a case-by-case basis.

Section 6. The council finances are overseen by the Panhellenic Advisor.

Article XII. Greek Standards Board

Section 1. If any sorority violates the following, but not limited to, the University of Arizona Student Code of Conduct, Philanthropy Advisory Board guidelines, or Greek Community Standards, it shall be subject to review by The University of Arizona Greek Standards Board.

Article XIII. Not for Profit

Section 1. The Panhellenic Association is a not-for-profit organization.
Article XIV. Compliance with Campus Regulations

Section 1. This organization shall comply with all University and campus policies and regulations and local, state and federal laws.

Article XV. Recruitment Counselors

Section 1. NPC Chapters are required to have a percentage of their chapter members apply and interview for Recruitment Counselor positions, as deemed appropriate by the Panhellenic President and Vice President of New Member Services each year. Recruitment Counselor applicants must have a minimum 2.75 cumulative GPA, however, priority will be given to those with a 3.0 GPA or higher. The number will be based on chapter size and will be set by the Vice President of New Member Services and the Panhellenic Advisor.

Section 2. If a chapter fails to submit the required number of members to undergo the application process (by submitting an application and attending an interview if invited), the chapter will be fined $200 per vacant applicant spot.

Section 3. If a chapter fails to submit at least 50% of the required number of members to apply and interview, the fine per person will be increased to $300. If a chapter fails to submit 75% or more of the required number of members to apply and interview, the fine per person will be increased to $500.

Article XVI. Standards of Excellence

Section 1. All Panhellenic Chapters must abide by The University of Arizona Standards of Excellence set forth by the Office of Fraternity and Sorority Programs.

Section 2. For a chapter to be in good standing, they must be in financially good standing with The University of Arizona and the Panhellenic Association.

Article XVII. Primary Recruitment

Section 1. The Formal Recruitment Guidelines must be followed by all chapters participating in Formal Recruitment. Three-fourths of participating chapters must be represented at Panhellenic delegate meetings in order to amend the Formal Recruitment Guidelines.

Article XVIII. Social Media and Marketing

Section 1. All member and associate member organizations of the University of Arizona Panhellenic Association are expected to represent themselves in good taste acknowledging that they are representing their organization, the University of Arizona Panhellenic Association, the University of Arizona Fraternity and Sorority Programs Office, The University of Arizona, and their national organization.

Section 2. All member and associate member organizations are expected to upkeep a positive and formal website. The website should be updated by the second week of every semester and the summer. Updates are as follows, but is not limited to: chapter officers, and removal of disaffiliated individuals for recruitment purposes.

Section 3. All member and associate member organizations are expected to hold their members to high social media standards. The following, but not limited to, should be monitored: underage drinking including the evidence of red solo cups, evidence of unregistered events including sorority crests or identifying murals.
Section 4. If an organization violates any portion of this they will be subject to review by the University of Arizona Panhellenic Association Judicial Board.

**Article XIX. Impeachment**

Section 1. In the case that an officer is unable to fulfill her duties, she shall have the option to resign. A formal letter of resignation must be submitted to the Panhellenic Council within two weeks before the resignation can become effective. It is required that the reasons for her resignation be included in the letter. In the case that an officer does not fulfill her duties for the benefit of the Panhellenic community members of the Panhellenic Council, individual chapters or the Panhellenic Advisor may initiate impeachment proceedings. Written notification of the request for impeachment shall be sent to the Panhellenic Advisor and the accused officer. After written notification of the request has been submitted, the Panhellenic President shall arrange an impeachment hearing, over which she will preside, within 7 days. All persons involved in the request for impeachment shall attend this hearing. If a chapter has initiated the request, the chapter shall send its President and Panhellenic delegate. At this hearing, an advisor may be present to support each of the parties involved. However, any advisors present may not address everyone in attendance. The President will begin with introductions and a request to record the hearing in order to maintain accurate records. After the President outlines the order of the proceedings and reads the complaint the officer involved shall be permitted to present her side of the incident. Following her account, the Panhellenic Council may ask follow up questions. Once all of those present are satisfied with their knowledge of the incident, the accused officer and her advisor may make a closing statement. After closing statements, the President shall excuse the accused officer and her advisor, and she will then lead a discussion of the charges. The remaining officers shall attempt to find an amicable solution to the problem. If no amicable solution can be found, the Panhellenic Council, through voting shall determine if the charges are justified. Following the conclusion of the formal discussion, the President will send written notification to the accused officer no earlier than the next day, and no later than 7 business days. At this time, the officer involved shall be given the opportunity to resign. The Panhellenic Council shall then determine the date by which the officer shall exit her position. The incident is then closed. If deemed necessary by the Panhellenic Council and Panhellenic Advisor, any vacancy of an executive officer shall be filled within three (3) weeks by an open election in a Panhellenic Council meeting. If the Panhellenic President resigns or is impeached, the Vice President of Operations shall assume her duties and the office of Vice President of Operations shall be filled by an open election in a Panhellenic Council meeting. In the case that the President of the Panhellenic Executive Board goes through the impeachment process, the Vice President of Operations shall preside over the proceedings.

**Article XX. Philanthropy**

Section 1. The Philanthropy advisory board’s guidelines can be found online at greek.arizona.edu.

A. Duties of the Philanthropy Advisory Board will be to provide advice for and to oversee all Greek philanthropy events.

B. All Greek philanthropy events must be approved by the Philanthropy Advisory Board.

Section 2. All member chapters shall adhere to the guidelines of the Philanthropy Advisory Board.

**Article XXII. List of Charters**
Section 1. Exceptions to these bylaws and standing rules may be made by a majority vote of the Panhellenic Association chapters, as long as exceptions do not violate the NPC Unanimous Agreements. The below list is in order of the year of charter on the University of Arizona campus.

Charter-Closed Chapter

1917 - Pi Beta Phi, Arizona Alpha
1917 - Kappa Alpha Theta, Beta Delta
1920 - Kappa Kappa Gamma, Gamma Zeta
1922 - Gamma Phi Beta, Alpha Epsilon
1922 - Chi Omega, Zeta Beta
1923 - Delta Gamma, Alpha Pi
1926 - Alpha Phi, Beta Epsilon
1930 - 1935 Delta Zeta, Beta Iota
1930 - 1969 Alpha Chi Omega, Beta Lambda
1940 - Alpha Epsilon Phi, Alpha Lambda
1946 - 1984 Delta Delta Delta, Phi Beta (1st Install)
1951 - 1961 Alpha Xi Delta, Gamma Gamma
1957 - 2004 Alpha Delta Pi, Delta Gamma
1959 - 1982 Alpha Omicron Pi, Upsilon Alpha
1959 - 1974 Sigma Delta Tau, Alpha Pi
1962 - 1977 Phi Mu, Eta Iota (reorganized 1973)
1966 - 1978 Delta Zeta, Beta Iota (2nd Install)
1978 - Sigma Kappa, Zeta Omicron (reorganized 1989)
1980 - 2008 Alpha Chi Omega, Beta Lambda (reorganized 2000, 2nd Install)
1987 - 1998 Sigma Delta Tau, Alpha Pi (2nd Install)
1987 - 1996 Alpha Omicron Pi, Upsilon Alpha (2nd Install)
1989 - 2018 Delta Delta Delta, Phi Beta (2nd Install)
1990 - 1995 Zeta Tau Alpha, Kappa Delta
1993 – 2007 Kappa Delta Chi (Associate Member, Transferred to USFC)
1995 - 2007 Gamma Alpha Omega (Associate Member, Transferred to USFC)
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2000 - 2016  Alpha Phi Gamma (Associate Member, Transferred to USFC)
2002 - 2016  Delta Chi Lambda (Associate Member, Transferred to USFC)
2002 - 2017  Phi Beta Chi (Associate Member, Transferred to USFC)
2002 - 2007  Theta Nu Xi (Associate Member, Transferred to USFC)
2003 - 2007  Sigma Lambda Gamma (Associate Member, Transferred to USFC)
2008 - Alpha Delta Pi, Delta Gamma (2nd Install)
2013 - Alpha Chi Omega, Beta Lambda (3rd Install)
2017 - Alpha Sigma Alpha, Iota Eta
2018 - Phi Sigma Rho, Alpha Kappa (Associate Member)