



# **Bylaws of the University of South Florida Panhellenic Association**

Amended on November 2019 by the Panhellenic Council

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## **ARTICLE I. NAME AND AFFILIATION**

The name of this organization shall be the Panhellenic Association (PHA) at the University of South Florida. The Panhellenic Association and its member organizations are affiliated with the Center for Student Involvement (CSI) at the University of South Florida, as well as the National Panhellenic Conference.

## **ARTICLE II. OBJECT**

The object of the Panhellenic Association at the University of South Florida shall be:

- A. To serve as the central governing body for University of South Florida Panhellenic member sororities.
- B. To develop and administer policies and guidelines for the well-being of member chapters and individuals that do not inflict on their sovereignty, rights, and privileges.
- C. To encourage chapters to be self-governing and to cultivate a culture of accountability.
- D. To organize and advertise a women's only membership recruitment program based upon values.
- E. To encourage and recognize intellectual accomplishment and promote sound scholarship.
- F. To foster positive, harmonious relationships between member sororities and other members of the Fraternity and Sorority community, the University of South Florida campus, and the surrounding community.
- G. To advance the quality and standing of sorority life and foster the development of authentic leadership among members.
- H. To uphold and adjudicate all matters in violation of the NPC Unanimous Agreements, bylaws, recruitment rules, code of ethics, standing rules, and/or other governing documents.
- I. To sponsor Junior Panhellenic and promote new members of the Panhellenic Association with involvement and leadership opportunities.

## **ARTICLE III. MEMBERSHIP**

### **Section 1. Membership Classes**

There shall be two classes of membership: regular and provisional.

- A. **Regular Membership.** The regular membership of the University of South Florida Panhellenic Association shall be composed of all chapters of NPC fraternities at the University of South Florida. Regular members of the USF Panhellenic Association shall pay dues as determined by the Panhellenic Council. Each regular member shall have voice and one vote on all matters.
  1. One hundred percent of Chapter members must be current University of South Florida students.
  2. All regular member chapters of the Panhellenic Association at the University of South Florida shall maintain continued membership within the Association, unless decided otherwise by their respective national organizations or the University of South Florida.

- B. Provisional Membership. The provisional membership of the University of South Florida Panhellenic Association shall be composed of all colonies of NPC fraternities at University of South Florida. 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 fraternity.
- C. Associate membership. The associate membership of the University of South Florida College Panhellenic Association shall be composed of women's only local sororities or inter/national or regional non-NPC member organizations. 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 Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If they do not participate in the primary recruitment process, they shall not have a vote on recruitment rules and the establishment or the 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. Duty of Compliance**

All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to all governing documents of the Panhellenic Association at the University of South Florida, and any additional rules this 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.

## **Section 3. Organization Agreement**

The Panhellenic Association at the University of South Florida agrees to abide by Florida State Statute #1006.63 regarding hazing. Furthermore, agrees to abide by all CSI policies as outlined in the student handbook, to check the organization's mailbox regularly, to communicate via email upon request, and to update the organization's records whenever there is a change.

## **Section 4. Dues**

- A. NPC College Panhellenic Dues shall be paid annually as invoiced by the NPC office.
- B. Panhellenic Association membership dues shall be an assessment per member and new member.
  - 1. The amount of such assessment shall be 15 dollars for active members and 17 dollars for new members per semester.
  - 2. The dues of each Panhellenic Association member fraternity shall be payable on or before October 1 for the fall semester and February 15 for the spring semester. Chapters will be informed of the specific deadline by the Vice President of Finance during the first Panhellenic Council meeting of each semester.

## **Section 5. Fines/Late Fees**

- A. The Panhellenic Council shall have the authority to determine fees as may be considered necessary.
- B. Late fines.
  - 1. An item is considered late if it is turned in 24 hours past the requested deadline. 10 dollars will be accrued every subsequent 24 hours after that until the item is turned in and will be applied to the invoice at the end of that business week on Friday.
  - 2. For every week a fee/fine is overdue, the chapter must pay \$20 in addition to the original amount of the fine.
  - 3. The late policy is cumulative—for example, a fee that is three weeks late will have an additional \$60 to the original fee.
- C. Missing deemed mandatory or scheduled meetings/events on the Panhellenic calendar.
  - 1. The All Panhellenic Meeting is a mandatory event for all active members. A fine of \$10 per member that is absent will be administered to those who are not excused by the Panhellenic Association. Each chapter shall submit an updated roster to the Vice President of Administration one week prior to the meeting date and will have one week following the meeting date to appeal any fines. The payment shall be to the Panhellenic Association at the University of South Florida and it is the responsibility of the chapter and not individual members.
  - 2. The chapter must have at least 80 percent of its members present at the All Panhellenic Meeting (or it) be subjected to payment of a flat fine of \$150, in addition to the \$10 per member.
  - 3. All sorority women must attend Panhellenic events voted mandatory by the Panhellenic delegates. Protocol regarding excuses and appealing fines should follow the process set forth for the all sorority meeting. Unexcused absences will result in a fine of \$50 for the chapter.

## **ARTICLE IV. EXECUTIVE BOARD OFFICERS AND DUTIES**

### **Section 1. Officers**

The officers of the Executive Board at the University of South Florida Panhellenic Association shall be the President, Executive Vice President, Vice President of Conduct and Integrity, Vice President of Finance, Vice President of Administration, Vice President of Professional and Personal Development, Vice President of Community Development, Vice President of Marketing, Vice President of Online Communications, Vice President of Recruitment, Vice President of New Member Relations, and Vice President of Recruitment Personnel.

### **Section 2. President**

- A. Call and preside at all USF Panhellenic Association meetings, including, but not limited to:
  - 1. Panhellenic Executive Board meetings.
  - 2. Panhellenic General Body meetings.
- B. Have overall responsibility for the operation and the strategic direction of the Panhellenic Association and update the Association on any progress regarding its strategic direction.
- C. Meet weekly with the Panhellenic Advisor.

- D. Be familiar with the National Panhellenic Council Manual of Information and all governing documents of the USF Panhellenic Association.
- E. Communicate regularly with the National Panhellenic Conference Area Advisor and any other such National Officers as needed.
- F. Coordinate Panhellenic Executive Board Officer applications and slating process.
- G. Chair the Slating Committee for the selection of Panhellenic Executive Board Officers.
- H. Plan and facilitate officer installations.
- I. Review, approve, and sign Panhellenic Association checks and contracts involving the USF Panhellenic Association in collaboration with the Vice President of Administration.
- J. Attend Council Leadership and Chapter Presidents' meetings.
- K. Serve as the Panhellenic Representative on all University matters or appoints a designee for all requested University Committees.
- L. Host roundtables for Panhellenic Chapter presidents.
- M. Serve as the Panhellenic Spokesperson; If or when conducting press releases, consult with Vice President of Marketing to ensure Panhellenic values and ideals are being represented.
- N. Be responsible for the communication and correspondence with other fraternity and sorority councils and campus entities.
- O. Coordinate extension efforts at USF with the Panhellenic Advisor, including serving as Chair of the Extension Exploration Committee.
- P. Facilitate and mediate informal discussions between Panhellenic and other councils along with the Vice President of Conduct and Integrity to improve fraternity and sorority council relations.
- Q. Perform all other duties as assigned by this office.

### **Section 3. Executive Vice President**

- A. Perform all duties of the President in her absence, inability to serve, or at her call.
- B. Meet with the Panhellenic Advisor every other week.
- C. Ensure the National Panhellenic Conference annual report is completed timely and accurately.
- D. Create the USF Panhellenic Association Annual Report.
- E. Collaborate with other Executive Board Officers to gather information about scholarship, grades, service hours, philanthropic work, recruitment statistics and other important details about our Panhellenic community.
- F. Organize and submit national award activity on behalf of the Panhellenic Association. 6. Supervise the Panhellenic Executive Officers (with the exception of the President) and complete the following duties:
  - 1. Facilitate one-on-ones with Executive Officers to oversee the completion of the Panhellenic Executive Board officers' goals and duties monthly to ensure the Executive Board is moving in accordance with the satisfactory completion of the Strategic Plan.
  - 2. Conduct a performance appraisal of the Panhellenic Executive officers once per semester, assisted by the President and the Panhellenic Advisor.
- G. Facilitate the officer removal process in collaboration with the Panhellenic Advisor, the Vice President of Conduct and Integrity, and the President.
  - 1. If the officer in question is the President, the Executive Vice President or the Vice President of Conduct and Integrity, consult with the Panhellenic Advisor.
- H. Prepare and facilitate the transition retreat between old and new officers no later than one week after the end of each fall semester.
- I. Oversee Executive board staffing of events and the excuse process.



- J. Coordinate the Panhellenic Executive board visits to individual chapters.
- K. Serve as ex-officio member of all Panhellenic Association Committees with voice, but no vote.
- L. Perform all other duties as assigned by this office.

## **Section 4. Vice President of Conduct and Integrity**

- A. Serve as the Chief Judicial Officer of the Panhellenic Association.
  - 1. Supervise and train the Panhellenic Ethics Board.
  - 2. Collaborate with Student Rights and Responsibility to create the curriculum and train the Ethics Board.
  - 3. Enforce and ensure the completion of all sanctions.
- B. Interpret the meaning and application of all Panhellenic documents (including but not limited the Standing Rules, Bylaws, and judicial proceedings) as they apply to any situation, which may arise, while consulting with the President and Advisor.
- C. Maintain a complete and up-to-date file, which will include a copy of the current USF Panhellenic Association Bylaws, Standing Rules and Infraction information for the past 5 years.
- D. Be responsible for proper mediation procedures:
  - 1. Facilitate and mediate informal discussions between Panhellenic representatives and other councils along with the President to improve fraternity and sorority relations.
  - 2. Coordinate the formal mediation process, including the recruitment and training of mediators in conjunction with the Panhellenic Advisor.
- E. Coordinate and oversee the revision and implementation of all USF Panhellenic Association governing documents, and assure the council is in accordance with National Panhellenic Conference expectations and guidelines.
  - 1. Revise and edit the Panhellenic Association Bylaws annually in collaboration with the Panhellenic Ethics Board and Panhellenic Executive Board.
  - 2. Receive, review, and present any request for amendments, additions or deletions to the Panhellenic Bylaws.
  - 3. Be familiar with the National Panhellenic Council Manual of Information.
- F. Co-chair the committee reviewing the Recruitment Rules and facilitate the presentation of proposed changes to these rules and guidelines with the Vice President of Recruitment.
- G. Educate the Panhellenic Association at large regarding bylaws and guidelines once ratified by the Panhellenic Council.
- H. Host roundtables each semester with the Risk Management and/or Standards Chair depending on each Panhellenic Chapter's leadership structure.
- I. Serve as the parliamentarian for the Panhellenic Association and assure Robert's Rules of Order is being followed.
  - 1. Train the Panhellenic Delegates on proper Robert's Rules of Order.
- J. Serve as a liaison to University Departments focusing on safety and prevention.
- K. Serve as a liaison between Panhellenic and the Center for Student Wellbeing, Center for Victim Advocacy and Violence Prevention, Student Health Services Departments and the Title IX office at USF to report information regarding events, educate about University resources, and provide educational facts to enhance a healthy lifestyle.
- L. Serve as a liaison between Panhellenic and the USF Police Department to report information about safety and provide resources for the Panhellenic community.
- M. Plan, implement, and evaluate at least one educational program per semester promoting:
  - 1. Risk reduction within the Panhellenic Association.

2. Women's health within the Panhellenic Association.
- N. Perform all other duties as assigned by this office.

## **Section 5. Vice President of Finance**

- A. Be responsible for all financial records of the Panhellenic Association.
- B. Supervise the finances of the Panhellenic Association at the University of South Florida.
- C. Be responsible for the preparation of annual budgets. Following its approval by the Panhellenic Council, provide a copy to each USF Panhellenic Association member organization and to the Panhellenic Executive Board.
- D. Review, approve, and sign Panhellenic Association checks alongside the Panhellenic Association President.
- E. Receive payments due to the Panhellenic Association, collect all dues, give receipts and send bills to member chapters.
- F. Be responsible for the prompt payment of all bills of the Panhellenic Association at the University of South Florida.
- G. Meet with Panhellenic Advisor monthly to reconcile the checking and savings account.
- H. Report monthly financial statements to the Panhellenic Association.
- I. Inform officers of the status of their budgets on a monthly basis.
- J. Compile an end of the semester financial report.
- K. Turn over all official books to the Panhellenic Advisor within 1 week of the last regular meeting of her term.
- L. Coordinate and manage sponsorships for all Panhellenic events and initiatives.
- M. Supervise all aspects of lodging and meals related to programs throughout the term, including Recruitment and pre-recruitment weeks.
- N. Perform all other duties as assigned.

## **Section 6. Vice President of Administration**

- A. Be responsible for record keeping and correspondence efforts of the Panhellenic Association.
- B. Responsible for the Council's attendance records, including but not limited to executive council meetings and general body meetings.
- C. Responsible for recording, reproducing, and distributing Council meeting minutes (including regular and special meetings). Minutes should be distributed to delegates no later than the following meeting. The minutes should be submitted to the Panhellenic Area Advisor, Panhellenic Advisor, and National Panhellenic Conference website within the same time frame.
- D. Keep full minutes of all meetings of the USF Panhellenic Association and a record of all action taken by the Executive Board.
- E. Create the agenda and record the minutes of the Panhellenic Executive Board meetings.
- F. Be responsible for the official correspondence of the Panhellenic Association.
- G. Create and maintain Panhellenic Master Contact List.
- H. Update contact information and assure all reports, other than the Annual Report, are submitted to NPC as necessary.
- I. Be responsible for the Panhellenic office space and storage unit.
- J. Oversee the Panhellenic Delegate program by:
  1. Providing training and development to the Panhellenic Delegates no later than the conclusion of the first full month of the semester. At a minimum, the delegates should be trained at least once a semester.

2. Facilitating regular delegate meetings to discuss voting matters and communication with chapters. These meetings should be held in the off weeks of General Body Meetings.
  3. Working with Chapter Presidents to assure delegate performance is being assessed and job duties are being executed.
- K. Facilitate and oversee the selection of the Panhellenic Women of the Month.
  - L. Gathering information for monthly Panhellenic newsletter, which will serve to educate and inform the Tampa, USF, and the Fraternity and Sorority community about Panhellenic news and events to provide for the Panhellenic newsletter
  - M. Coordinate the guests that will be in attendance for Panhellenic bi-weekly general body meetings.
  - N. Be responsible for all venue and room reservations on behalf of the Panhellenic Association.
  - O. Organize and plan all booths for marketing of recruitment along with Vice President of Recruitment Personnel and the Vice President of Marketing.
  - P. Perform all other duties as assigned by this office.

## **Section 7. Vice President of Professional and Personal Development**

- A. Plan, implement, and evaluate all programs and activities promoting scholastic excellence within the Panhellenic Association, including, but not limited to:
  1. Coordinate academic enhancement programs throughout each semester that meet the community's needs (for example: time management, finals week preparation, faculty relations, etc.).
  2. Distribute, collect, and compile the Panhellenic Speaker's Topic Survey in collaboration with the Vice President of Community Development to identify the community's needs. This survey should be returned by the chapter delegates no later than the last week of the semester to be implemented the following semester.
- B. Actively work with Panhellenic chapters who are not above the all-women's grade point average to create programming and benchmarks that provide support to improve academic performance.
- C. Work to educate women on scholastic and honors organizations on campus and encourage Panhellenic participation in them.
- D. Coordinate any academic scholarship processes and recognize members in coordination with the Vice President of Marketing to help advertise the scholarship opportunities.
- E. Serve as a Liaison to Alumnae Panhellenic Associations in the state of Florida for the purpose of marketing scholarship opportunities available.
- F. Recognize Panhellenic chapter members for scholarly honors and efforts.
- G. Host roundtables as often as needed each semester with the scholarship chairs from each Panhellenic Chapter.
- H. Produce a New Member Scholarship Handbook each fall with study tips and information for new members.
- I. Serve as a Liaison to University Departments focusing on academic success, scholarship, and career readiness. These departments include but are not limited to: Office of Student Success, Transitional Advising Center, Career Services, and Office of National Scholarship.
- J. Coordinate any developmental or leadership scholarships on behalf of the Panhellenic Association (UIFI, LeaderShape, etc.).
- K. Perform all other duties as assigned by this office.

## **Section 8. Vice President of Community Development**

- A. Oversee the planning, implementation, and evaluation of all Panhellenic Association programs.
- B. Assess members of the Panhellenic community to understand programming needs and implement opportunities based on identified needs.
  - 1. Distribute, collect, and compile the Panhellenic Speaker's Topic Survey in collaboration with the Vice President of Professional and Personal Development to identify the community's needs. This survey should be returned by the chapter delegates no later than the last week of the semester to be implemented the following semester.
- C. Coordinate leadership and personal development opportunities and programming, seeking co-sponsorship for events with campus organizations and departments.
- D. Create, update, coordinate, and distribute the Panhellenic calendar.
- E. Chair the Circle of Sisterhood Committee. A committee that creates and coordinates philanthropic events to raise money and awareness for Circle of Sisterhood.
- F. Oversee the Director of Diversity and Inclusion to create programs that will address cultural appropriation, diversity, inclusivity, oppression, and privilege.
- G. Hosting roundtables at least once per semester with chapter philanthropy and/or community service chairs (depending on each Panhellenic Chapter's leadership structure).
- H. Coordinating the process of selecting philanthropy event dates every semester in conjunction with the Philanthropy Resolution.
- I. Review and approve chapter philanthropy packets in accordance with the Philanthropy Event Guidelines.
- J. Work with the Center for Leadership and Civic Engagement and local charities to increase service involvement between the women of Panhellenic and the Tampa community.
- K. Pick sister sororities.
- L. Plan the annual Panhellenic Banquet and awards ceremony.
- M. Revise the Philanthropy Resolution alongside the Vice President of Conduct and Integrity to resolve any issues in the community. Revisions should occur annually.
- N. Perform all other duties as assigned by this office.

## **Section 9. Vice President of Marketing**

- A. Be responsible for the timely advertisement of Panhellenic Recruitment and all Panhellenic sponsored events.
- B. Oversee, coordinate and delegate tasks to the Panhellenic Marketing Team.
- C. Create an annual marketing and public relations plan for the Association including a 365-Day Recruitment Marketing Plan in conjunction with the Vice President of Recruitment.
- D. Create marketing material for all Panhellenic sponsored events in collaboration with the Executive Board Officer planning the event.
- E. Design, edit, approve, and order the recruitment booklet, and recruitment items including, but not limited to: Potential New Member bags and giveaways, Bid Day shirts in conjunction with the Vice President of Recruitment, and the Vice President of New Member Relations.
  - 1. For paid advertisement, collaborate with the Vice President of Finance to assure all advertisements are in line with our printer's and designer's standards.

2. Work with a graphic designer, in collaboration with the Vice President of Online Communications, when appropriate.
- F. Serve as Panhellenic photographer or hire one in collaboration with the Vice President of Finance, when appropriate.
  1. This may be delegated to the Marketing Team if the Vice President of Marketing is not available and a photographer is not hired.
- G. Organize the participation of the Panhellenic Association's involvement in USF's Student Orientation and Admissions programs along with the Recruitment Team.
- H. Oversee the correct usage of the Panhellenic Association brand on all tangible materials, campaigns, and documents, facilitate overall brand development and revisions processes with the help of the Marketing Team and
- I. Maintain the physical brand of the USF Panhellenic Association.
- J. Approve all marketing materials in conjunction with the Panhellenic Advisor before they go to print.
- K. Produce marketing materials in adherence to NPC's Best Practices.
- L. Perform all other duties as assigned by this office.

## **Section 10. Vice President of Online Communications**

- A. Be responsible for all online public relations and marketing efforts for the Panhellenic Association.
- B. Be responsible for the advertisement of Panhellenic Recruitment and all Panhellenic sponsored events.
- C. Oversee, coordinate and delegate tasks to the Panhellenic Marketing Team in conjunction with the Vice President of Marketing.
- D. Create an annual marketing and public relations plan for the Association including a 365-Day Recruitment Marketing Plan in conjunction with the Vice President of Recruitment and Vice President of Marketing.
- E. Create online marketing material for all Panhellenic sponsored events in collaboration with the Executive Board Officer planning the event.
- F. Be responsible for delegating and the timely completion of all online communication efforts for the Panhellenic Association to the Marketing Team. This includes, but is not limited to, the following duties:
  1. Regularly maintaining and updating the Panhellenic website.
  2. Regularly maintaining the Panhellenic Facebook page.
  3. Maintaining and implementing a Panhellenic blog to showcase achievements in the Panhellenic community.
  4. Overseeing all Panhellenic social media accounts.
  5. Monitoring chapter websites, blogs, and social media for appropriate content; if inappropriate content exists, contact the Vice President of Conduct and Integrity.
- G. Create and distribute a semesterly Panhellenic newsletter with information provided by the Vice President of Administration, which will serve to educate and inform the Tampa, USF, and the Fraternity and Sorority community about Panhellenic news and events.
- H. Perform all other duties as assigned by this office.

## **Section 11. Vice President of Recruitment**

- A. Plan, implement, and evaluate all Formal and Informal Recruitment activities, including pre and post recruitment activities, for chapters of the Panhellenic Association.
- B. Serve as a primary contact for all Recruitment related questions.

- C. To field questions and concerns from individual chapters concerning recruitment to ensure each chapter's preparation and success during the recruitment process.
- D. Approve chapters' recruitment preparation and event plans, to ensure compliance with all recruitment rules and guidelines.
- E. Formal Recruitment duties include, but are not limited to:
  - 1. Propose dates for Formal Recruitment.
  - 2. Work with venue(s) selected for Formal Recruitment, as well as chapters to finalize recruitment rooms and corresponding reservations.
- F. Host roundtable meetings for Chapter Recruitment Chairs beginning at the end of January.
- G. Work with the Vice President of Recruitment Personnel to plan Recruitment Preparation Week for the Executive Board and Recruitment Guides.
- H. Plan all logistics, including timeline and schedule (Matrix) with the assistance of the Panhellenic Advisor, the Vice President of New Member Relations and the Vice President of Recruitment Personnel.
- I. Work closely with the Vice President of Recruitment Personnel and the Vice President of New Member Relations on all recruitment tasks to ensure the Recruitment Guides are aware of the process and prepared to guide the Potential New Members through the recruitment process.
- J. Informal Recruitment duties include, but are not limited to:
  - 1. Be responsible for the organization of Informal (Spring) Recruitment for participating chapters.
  - 2. Design an effective plan for chapters not reaching total to use Continuous Open Bidding (COB) processes.
  - 3. Design and implement, alongside the Vice President of Marketing a recruitment marketing plan and timeline that promotes a positive image of Panhellenic's year-round recruitment efforts.
  - 4. Research other institutions' recruitment processes to improve our Panhellenic Recruitment. Facilitate and share ideas with other institutions seeking advice.
  - 5. Review and evaluate the Panhellenic Recruitment process and make appropriate adjustments for the following year.
- K. Co-chair the committee reviewing the Recruitment Rules and facilitate the presentation of proposed changes to the recruitment rules and guidelines with the Vice President of Conduct and Integrity.
  - 1. Following changes to this document, the Vice President of Recruitment shall print and distribute the amended version to chapters within one week.
- L. Reevaluate Campus Total within 72 hours of Formal Recruitment alongside the Panhellenic Advisor and President and again within one week of the start of the Spring semester. Send this information to chapters accordingly upon its establishment.
- M. Oversee an annual marketing and public relations plan for the Panhellenic Association including a 365-Day Recruitment Marketing Plan created with the Vice President of Marketing.
- N. Approve the recruitment booklet, and recruitment items including, but not limited to: Potential New Member bags and giveaways, Bid Day shirts in conjunction with the Vice President of Marketing and the Vice President of New Member Relations.
- O. Perform all other duties as assigned by this office.

## **Section 12. Vice President of New Member Relations**

- A. Work with the Vice President of Recruitment to coordinate Formal Recruitment.

- B. Plan Orientation Night as well as all recruitment information sessions with the assistance of the Vice President of Recruitment, including the staffing and attire, in conjunction with the Vice President of Marketing.
- C. Attend all Recruitment Roundtables and serve as the official secretary for the meetings, distributing the minutes no later than the following Recruitment Roundtable with the approval of the minutes by the Vice President of Recruitment to all Recruitment Chairs, Presidents, and Advisors.
- D. Assist the Vice President of Recruitment in working with the Recruitment Chairs by coordinating meetings, approving presentation items, and additional recruitment tasks as needed.
- E. Assume the duties of the Vice President of Recruitment in her absence, inability to serve, or at her call.
- F. Oversee the logistics team in answering all communication with potential new members through Panhellenic email and Recruitment Facebook groups.
- G. Conduct post Recruitment evaluation for potential new members, and all other necessary individuals after Recruitment.
- H. Formulate and edit all the content that will appear in the recruitment booklet and work with the Vice President of Marketing to create the booklet.
- I. Approve the recruitment booklet, and recruitment items including, but not limited to: Potential New Member bags and giveaways, Bid Day shirts in conjunction with the Vice President of Recruitment and the Vice President of Marketing.
- J. Train on the Recruitment Management system and assist the Vice President of Recruitment in all necessary functions using this program.
- K. Carry out all the logistical and training details dealing with Interactive Collegiate Solutions (ICS) and coordinate potential new member ranking during Recruitment Week.
- L. Facilitate all aspects of the registration process for Formal Recruitment.
- M. Organize and maintain the Potential New Member interest list.
- N. Communicate with Potential New Members on the interest list regularly with information regarding Panhellenic, chapter, and upcoming Recruitment events.
- O. Oversee the Logistics team in conjunction with the Vice President of Recruitment Personnel
- P. Plan the appropriate number of classes for the Logistics team to become acclimated with Campus Director and their role.
- Q. Oversee the New Member Development process, including Junior Panhellenic.
  - 1. Oversee the educational processes for new members including an event within four weeks of Formal Recruitment to introduce and welcome new members to Panhellenic.
  - 2. Co-host roundtable discussions for New Member Educators at least once per month during the semester.
- R. Perform all other duties as assigned by this office.

## **Section 13. Vice President of Recruitment Personnel**

- A. Plan all aspects of the Recruitment Guide selection process including, but not limited to: creating announcements, hosting Information Sessions for the women interested in the position, preparing the application, scheduling interviews, assigning Executive Officers and/or previous Recruitment Guides to interview, and coordinating final selection.
- B. Advertise to all Panhellenic chapters to assure balance in affiliations represented in the recruitment team.
- C. Coordinate all aspects of the Recruitment Guide program:

1. Inform the University of South Florida Community about who the Recruitment Guides are and what their purpose is.
  2. Create facilitation guides, materials, and schedule speakers for the training of Recruitment Guides to ensure they are aware of the process and are prepared to guide Potential New Members through Recruitment.
  3. Schedule workshops and retreats for the Executive Board Officers and Recruitment Guides to improve team morale.
  4. Ensure and oversee that Recruitment Guide role is continuous after the Formal Recruitment process.
  5. Ensure Recruitment Guides hold at least one group outing.
  6. Ensure Recruitment Guides keep in contact with their Potential New Members.
  7. Hold a post-Recruitment Guide Roundtable.
  8. Complete an evaluation process of the Recruitment Guide program and create a post-recruitment report for successor.
  9. Implement a recognition program for Recruitment Guides.
- D. Assist the Vice President of Marketing with developing all aspects of Recruitment Guide apparel, such as t-shirts, and other merchandise including apparel for the entire Recruitment Team
- E. Organize and plan which Recruitment Guides will be at booths for marketing of recruitment along with the Vice President of Administration.
- F. Coordinate the activities of Recruitment Guides during Recruitment in collaboration with the Vice President of Recruitment.
- G. Facilitate the Recruitment Guide removal process in collaboration with the Panhellenic Advisor, the Vice President of Conduct and Integrity, and the Panhellenic President.
- H. Collaborate with the Vice President of Recruitment with the development of Recruitment Procedures, the Recruitment Matrix, and plans for Recruitment Preparation Week.
- I. Work together with the VP of Recruitment in planning and facilitating Spirit Week.
- J. Perform all other duties as assigned by this office.

## **Section 14. Additional Duties of the Executive Board**

- A. Attend and actively participate in all Panhellenic Council meetings, Panhellenic Executive Board meetings, and other Panhellenic or Center for Student Involvement & Fraternity/Sorority Life events deemed mandatory by the Executive Board.
- B. An event can be deemed mandatory by any member of the Panhellenic Executive Board in conjunction with the Executive Vice President overseeing the event with at least two weeks' notice.
- C. Attend monthly one-on-one meetings with the President.
- D. Attend monthly one-on-one meetings with the Panhellenic Advisor, unless position requires otherwise.
- E. Hold two consistent and published office hours per week in the Center for Student Involvement & Fraternity/Sorority Life in the Spring and Fall.
- F. Appoint all standing and special committees' members and their chairs, and in making these appointments, recognize representation from all member fraternities/sororities.
- G. Serve on the Panhellenic Recruitment Operations Team during Formal Recruitment and attend all pre and post Recruitment events, meetings, and activities associated with this role.
- H. Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council and record the action in the minutes of that meeting.



- I. Work with corresponding officers of the Interfraternity Council, Multicultural Greek Council, and National Pan-Hellenic Council in joint programming and initiatives.
- J. Represent the USF Panhellenic Association at national conferences as deemed necessary to the role.
- K. Be present in Tampa over the summer to attend Panhellenic Executive Board meetings, Recruitment Guide classes, and facilitate recruitment planning and marketing.
- L. Remain confidential during and after term.
- M. It is the responsibility of executive board officers to complete their term to its entirety. If an executive board officer leaves her term early, she may be responsible for repaying any expenses incurred during her term. At the discretion of the Panhellenic President, Vice President of Finance, and Panhellenic Advisor, officers may be responsible for repaying half travel associated with conferences or regional development experiences, apparel, or any other miscellaneous expense incurred as a result of being in the role and recommend a replacement.
- N. Complete the After-Term Contract and return the document to the Panhellenic Advisor following one week after transitioning the new officers.

## **Section 15. Eligibility**

- A. Eligibility to serve as an officer shall depend on the class of membership:
  - 1. Regular membership. Members from women's fraternities holding regular membership in the Panhellenic Association at the University of South Florida shall be eligible to serve as any officer.
  - 2. Provisional membership. Members from women's fraternities holding provisional membership in the Panhellenic Association at the University of South Florida shall not be eligible to serve as an officer.
- B. Executive board members must meet the following criteria:
  - 1. Must be an enrolled student at the University of South Florida.
  - 2. Must be an initiated member of her chapter.
  - 3. Must maintain active status with her chapter for the duration of her term in office.
  - 4. May not concurrently serve as President or Recruitment Chair of her own chapter.
  - 5. Must have at least a USF cumulative grade point average of a 3.00 to be slated
  - 6. Must have at least a USF cumulative grade point average of 2.75 to remain an officer.
  - 7. If the above criteria are not met each semester a written agreement may be established per the discretion of the Panhellenic President, Panhellenic Advisor, and Panhellenic Area Advisor to outline a probationary agreement until all the criteria are met.
- C. Additional Requirements for Select Executive Board Officers
  - 1. The President must have held one or more of the following positions:
    - i. Panhellenic Executive Officer
    - ii. Chapter Executive Board Officer
    - iii. Recruitment Guide
  - 2. The Vice President of Recruitment must have held one or more of the following positions:
    - i. Chapter President
    - ii. Chapter Recruitment Chair
    - iii. Recruitment Guide

- iv. Chapter Assistant Recruitment Chair
  - v. Panhellenic Executive Officer
  - vi. Logistics Team Member
3. The Vice President of Recruitment Personnel must have held one or more of the following positions:
- i. Panhellenic Executive Officer
  - ii. Recruitment Guide
  - iii. Logistics Team Member

## Section 16. Selection of Officers

- A. Application Process
1. Each interested candidate will complete an application made available by the University of South Florida Panhellenic Association.
  2. Panhellenic Executive Board applications will be available no later than the third week in October.
  3. Applications for Panhellenic Executive Board are due no later than the last week of October.
  4. Applications must be complete by the deadline in order to be considered.
  5. The application period must be open for a minimum two weeks.
  6. Any sorority that does not have members applying for Panhellenic Executive Board forfeits its right to be represented on the Panhellenic Executive Board.
- B. Application Review
1. The current Executive Board officers will review the applications to ensure that applicants meet the minimum election requirements. Applications will then be distributed to the Slating Committee.
- C. Office-Holding limitations
1. Panhellenic Executive Board positions shall be limited to no more than **two** members of a single chapter unless members from other chapters, which are eligible to apply, chose not to do so. Exceptions to this clause shall be made at the discretion of the Slating Committee.
- D. Slating Process
1. Slating Committee
    - i. The Panhellenic President will serve as the Chair of the Slating Committee.
    - ii. The Slating Committee shall consist of one representative from every chapter. Each chapter shall select its representative at its own discretion; recommendations for the representative may be made by the Panhellenic Executive Board.
    - iii. Representatives on the Slating Committee shall be knowledgeable of Panhellenic procedures and practices and have some experience working with the Panhellenic Association.
    - iv. Representatives for the Slating Committee shall be chosen at least one week before applications are released.
    - v. The Panhellenic President and Panhellenic Advisor(s) will serve as ex-officio members of the Committee with a voice but no vote.
  2. Interview:
    - i. All candidates who apply will be required to attend an interview conducted by the Slating Committee which will take place within one week of the application due date.

- ii. Following the interview and an examination of the applicant's qualifications, the Slating Committee shall slate candidates for each position.
    - iii. In the event the Slating Committee does not feel current candidates are qualified for particular positions, the Slating Committee has the right to leave positions open on the slate.
  3. Presentation of Slate:
    - i. The slate will be presented at the first regular Panhellenic meeting following interviews.
    - ii. Qualifications for each slated candidate will be provided along with the slate.
    - iii. Voting shall occur in a Panhellenic Meeting. The slate shall be presented and at the following Panhellenic meeting, the Panhellenic Delegates shall vote to approve the slate. Each organization shall have one vote. Voting shall be done through secret ballot. The slate shall be voted on as a whole and is approved with two-thirds of the voting delegates' votes.
    - iv. If there are vacancies on the slate after it has been passed by the chapters, the slating process should be repeated so that an officer may be slated and voted on by the Panhellenic Association at the University of South Florida in the following meeting.
  4. Election Procedure in Case of Vacancies in a Passed Slate
    - i. In the case of a passed slate with vacancies in the Executive Board positions, the slated board will reopen the applications and anyone that meets the application requirements is eligible to apply.
    - ii. Interviews for the vacant positions will be held no later than one week following the application deadline by the Panhellenic Executive Board and/or selected representatives from the Panhellenic Community.
    - iii. Selection for the slate of vacant positions will be up to those chosen to be a part of the Interview Committee.
  5. Voting Procedures:
    - i. Voting will be done through secret ballot.
    - ii. The voting delegate of each chapter must cast the votes. If the voting Delegate is a candidate, the alternate casts the vote.
    - iii. The slate shall be voted on as a whole.
    - iv. The slate is approved with two-thirds of the voting delegates' votes.
  6. Election Procedure in Case of Failed Slate
    - i. In the case that the slate does not pass with two-thirds of the vote, anyone that completed the application process for that perspective term for an Executive Board position can be nominated for a position she is eligible for regardless of whether she was slated or not.
    - ii. To be nominated from the floor by a delegate, the candidate must have turned in an application and been interviewed by the Slating Committee for an Executive Board position.
    - iii. Candidates will be required to give speeches for each position they are nominated for. The speeches are not to exceed two minutes in length and must include the candidate's leadership abilities and experiences as well as her goals for the position.
  7. The order of elections shall be:
    - i. President
    - ii. Executive Vice President
    - iii. Vice President of Conduct and Integrity

- iv. Vice President of Finance
  - v. Vice President of Administration
  - vi. Vice President of Professional and Personal Development
  - vii. Vice President of Community Development
  - viii. Vice President of Marketing
  - ix. Vice President of Online Communications
  - x. Vice President of Recruitment
  - xi. Vice President of New Member Relations
  - xii. Vice President of Recruitment Personnel
8. The candidate(s) is/are subject to a question and answer session at the discretion of the voting chapter delegates following a candidate's speech.

## **Section 17. Term**

- A. All Executive Board members will begin office the day following Induction, which will occur prior to or at the last Panhellenic Meeting of the fall semester.
- B. The length of term for Executive Board members shall be from the time they are inducted until the next Executive Board is inducted.
- C. The Executive Board members shall be present in Tampa during the summer of their term. Any summer obligations will be evaluated per the discretion of the Panhellenic President and Advisor.
- D. An officer transition session between the outgoing and incoming Executive Boards shall occur no later than one week after the end of the fall semester.

## **Section 18. Officer Removal Procedure**

- A. Executive Board Members of the Panhellenic Association are responsible for upholding the duties and expectations of their position.
- B. If Executive Board members are not fulfilling the requirements of their position, they will participate in a three-step removal process.
- C. The officer removal process is enacted collaboratively between the Panhellenic Advisor, President, Executive Vice President, and the Vice President of Conduct and Integrity. If the officer in question is the President, the Executive Vice President or the Executive Vice President and Vice President of Conduct and Integrity will consult with the Panhellenic Advisor.
- D. The three-step removal process is as follows:
  1. First Warning: Verbal Warning from the Executive Vice President with written follow-up documentation within 2 weeks of occurred incident. Verbal warning will include a discussion outlining why they have not upheld the duties of their position and how to improve performance in her role.
  2. Final Warning: The member in violation will need to explain to the officer(s) responsible for the removal process why she failed to uphold her duties. The Executive Vice President will present a written action plan outlining duty with deadlines over the next four weeks that must be met in order to maintain her role. This action plan must be signed by the officer in question in order to maintain her role.
  3. If she fails to sign the final warning action plan or is not upholding her duties on a third occasion, that member will then be immediately removed from office. Written notification of removal—with supporting documentation and reasons for removal—must be delivered to her immediately following removal. This

documentation includes a list of materials she must return to the Panhellenic Association within one week of removal. Her Chapter President and Chapter Advisor will also be informed of the officer removal terms.

**E. Immediate Removal**

1. If a violation occurs at a dire time during the position, or a appears to be detrimental to the Panhellenic Community, the board member may be removed regardless of strikes, with the approval of the President, Panhellenic Advisor, and National Panhellenic Conference Area Advisor.
2. Immediate Removal from office may be warranted for the following reasons:
  - i. Blatant disregard for the Panhellenic Bylaws and/or policies and procedures of the Panhellenic Association and/or the University of South Florida. This includes not acting with the highest regard to ethical or moral standards while representing the Panhellenic Association at the University of South Florida.
  - ii. If more than two (2) Executive Board meetings and/or Council meetings or other events/endeavors deemed mandatory by the Executive Board, are not attended without being excused by the Executive Vice President.

## **Section 19. Vacancies**

**A. Vacancy Before the Month of April**

1. In the event that a Panhellenic Executive Officer must be relieved of or resigns from her position before the final Panhellenic meeting of the spring semester, a slating process will take place to fill the vacancy.
2. The Slating process will remain the same as described in Article V. Section 4, with the exception of the application deadline, which will be one week from the time of release.

**B. Vacancy After April 1**

1. In the event that a Panhellenic Executive Officer must be relieved of her position after April 1, the Panhellenic Executive Board will be responsible for appointing a new officer and notifying the Association's member chapters of the timeline taken to fill the vacancy.
2. Any member of a standing committee may be appointed to the respective vacant Vice President position heading the committee per the discretion of Executive Board. If no chairmen can fill the position the following would apply:
  - i. Chapter members will be given one week to apply for the vacant position(s).
  - ii. The Panhellenic Executive Board will serve as the slating committee and will conduct interviews within 48 hours of the application deadline.
  - iii. The Panhellenic Executive Board will vote on the new officer and will notify the chapters of the decision within forty-eight hours.
3. In the event that another member of the current Executive Board fills a vacancy, the duties of the newly vacated position shall be filled through the process outlined above in Article IV Section 20.1 and 20.2.
4. Vacancies occurring after October 1 will not be filled, and the corresponding officer's duties will be divided among the current Panhellenic Executive Board.

## **ARTICLE V. THE PANHELLENIC COUNCIL**

## **Section 1. Authority**

The governing body of the Panhellenic Association at the University of South Florida 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 Panhellenic Association at the University of South Florida including, but not limited to: every regular academic term review the parameters as adopted in the recruitment rules for the automatic adjustment of total, annually 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 fraternities.

## **Section 2. Composition and Privileges**

The Panhellenic Council at the University of South Florida shall be composed of one delegate and one alternate delegate from each regular and provisional organization at the University of South Florida, as identified in Article III. The delegates shall be the voting members of the Panhellenic Council. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the sorority, providing her credentials have been presented to the Vice President of Administration.

## **Section 3. Selection of Delegates**

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's fraternity/sorority chapters to serve for a term of one year commencing at the beginning of the Spring academic term.

## **Section 4. Delegate Vacancies**

Should a delegate vacancy occur, it shall be the responsibility of the fraternity/sorority affected to select a replacement within two weeks and to notify the Panhellenic President and Vice President of Administration of her name, email address and telephone number within one week of her election.

## **Section 5. Delegate Duties and Responsibilities**

Delegate duties include, but are not limited to:

- A. Present topics covered at Panhellenic meetings and events to her chapter in a timely and efficient manner.
- B. Notify her chapter members of all regular and special meetings of the Panhellenic Association at the University of South Florida.
- C. Attendance at Panhellenic General Body meetings, Panhellenic Delegate roundtables, and other events as determined by the Panhellenic Executive Board.
  1. All notices of absences must be received 24 hours prior to the event and emailed to the Panhellenic Vice President of Administration's email.
  2. Absences will be reviewed on a case-by-case basis and approved by the Panhellenic Executive Board.

3. Delegates are required to attend all meetings, with no more than two permissible excuses per semester. Shall the delegate miss more than two meetings a meeting will be held with the Vice President of Administration, Chapter President, and Panhellenic Advisor. If the absences continue to occur a meeting with the Area Advisor will be held
  4. If no representative with the appropriate credentials is present from a Panhellenic organization, that organization yields their rights to vote on any proposed articles for that date.
- D. Create and submit amendments as needed to governing documents and guidelines as needed by the stated deadline.
  - E. Understand and educate her chapter about important information, i.e. recruitment rules and guidelines, unanimous agreements, the judicial process, and events in other Fraternity and Sorority Life councils.

## **Section 6. Delegate Accountability**

The Panhellenic Executive Board holds the right to hold a mediation between Chapter President if a delegate is not upholding her responsibilities.

## **Section 7. Regular Meetings**

The Panhellenic Council at the University of South Florida shall hold at least one regular meeting at a time and place established no later than one week prior to the start of classes each semester. The Panhellenic Executive Board will determine the number of meetings for the entire semester at that time.

## **Section 8. Special Meetings**

Special meetings of the Panhellenic Council may be called by the President when necessary or upon the written request of no fewer than one-fourth of the member women's sororities of the Panhellenic Association at the University of South Florida. 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 waiver of said notice.

## **Section 9. Quorum**

Quorum for the transaction of business shall constitute of two-thirds of the chapter delegates of the regular member group of the University of South Florida's Panhellenic Association.

## **Section 10. Vote Requirements**

- A. Proposed motions on issues which 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 recolonization plan and for all extension-related votes, as well as in Panhellenic Executive Board slating votes (See Article V of this document). All other votes, unless specified in these bylaws, shall

- require a majority vote for adoption. (See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.)
- C. All other votes, unless specified in the bylaws, shall require a majority vote for adoption (fifty percent plus one).
  - D. In the event that a fraternity/sorority has a ritual occurring during a Panhellenic Council meeting at which voting is to occur, a paper ballot signed by the Delegate and Chapter President should be submitted to the Panhellenic President or the Panhellenic Advisor no later than 5 pm on the day of the meeting.

## **ARTICLE VI. THE EXECUTIVE BOARD**

### **Section 1. Composition**

The composition of the Executive Board of the Panhellenic Association at the University of South Florida shall be the President, Executive Vice President, Vice President of Conduct and Integrity, Vice President of Finance, Vice President of Administration, Vice President of Professional and Personal Development, Vice President of Community Development, Vice President of Marketing, Vice President of Recruitment, Vice President of New Member Relations, and Vice President of Recruitment Personnel.

### **Section 2. Duties**

The 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 through the secretary, the 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 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 Executive Board may be called by the president when necessary and shall be called by her upon the electronic or written request of three members of the Executive Board. Electronic or written notice of each special meeting of the Executive Board shall be sent to each member of the Executive Board at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

### **Section 5. Quorum**

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



## **ARTICLE VII. NON-ELECTED OFFICERS**

### **Section 1. Recruitment Guides (PT)**

- A. Eligibility:
1. Must be an enrolled student at the University of South Florida.
  2. Must be an initiated member of her chapter.
  3. Must maintain active status with her chapter for the duration of her term in office.
  4. May not concurrently serve as President or Recruitment Chair of her own chapter.
  5. Must have at least a USF cumulative grade point average of a 2.75 to be slated.
- B. Membership:
1. The Recruitment Guides shall be representatives of each fraternity/sorority selected by a Selection Committee created by the Vice President of Recruitment Personnel and Vice President of Recruitment. The Committee shall consist of at least one representative from each chapter. The Selection Committee shall determine the number of Recruitment Guides. The Selection Committee shall form in the spring semester; Recruitment Guides should be selected before April of every year.
- C. Duties:
1. It shall be the duty of the Recruitment Guides to stimulate and maintain interest in joining a sorority, make the Recruitment experience enjoyable and memorable for Potential New Members by guiding them through the process, and to explain and assist with the mechanics of Formal Recruitment.
  2. Recruitment Guides shall participate in all training offered in the spring semester, attend the official Leadership Class throughout the summer, attend all required retreats, assist in booths and other Recruitment marketing opportunities, and conduct post-recruitment follow up with potential new members.
  3. Fulfilling position duties is required for the duration of a year.
- D. Removal:
1. Recruitment Guides of the Panhellenic Association are responsible for upholding the duties and expectations of their position. If Recruitment Guides are not fulfilling the requirements of their position or fails to meet the eligibility requirements during any part of her term she shall be subject to removal through the removal process stated above in Article IV Section 18.
  2. The three-strike system as outlined in Article IV Section 18 is employed by the Vice President of Recruitment Personnel and the Vice President of Conduct and Integrity.
- E. Vacancies:
1. Applications may be reopened throughout the year at the discretion of the Vice President of Recruitment Personnel.

### **Section 2. Director of Diversity and Inclusion**

- A. Eligibility:
1. Must be an enrolled student at the University of South Florida.
  2. Must be an initiated member of her chapter.

3. Must maintain active status with her chapter for the duration of her term in office.
  4. Must have at least a USF cumulative grade point average of a 2.75 to be slated.
- B. Appointment:
1. Applications for the Director of Diversity and Inclusion shall be available within one month of the spring semester. Applications must remain open for two weeks and interviews will be conducted no later than one week after the application closes.
  2. The Selection Committee shall consist of at least one representative from each chapter. The Selection Committee shall form in the spring semester.
- C. Duties:
1. Serve as the liaison between departments and organizations on campus that focus on diversity and inclusion and develop close relationships with these entities.
  2. Develop and facilitate educational programs, trainings, and workshops related to privilege, oppression, diversity, and cultural appropriation.
  3. Inform the Panhellenic Association of opportunities of cultural events on campus.
  4. Update the Panhellenic Association of Multicultural Council and National Pan-Hellenic Council events.
  5. Assist the Vice President of Administration in creating content for the newsletter that reflects the diversity of and promotes inclusion within the council.
  6. Advise the Vice President of Marketing on producing more inclusive and diverse marketing materials.
  7. Highlight cultural celebrations and months in conjunction with the Vice President of Marketing.
  8. Coordinate annual training with the assistance of the Panhellenic executive board for chapter executive boards, including but not limited to philanthropy chairs, recruitment/membership chairs, standards chairs, and new member educators.
  9. Create semesterly roundtable discussions and dialogues regarding diversity and inclusion in the community.
  10. Perform all other duties as assigned by this office.
- D. Removal:
1. The Director of Diversity and Inclusion of the Panhellenic Association is responsible for upholding the duties and expectations of their position. If the Director of Diversity and Inclusion is not fulfilling the requirements of their position or fails to meet the eligibility requirements during any part of her term, she shall be subject to removal through the removal process stated above in Article IV Section 18.
  2. The three-strike system as outlined in Article IV Section 18 is employed by the Vice President of Community Development and the Vice President of Conduct and Integrity.

## **ARTICLE VIII. PANHELLENIC ADVISOR**

### **Section 1. Appointment**

The Panhellenic Advisor of the Panhellenic Association at the University of South Florida shall be appointed by the University of South Florida administration with input from the Panhellenic Council. It is desirable that he/she has experience as a Panhellenic Advisor or be a member of an NPC fraternity.

## **Section 2. Authority**

The Panhellenic Advisor shall serve in an advisory capacity to the Panhellenic Association of the University of South Florida. The Panhellenic Advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board.

# **ARTICLE IX. COMMITTEES**

## **Section 1. Standing Committees**

The standing committees of the Panhellenic Association at the University of South Florida shall be the:

- A. Circle of Sisterhood
- B. Ethics Board
- C. Logistics Team
- D. Marketing Team
- E. Junior Panhellenic
- F. Programming Team

## **Section 2. Length of Term**

The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

## **Section 3. Appointment of Standing Committees**

The Executive Board shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member women's sororities as much as possible. The President shall be an ex-officio member of all committees except the Judicial Board.

## **Section 4. Circle of Sisterhood**

- A. Membership
  1. The Circle of Sisterhood Committee shall consist of members from any Panhellenic chapter at the University of South Florida.
  2. The selection of members for the Circle of Sisterhood Committee is at the discretion of the Vice President of Community Development without an interview process.
- B. Eligibility
  1. Must be an enrolled student at the University of South Florida.
  2. Must maintain active status with her chapter for the duration of her term in office.
  3. Must be an initiated member of her chapter.
  4. Must maintain a minimum 2.75 USF cumulative GPA.

C. Duties

1. To serve as a liaison between Panhellenic's national philanthropy, Circle of Sisterhood, and your chapter.
2. Aiding the Vice President of Community Development in providing input for fundraising and event ideas to promote awareness for the philanthropic initiatives.
3. Committee members are required to attend three Circle of Sisterhood meetings a semester and remain in contact via email with the VPCD during the off meetings.
4. Assisting the Panhellenic Vice President of Community Development in any additional assigned duties.

D. Removal

1. The Circle of Sisterhood Committee of the Panhellenic Association are responsible for upholding the duties and expectations of their position. If the members are not fulfilling the requirements of their position or fails to meet the eligibility requirements during any part of her term she shall be subject to removal through the removal process stated above in Article IV Section 18.
2. The three-strike system as outlined in Article IV Section 18 is employed by the Vice President of Community Development and the Vice President of Conduct and Integrity.

E. Vacancies

1. Applications may be reopened throughout the year at the discretion of the Vice President of Community Development.

## **Section 5. Ethics Board**

A. Membership

1. Chief Justice. The Ethics Board shall consist of the Vice President of Conduct and Integrity as Chairman. The Panhellenic Advisor shall serve as an ex-officio member.
2. Justices. Each Panhellenic fraternity will be required to submit a minimum of one qualified applicant through the application process. Applications will be released in the Spring Semester and reopened at the discretion of the Vice President of Conduct and Integrity.

B. Eligibility

1. Must be an enrolled student at the University of South Florida.
2. Must maintain active status with her chapter for the duration of her term in office.
3. Must be an initiated member of her chapter.
4. Must maintain a minimum 2.75 USF cumulative GPA.

C. Duties:

1. It shall be the Ethics Board's duty to adjudicate violations of all National Panhellenic Conference and University of South Florida's Panhellenic Association governing documents, including but not limited to the National Panhellenic Conference Unanimous Agreements, Bylaws, Standing Rules and membership recruitment regulations of the Panhellenic Association at the University of South Florida.
2. The Ethics Board members shall participate in at least one training per semester to be educated about the purpose of the board, the expectations, processes, and Panhellenic rules and regulations.

3. The Ethics Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning.
4. The Ethics Board shall educate member fraternities about the Panhellenic judicial procedure.
5. It shall be the Ethics Board's duty to hold a hearing to adjudicate all alleged violations of all National Panhellenic Conference and University of South Florida's Panhellenic Association governing documents that are not settled informally or through mediation.

## **Section 6. Logistics Team**

### **A. Membership**

1. The Logistics Team shall consist of members from any Panhellenic chapter at the University of South Florida. This Slating Committee should be assembled at the discretion of the Vice President of New Member Relations.

### **B. Eligibility**

1. Must be an enrolled student at the University of South Florida.
2. Must maintain active status with her chapter for the duration of her term in office.
3. Must be an initiated member of her chapter.
4. Must have at least a USF cumulative grade point average of a 2.75 to be slated.

### **C. Duties**

1. To work closely with the Panhellenic Recruitment Team to facilitate the recruitment process.
2. Assisting the Panhellenic Vice President of New Member Relations in areas including but not limited to:
  - i. Providing Potential New Members with recruitment confirmation packets and hype emails.
  - ii. Assisting the Panhellenic Recruitment team with marketing efforts (i.e. chalking, tabling, passing out flyers, etc.) for the Formal Recruitment process.
  - iii. Developing Potential New Members event schedules and invitation list.
3. Members of the Logistics Team are required to disaffiliate in conjunction with the Panhellenic Recruitment Team in regard to the terms outlined in the Recruitment Guidelines.
4. Assisting the Panhellenic Vice President of New Member Relations in any additional assigned duties.

### **D. Removal**

1. The Logistics Team of the Panhellenic Association are responsible for upholding the duties and expectations of their position. If the members are not fulfilling the requirements of their position or fails to meet the eligibility requirements during any part of her term she shall be subject to removal through the removal process stated above in Article IV Section 18.
2. The three-strike system as outlined in Article IV Section 18 is employed by the Vice President of New Member Relations and the Vice President of Conduct and Integrity.

### **E. Vacancies**

1. Applications may be reopened throughout the year at the discretion of the Vice President of New Member Relations.

## **Section 7. Marketing Team**

### **A. Membership**

1. The Marketing Team shall consist of members from any Panhellenic chapter at the University of South Florida. This Slating Committee should be assembled at the discretion of the Vice President of Marketing.

### **B. Eligibility**

1. Must be an enrolled student at the University of South Florida.
2. Must maintain active status with her chapter for the duration of her term in office.
3. Must be an initiated member of her chapter.
4. May not concurrently serve as President or Recruitment Chair of her own chapter.
5. Must have at least a USF cumulative grade point average of a 2.75 to be slated and maintain a 2.7 semester grade point average.

### **C. Duties**

1. The Marketing Team shall promote the brand of the Panhellenic Association at the University of South Florida and the benefits of sorority life.

### **D. Removal**

1. The Marketing Team of the Panhellenic Association are responsible for upholding the duties and expectations of their position. If the members are not fulfilling the requirements of their position or fails to meet the eligibility requirements during any part of her term she shall be subject to removal through the removal process stated above in Article IV Section 18.
2. The three-strike system as outlined in Article IV Section 18 is employed by the Vice President of Marketing and the Vice President of Conduct and Integrity.

### **E. Vacancies**

1. Applications may be reopened throughout the year at the discretion of the Vice President of Marketing.

## **Section 8. Junior Panhellenic**

### **A. Membership**

1. Junior Panhellenic shall consist of provisional members of the USF Panhellenic Association. The application will be released, and applicants will be selected at the discretion of the Vice President of New Member Relations.

### **B. Eligibility**

1. Must be an enrolled student at the University of South Florida.
2. Must maintain active status with her chapter for the duration of her term in office.
3. Must be a new member of her chapter.

### **C. Duties**

1. Attend classes and other events deemed mandatory by the Vice President of New Member Relations.
2. Actively participate and engage in class discussions.
3. Utilize leadership skills to coordinate and develop a Plan of Action for one of the Circle of Sisterhood Days.
4. Perform any other responsibilities as needed or assigned.

## **Section 9. Programming Team**

### **A. Membership**

1. The Programming Team shall consist of members from any Panhellenic chapter at the University of South Florida.
2. The selection of members for the Programming Team is at the discretion of the Vice President of Professional and Personal Development.
3. Must have at least a USF cumulative grade point average of a 2.75 to be slated and maintain a 2.7 semester grade point average.

### **B. Eligibility**

1. Must be an enrolled student at the University of South Florida.
2. Must maintain active status with her chapter for the duration of her term in office.

### **C. Duties**

1. Assist the Vice President of Professional and Personal Development in the planning and execution of Panhellenic programming events.
2. Assess the community needs and strategically plan programming events to adhere to the needs of the community.
3. Promote academic excellence, leadership, and professional and personal development through resources and programming events.
4. Committee members are required to attend all Programming Committee meetings unless otherwise excused by the Vice President of Professional and Personal Development.
5. Assisting the Panhellenic Vice President of Professional and Personal Development in additional assigned duties.

### **D. Removal**

1. The Programming Team of the Panhellenic Association are responsible for upholding the duties and expectations of their position. If the members are not fulfilling the requirements of their position or fails to meet the eligibility requirements during any part of her term, she shall be subject to removal through the removal process stated above in Article IV Section 18.
2. The three-strike system as outlined in Article IV Section 18 is employed by the Vice President of Professional and Personal Development and the Vice President of Conduct and Integrity.

## **Section 10. Other Committees**

Other such committees, standing or special and assistants, shall be appointed as deemed necessary by the Panhellenic Executive Board.

## **ARTICLE X. FINANCE**

### **Section 1. Fiscal Year**

The fiscal year of the Panhellenic Association at the University of South Florida shall be from January 1 to December 31 inclusive.

## **Section 2. Contracts**

Dual signatures of the President and Vice President of Finance shall be required to bind the Panhellenic Association at the University of South Florida on any contract. The Panhellenic Advisor must approve all contracts before they can be binding.

## **Section 3. Checks**

All checks issued on behalf of the Panhellenic Association at the University of South Florida shall be authorized by either the Vice President of Finance or the President's signatures.

## **Section 4. Payments**

All payments due to the Panhellenic Association at the University of South Florida shall be given to the Vice President of Finance who shall record them. Checks for payment shall be made payable to the USF Panhellenic Association.

## **Section 5. The Panhellenic Association Bank Account**

All dues and fines shall be deposited into the Panhellenic Bank account. The only persons with access to this account are the Panhellenic President and the Vice President of Finance.

### **ARTICLE XI. EXTENSION**

#### **Section 1. Extension**

Extension is the process of adding an NPC women's fraternity. The Panhellenic Association of the University of South Florida 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 XII. VIOLATION RESOLUTION**

#### **Section 1. Violation**

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



## **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 Panhellenic Association at the University of South Florida shall follow all judicial procedures found in NPC Unanimous Agreement VII and NPC's Manual of Information.

- A. Mediation is the first step of the judicial process. The University of South Florida Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.
- B. 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 that are consistent with the NPC Unanimous Agreements.
- C. Any involved party to the College Panhellenic's Judicial Appeal Committee may appeal a decision of the judicial board. The University of South Florida Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

## **ARTICLE XIII. HAZING PREVENTION**

### **Section 1. Hazing Prevention**

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned.

### **Section 2. Definition**

This organization prohibits its members, both individually and collectively, from committing any acts of hazing as defined herein.

- A. "Hazing" as defined by §1006.63, Florida Statutes, means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution, regardless of a person's willingness to participate. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance; or other forced physical activity that could adversely affect the physical health or safety of the student; and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include

customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

- B. In addition to Florida Statutes §1006.63, hazing as defined by the USF system also includes, but is not limited to, the forced use of alcohol; morally degrading or humiliating games and activities; physical and psychological shocks; deception; verbal abuse; personal servitude; kidnapping; deprivation of privileges granted to others in the organization by use of force or duress; and any other activities which are contrary to academic achievement, the stated purpose of the local and/or (inter)national organization, and/or the mission, policies or regulations of the USF system or applicable state law.

## **ARTICLE XIV. SAFETY AGREEMENT**

### **Section 1. Alcohol**

- A. The Panhellenic Association at the University of South Florida prohibits the use of council funds for the purchase of alcohol.
- B. The Council and member chapters shall not purchase bulk quantities of alcohol.
- C. The Panhellenic Association at the University of South Florida prohibits the illegal use of alcohol and will contact chapters to handle any occurrences.
- D. There shall be no alcohol at council sponsored events.
- E. The Panhellenic Association at the University of South Florida does not condone any instances of driving under the influence and/ or illegal acts under the influence.

### **Section 2. Illegal Substances**

The Panhellenic Association at the University of South Florida does not condone the use of illegal substances and/or drugs.

### **Section 3. Personal Safety**

The Panhellenic Association at the University of South Florida stands against the issues of sexual assault and harassment.

### **Section 4. Vandalism**

The Panhellenic Association at the University of South Florida does not condone any types of vandalism or pranks and shall contact the member chapters to handle the issue within their processes shall any occur.

## **ARTICLE XV. INCLUSION STATEMENT**

The University of South Florida College Panhellenic Association does not categorically deny membership to an individual, based on race, color, religion, age, national origin, ancestry, sexual orientation, gender identity and expression, military or veteran status, the presence of a disability,

genetic information, familial status, political affiliation or participation in protected activities (discrimination based on sex is allowed through Title IX of the Educational Amendments of 1972).

## **ARTICLE XVI. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Panhellenic Association at the University of South Florida 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 Panhellenic Association at the University of South Florida may adopt.

## **ARTICLE XVII. AMENDMENT OF BYLAWS**

The Bylaws will be reviewed annually by the Panhellenic Ethics Board under the supervision of the Vice President of Conduct and Integrity. This review will occur during the summer term.

- A. Any Regular chapter may submit suggestions for Amendments to be considered by the Ethics Board to the Vice President of Conduct and Integrity in writing at the Panhellenic Association meeting prior to the final meeting of the spring semester.
- B. The results of the review will be compiled by the Vice President of Conduct and Integrity and presented at the first Panhellenic Association meeting of the fall semester.
- C. These bylaws may be amended by two-thirds vote of the voting members of the Panhellenic Council at USF, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.
- D. Once adopted by the organization, the Center for Leadership and Civic Engagement, must review amendments and revisions to the Bylaws for final approval.
- E. If bylaws are not approved by the Center for Leadership and Civic Engagement or Panhellenic Association a revisit to the editing process after discussion with non-approving groups is required.

## **ARTICLE XVIII. DISSOLUTION**

This Association shall be dissolved when only one regular member exists at The University of South Florida. 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.