

## UNIVERSITY OF CENTRAL FLORIDA PANHELLENIC ASSOCIATION BYLAWS

### Article I. Name

The name of this organization shall be the University of Central Florida (hereinafter UCF) Panhellenic Association.

### Article II. Object

The object of the UCF College Panhellenic Association (hereinafter CPH) shall be to develop and maintain women's sorority life and interfraternal relations at a high level of accomplishment and in so doing to:

- A. Consider the goals and ideals of member organizations as applicable to campus and personal life.
- B. Promote superior scholarship and intellectual development.
- C. Cooperate with member women's sororities and the university/college administration to maintain high social and moral standards.
  - a. All member women's sororities shall complete an annual Green Dot Bystander Intervention training hosted by UCF Victim Services.
- D. Act in accordance with National Panhellenic Conference (hereinafter NPC) Unanimous Agreements, policies, and best practices.
- E. Act in accordance with such rules established by the CPH as to not violate the sovereignty, rights, and privileges of member sororities.

### Article III. Membership

#### Section 1. Membership Classes

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

- A. **Regular membership.** The regular membership of the CPH shall be composed of all chapters in good standing of NPC sororities at UCF. Regular members of the CPH shall pay dues as determined by the Panhellenic Council. Each regular member shall have a voice and one vote on all matters.
- B. **Provisional membership.** The provisional membership of the CPH shall be composed of all colonies in good standing of NPC sororities at UCF. Provisional members shall pay no dues and shall have a 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.** Local sororities or inter/national or regional non-NPC member organizations may apply for associate membership of the CPH. 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 a voice and one vote on all matters except extension-related matters. If they are not participating in the primary 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.

*Note: For chapters to be in good standing with Panhellenic, they must be in good standing with the UCF. Chapters on Interim Suspension and chapters that have been suspended by their inter/national organization or the university are not considered in good standing with Panhellenic, and thus lose their voting rights for the duration of their suspension.*

#### Section 2. Privileges and Responsibilities of Membership

A. **Duty of compliance.** All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these CPH Bylaws, Standing Rules, Code of Ethics, University rules, UCF Office of Fraternity and Sorority Life (hereinafter OFSL) policies, UCF Greek Council rules, and any additional rules this CPH may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this CPH in conflict with the NPC Unanimous Agreements shall be void.

B. **Responsibilities of membership.** In conjunction with a duty of compliance, responsibilities of membership in the CPH include but are not limited to: paying invoices in a timely manner, providing a holistic developmental experience for chapter membership in accordance with the organization's inter/national standards, being an active participant in the CPH community through engagement in CPH and member programming, reporting violations of NPC Unanimous Agreements or CPH Bylaws to appropriate parties through the proper process, and maintaining high standards of academic success.

## Article IV. Officers and Duties

### Section 1. Officers

The officers of the CPH shall be:

- A. President
- B. Executive Vice President
- C. Vice President of Internal Recruitment
- D. Vice President of External Recruitment
- E. Vice President of Risk Management
- F. Vice President of Public Relations
- G. Vice President of Community Involvement
- H. Vice President of Leadership and Academic Development
- I. Vice President of Recruitment Guides (Head Rho Gamma)
- J. Vice President of Administration
- K. Vice President of Diversity, Equity, and Inclusion

The collection of all eleven officers may also be called the "Executive Board" within this document and in communication.

### Section 2. Eligibility

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

- A. **Regular membership.** Members from women's sororities holding regular membership in the CPH shall be eligible to serve as any officer.
- B. **Provisional membership.** Members from women's sororities holding provisional membership in the CPH shall not be eligible to serve as an officer.
- C. **Associate membership.** Members from women's sororities holding associate membership in the CPH shall not be eligible to serve as an officer.

Candidates must be in good standing with their chapter, maintain a 2.75 overall GPA, and be free of University holds.

Candidates must have recruited for their chapter internally during the primary recruitment process.

### Section 3. Selection of Officers

- A. Officers will be elected at least one week prior to the last Panhellenic meeting of the fall semester.
- B. All candidates must submit an application form consisting of an on-campus/Greek involvement resume, platform points, and completed application. The Panhellenic advisor(s) and the Panhellenic President are

responsible for releasing the Executive Board application and organizing the election process. The President shall preside as the chair during the election proceedings.

- a. Candidates may apply for an unlimited number of positions, but if willing, could be slated for any position.
  - b. There is no limit to the number of candidates.
  - c. Applications will be turned into the OFSL or electronically as dictated by the Panhellenic advisor(s) and the President. The applications will be checked to ensure that candidates are eligible to hold office.
- C. Officers will be selected by a Slating Committee.
- a. The Slating Committee will be composed of 2 members from each of the 12 Panhellenic chapters.
  - b. The Slating Committee members may consist of outgoing Executive Board members and general chapter members.
  - c. Representatives on the Slating Committee shall be knowledgeable of Panhellenic procedures and practices and have some experience working with the CPH.
    - i. The Slating Committee shall consider the qualifications of all candidates for elected officers and shall nominate at least one name for each elected officer position.
  - d. Slating Committee members must be present on the designated day for slating selections. The date for slating is at the discretion of the current Executive Board. Resumes and platform points from the candidates will be copied for each Slating Committee member.
- D. The slate of proposed candidates will be presented at the first Panhellenic meeting following the slating selection day. The slate will be confirmed by a majority vote from the Panhellenic delegates of all 12 chapters.
- E. Each candidate will sign up for a time slot to be interviewed by the Slating Committee. During the interview, each candidate will be asked questions.
- a. All candidates who apply will be required to attend an interview conducted by the Slating Committee.
  - b. Following all candidate interviews, the Slating Committee will meet to score/evaluate and review applicants and slate candidates for each position.
- F. Qualifications for each slated candidate will be provided along with the slate.
- G. **Slating Committee procedures.** On the designated slating day, the representatives will move into an open debate for the candidates in order of officer positions. At the discretion of the committee members, a motion to move into pro-con-con-pro can be made at any time during debate. Following debate, slating will take place. Each chapter will have one vote per officer position, regardless of how many members from their chapter make up the Slating Committee. Ballots will be counted and tabulated by the current President and the Panhellenic advisor(s) who have no voice and no vote. After the ballots are tabulated, the forum will reconvene. In case of a tie, a revote will take place until there is a majority vote. Discussion and voting for each position will proceed in chronological order after each position on the slate is filled. The slate will be discussed as a whole after it is completed before finalization.
- H. Voting shall occur in a Panhellenic meeting. The slate shall be presented at the following Panhellenic meeting; the Panhellenic Delegates shall vote to approve the slate. Each organization shall have one vote. The slate shall be voted on as a whole and is approved with a majority of the voting delegates' votes.
- I. If the majority does not rule in favor of the slate, the Slating Committee will reconvene and create a new slate until it receives a majority vote.
- J. 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 CPH in the following meeting.

#### **Section 4. Office-Holding Limitations**

No more than two (2) members from the same women's sorority shall hold office during the same term.

#### **Section 5. Term**

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin upon officer installation.

#### **Section 6. Removal**

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

#### **Section 7. Vacancies**

Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.

#### **Section 8. Duties of Officers**

##### **A. The President shall:**

- a. Have the overall responsibility of CPH's operations.
- b. Call and preside at all Executive Board meetings, Panhellenic Presidents' meetings, and special meetings of the CPH.
- c. Serve as ex-officio of all CPH committees, with the exception of the Peer Accountability Board, with voice but no vote.
- d. Report as required by the NPC Area Advisor and Communicate regularly with the NPC Area Advisor.
- e. Have the authority to appoint with the approval of the Executive Board and hoc committee chairs and various other appointed positions.
- f. Maintain a complete and up-to-date President's file with all pertinent materials.
- g. Attend All-Presidents meetings and report on behalf of the CPH.
- h. Attend Greek Council meetings and report on behalf of the CPH.
- i. Set the minimum number of office hours for the Executive Board and oversee the fulfillment of the expectations and responsibilities of the summer term.
- j. Set the expectations for orientation involvement for the Executive Board.
- k. Coordinate the planning of the fall and spring Executive Board retreats.
- l. Organize the election process and oversee the formation of the Slating Committee for the Executive Board in the spring semester.
- m. Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the NPC or the CPH.
- n. Serve as a member of the Peer Accountability Board as needed (if not already designated as the peer accountability officer).

##### **B. The Executive Vice President shall:**

- a. Perform the duties of the President in her absence.
- b. Oversee all efforts to adjudicate alleged violations of NPC Unanimous Agreements, the CPH Bylaws and Standing Rules, Recruitment Guidelines, Code of Ethics, and/or other governing documents.
- c. Serve as a member of the Peer Accountability Board as needed (if not already designated as the peer accountability officer).
- d. Revise the governing documents at least once annually with the assistance of the Executive Board, as described in Section 1 of Article XIV.

- i. Correct grammatical, typographical, and like errors following the informal revision process in Section 2 of Article XIV.
- e. Approve all CPH philanthropy packets and the competition portion of the Interfraternity Council (hereinafter IFC) philanthropy packets.
- f. Receive all infractions and coordinate mediations and Peer Accountability meetings.
- g. Educate Rho Gammas, chapter members, and potential new members about Peer Accountability policies/procedures and the MRABA.
- h. Follow and uphold all requirements and procedures listed in the Peer Accountability Processes.

*NOTE: May assign specific duties such as the peer accountability officer or chair of the Membership Recruitment Committee.*

**C. The Vice President of Internal Recruitment shall:**

- a. Oversee all logistical planning for the Primary Recruitment process.
- b. Help in the selection process of the Rho Gammas.
- c. Reserve all on campus room assignments, golf carts, tents, and radios for recruitment.
- d. Host all recruitment chair workshops and serve as a liaison to the chapters.
- e. Facilitate the selection of the Recruitment Team.
- f. Organize and preside over all of the Recruitment Team meetings.
- g. Facilitate the planning and execution of the recruitment contracts.
- h. Educate the Panhellenic community on values-based recruitment.
- i. Submit any recommendations for revisions to the Recruitment Guidelines to the Executive Board for approval.
- j. Host all recruitment wrap-up meetings with recruitment chairs and advisor(s).
- k. Keep complete and accurate records of recruitment information.
- l. The Vice President of Internal Recruitment must have served as a Rho Gamma or member of Recruitment Team prior to entering the position.
- m. Serve as a member of the Peer Accountability Board as needed.

**D. The Vice President of External Recruitment shall:**

- a. Oversee all marketing and recruitment publication efforts for the recruitment process.
  - i. Plan all marketing efforts for the recruitment process alongside the Vice President of Public Relations.
- b. Oversee recruitment registration.
- c. Approve all publications, advertisements, banners, and signage promoting sorority recruitment.
- d. Advertise the CPH through facilitating and participating in tabling events throughout the spring and summer semesters, leading up to Primary Recruitment.
- e. Select the Primary Recruitment theme by the fourth week of the spring semester.
- f. Oversee the purchasing of all promotional items and recruitment attire.
- g. Help in the selection process of the Rho Gammas.
- h. Submit any recommendations for revisions to the Recruitment Guidelines to the Executive Board for approval.
- i. Collaborate with the OFSL staff to represent the CPH and the OFSL community at student orientation sessions.
  - i. Delegate who shall be present for them, either Recruitment Team members or Rho Gammas.
- j. Serve as a liaison between potential new members and the Panhellenic community.
- k. Present a full report, including recommendations, to the CPH based on an analysis of the recruitment statistics, recruitment style assessment and recruitment evaluations from new

members, potential new members who withdrew, each member organization and chapter advisors.

- I. Serve as a member of the Peer Accountability Board as needed.
- E. **The Vice President of Risk Management shall:**
  - a. Act as a liaison between the other councils and UCF for National Hazing Prevention Week.
  - b. Organize and facilitate meetings with each chapter's risk management chairs once a month.
  - c. Provide workshops on various Risk Management issues throughout the semester.
  - d. Plan and execute programs concerning women's issues in the Greek community.
  - e. Secure police reservations for the week of Primary Recruitment.
  - f. Serve as a member of the Peer Accountability Board as needed.
- F. **The Vice President of Public Relations shall:**
  - a. Supervise and oversee all marketing activities and social media efforts.
    - i. Assist the Vice President of External Recruitment in marketing and publicizing recruitment.
  - b. Publicize all major events promoted by the CPH.
  - c. Be in charge of all external correspondence pertaining to the Panhellenic community.
  - d. Oversee all social media outlets pertaining to the CPH, including but not limited to Facebook, Twitter, Instagram, and the Panhellenic website.
  - e. Create and execute a marketing and communications plan for the CPH that targets appropriate audiences, including chapter members, potential new members, and alumnae.
  - f. Maintain a consistent brand image.
  - g. Plan and execute a Panhellenic Pride Week and National Panhellenic Badge Day programming.
  - h. Implement a positive and extensive Public Relations program.
  - i. Work with the Vice President of External Recruitment to oversee all social media sites to promote and advertise Primary Recruitment.
  - j. Make an updated calendar to be posted on the website with all philanthropic events—large or small scale.
  - k. Serve as a member of the Peer Accountability Board as needed.
- G. **The Vice President of Community Involvement shall:**
  - a. Organize and conduct meetings with the service chairs from every chapter once a month.
  - b. Establish and organize the involvement of Panhellenic members in monthly community service events as well as one large-scale philanthropy event each year.
  - c. Plan an event supporting the National Panhellenic Philanthropy, Circle of Sisterhood.
  - d. Encourage involvement in campus-wide service events.
  - e. Serve as a liaison to the committee on "Trick-or-Treat on Greek Street," otherwise known as the "TOTOgs" committee.
  - f. Serve as a member of the Peer Accountability Board as needed.
- H. **The Vice President of Leadership and Academic Development shall:**
  - a. Monitor the academic standing of the Panhellenic community to ensure that it does not fall below the all-women's average at the UCF.
  - b. Coordinate events and programs pertaining to leadership and/or academic development.
  - c. Facilitate meeting with the CPH chapter's academic chairs.
  - d. Keep chapters informed of special programs and scholastic deadlines.
  - e. Submit academic statistical reports to the NPC, upon request.
  - f. Award academic scholarships to Panhellenic women with high academic achievement.
  - g. Apply for regional and NPC awards pertaining to academic excellence and programming.
  - h. Coordinate all Junior Panhellenic Delegate meetings and programming.

- i. Serve as a member of the Peer Accountability Board as needed.
- I. **The Vice President of Recruitment Guides (Head Rho Gamma) shall:**
  - a. Oversee the selection process of the Recruitment Guides (hereinafter Rho Gammas) and the disaffiliation process.
  - b. Recruit and train Rho Gammas.
  - c. Facilitate the educational process for the Rho Gammas including all Rho Gamma meetings, the Rho Gamma retreat, and any additional programming deemed necessary.
  - d. Conduct all educational programming and Rho Gamma curriculum during Spirit Week.
  - e. The Vice President of Recruitment Guides must have served as a Rho Gamma or member of the Recruitment Team prior to entering the position.
  - f. Serve as a member of the Peer Accountability Board as needed.
- J. **The Vice President of Administration shall:**
  - a. Be responsible for the general supervision of the CPH's finances.
  - b. Receive all payments due to the CPH, collect all dues and give receipts.
  - c. Be responsible for the prompt payments of all bills of the CPH.
  - d. Maintain complete and up-to-date minutes of the CPH meetings and Executive Board meetings.
  - e. Serve as the liaison between the CPH and the Chapter's Panhellenic Delegates.
  - f. Submit the NPC annual report and conference awards applications.
  - g. Serve as a member of the Peer Accountability Board as needed.
- K. **The Vice President of Diversity, Equity, and Inclusion shall:**
  - a. Promote inclusion within member chapters in order to make the Panhellenic community more welcoming and inclusive to individuals from diverse backgrounds.
  - b. Co-coordinate diversity and inclusion programming for chapter members.
  - c. Collaborate with the Vice President of Public Relations to create content on diversity and inclusion.
    - i. This entails ensuring diverse representation and accessibility with marketing materials.
  - d. Collect and distribute information about campus diversity and inclusion programming and resources.
  - e. Provide referral and support to member chapter's recruitment officers, new member education officers, and programming officers regarding diversity and inclusion education.
  - f. Research each month's holidays and history that celebrate Diversity and Inclusion. (e.g., Black History Month—February, Jewish American Heritage Month—May, Pride Month—June, National Hispanic Heritage Month—September, etc.)
  - g. Manage the coordination of the Panhellenic diversity and inclusion strategic plan.
  - h. Coordinate Panhellenic liaison applications, conduct interviews, and set a selection process to be utilized to fill the liaison positions to the Greek councils.
  - i. Oversee the Greek Liaisons—Diversified Greek Council (hereinafter DGC) chair, IFC chair, and National Pan-Hellenic (hereinafter NPHC) chair.
  - j. Serve as a member of the Peer Accountability Board as needed.

All Executive Board members must also perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the NPC or the CPH.

## Section 9. Assistant Positions

Assistants are exempt from Sections 1, 3, 4, and 7 of Article IV. Officers and Duties. Sections 1, 3, and 7 are not applicable to assistant positions as these seek to inform and describe structures, selection processes, and responsibilities for the Executive Board. All assistant positions will be selected by the Vice President of Internal Recruitment. To be eligible for the Assistant Vice President of Recruitment Counselors, the candidate must have previously served as a rho gamma.

### A. Assistant Vice President of Leadership and Academic Development

- a. Work closely with the Vice President of Leadership and Academic Development to:
  - i. Coordinate events and programs that will benefit the Panhellenic community as well as assist in the creation of new member/interest training.
  - ii. Keep chapters informed of special programs and scholastic deadlines.
  - iii. Award academic scholarships to Panhellenic women with high academic achievement.
  - iv. Coordinate all Junior Panhellenic Delegate (hereinafter JPan) meetings and programming.
  - v. Perform all other duties as applicable to the position as prescribed by the Vice President of Leadership and Academic Development.
  - vi. Participate as one of three Recruitment Executives as outlined in section 9, point J of this document.

### B. Assistant Vice President of Recruitment Counselors

- a. Work closely with the Vice President of Recruitment Counselors to:
  - i. co-plan and facilitate the Rho Gamma retreat and all activities.
  - ii. plan and implement the Rho Gamma program.
  - iii. preside over all Rho Gamma meetings and training sessions.
  - iv. coordinate Rho Gammas' attendance at orientation sessions and general open houses for incoming students.
  - v. attend Recruitment Exec Meetings: weekly during spring semester, bi-weekly during summer A semester and weekly during the summer B semester.
  - vi. attend bi-monthly meetings with greek advisors and graduate assistants.
  - vii. lead and work with a Rho Gamma group during recruitment week.

### C. Assistant Executive Vice President

- a. Work closely with the Executive Vice President to:
  - i. aid in the infraction process.
  - ii. file, organize, and assist in any other tasks the VP may see fit.
  - iii. attend Recruitment Exec Meetings: weekly during spring semester, bi-weekly during summer A semester and weekly during the summer B semester.
  - iv. lead and work with a Rho Gamma group during recruitment week.

### D. Assistant Vice President of Internal Recruitment

- a. Work closely with the Vice President of Internal Recruitment to:
  - i. aid in the organization of all aspects pertaining, but not limited to recruitment scheduling, planning, logistics, etc.
  - ii. communicate and work well with outside vendors and sponsors for recruitment.
  - iii. attend meetings with VP of Internal and chapters during Spring and Summer terms.
  - iv. help plan times and dates for events, book rooms, communicate with external and head rho gamma assistants.



- v. lead and work with a Rho Gamma group during recruitment week.
- vi. attend Recruitment Exec Meetings: weekly during spring semester, bi-weekly during summer A semester and weekly during the summer B semester.

E. Assistant Vice President of External Recruitment

- a. Work closely with the Vice President of External Recruitment to:
  - i. assist in all Marketing aspects/ideas of Recruitment including but not limited to recruitment book, pamphlet, collecting marketing items from chapters and distribution throughout campus etc.
  - ii. negotiate and work with outside vendors with all marketing tools.
  - iii. create themed ideas for 2023 Recruitment Week along with shirts and any other promotional tools.
  - iv. collaborate on both logistical and creative aspects of external affairs.
  - v. attend Recruitment Exec Meetings: weekly during spring semester, bi-weekly during summer A semester and weekly during the summer B semester.
  - vi. lead and work with a Rho Gamma group during recruitment week.

F. Assistant Vice President of Administration

- a. Work closely with the Vice President of Administration to:
  - i. organize transportation during recruitment.
  - ii. help PNMs get to their next parties efficiently and safely.
  - iii. attend all meetings held by the VP of Administration.
  - iv. attend Recruitment Exec Meetings: weekly during spring semester, bi-weekly during summer A semester and weekly during the summer B semester.
  - v. lead and work with a Rho Gamma group during recruitment week.

G. Assistant Vice President of Risk Management

- a. Work closely with the Vice President of Risk Management to:
  - i. help ensure safety before, during & after recruitment.
  - ii. assist in planning CPR and AED certification workshops.
  - iii. attend Risk Manager meetings
  - iv. assist in facilitating Pan Pride Week.
  - v. attend Recruitment Exec Meetings: weekly during spring semester, bi-weekly during summer A semester and weekly during the summer B semester.

H. Assistant Vice President of Public Relations

- a. Work closely with the Vice President of Public Relations to:
  - i. assisting in content planning and brainstorming.
  - ii. assist in creating content throughout recruitment week that will keep Instagram and TikTok active and up-to-date
  - iii. create content related to recruitment marketing, including, but not limited to, interactive and informational graphics, Instagram story campaigns, general TikTok content, etc.
  - iv. attend Recruitment Exec Meetings: weekly during spring semester, bi-weekly during summer A semester and weekly during the summer B semester.

G. Computer Chair(s) (2 positions)

- a. Work closely with the Vice President of Internal Recruitment, Vice President of External Recruitment, and the Vice President of Recruitment Counselors to:
  - i. facilitate all computer processes for sorority recruitment (ICS, grade checks, excel sheets, etc).
  - ii. implement an educational and training sessions on ICS program for Recruitment Exec, Greek Advisors, Rho Gammas, Chapter Recruitment Chairs, and sorority advisors
  - iii. attend Recruitment Exec Meetings: weekly during spring semester, bi-weekly during summer A semester and weekly during the summer B semester.
  - iv. lead and work with a Rho Gamma group during recruitment week.
  
- J. Sponsorship Chair(s) (2 positions)
  - a. Work closely with the Vice President of Administration and other sponsorship chair to:
    - i. correlate Rho Gamma Requirements for sponsorships.
    - ii. utilize sponsorships received throughout the entirety of the recruitment process.
    - iii. attend Recruitment Exec Meetings: weekly during spring semester, bi-weekly during summer A semester and weekly during the summer B semester.
    - iv. lead and work with a Rho Gamma group during recruitment week.
  
- K. Head Break Room Chair(s) (2 positions)
  - a. Work closely with the Vice President of Internal Recruitment, Vice President of External Recruitment, Vice President of Recruitment Counselors, and other recruitment team members to:
    - i. maintain and respect the break room spaces, which includes cleanliness, upholding Rho Gamma expectations as outlined in the Rho Gamma Education Program, and making sure PNMs are abiding by the PNM Code of Conduct.
    - ii. help PNMs understand when their next parties are and look out for runners.
    - iii. attend Recruitment Exec Meetings: weekly during spring semester, bi-weekly during summer A semester and weekly during the summer B semester.
    - iv. lead and work with a Rho Gamma group during recruitment week.
  
- L. Recruitment Executive(s) (3 position)
  - a. Two of these positions will be filled by the Assistant Vice President of Academic Development, and the Assistant Vice President of Community Involvement. The third position will be selected as a part of the Recruitment Team, and participate as well as generally oversee these responsibilities as a whole. They will work closely with the Vice President Internal Recruitment and Vice President of Recruitment Counselors to:
    - i. Assist with the needs and tasks of the Panhellenic Executive board members and other Recruitment Team members.
    - ii. Help record Attendance at Rho Gamma meetings, help exec members with powerpoints, find bonding activities for both RT & Rho Gammas, step in for any exec leader during recruitment if needed (ex: sponsorships), help with small tasks, or set up tabling.
    - iii. Responsible for maintaining the break room, which includes cleanliness, making sure PNMs follow rules and Rho Gammas are as well, during designated days of recruitment.
    - iv. Be required to attend Recruitment Exec Meetings: weekly during spring semester, bi-weekly during summer A semester and weekly during the summer B semester.
    - v. Be able to lead and work with a Rho Gamma group during recruitment week.

*Note: Assistant positions are not officers on the Executive Board.*

## Article V. The College Panhellenic Council

### Section 1. Authority

The governing body of the UCF 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 UCF Panhellenic Association 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 sororities.

### Section 2. Composition and Privileges

- A. **Composition.** The CPH shall be composed of one delegate and one alternate delegate from each regular, provisional, and associate member organization at the UCF as identified in aforementioned membership categories.
- B. **Privileges.** The delegates shall be the voting members of the CPH except as otherwise provided in these Bylaws and Standing Rules and shall fulfill the responsibility of serving as the voice of the CPH. Each chapter delegate serves as the one (1) vote on behalf of their organization.
- C. **Panhellenic Delegate alternates.** The alternate delegate may attend a CPH meeting with the delegate and shall have a voice but no vote unless the alternate delegate is acting in the absence of the delegate. 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 CPH President. The notice for this situation must be submitted a week before the vote is scheduled. Within this document, the CPH shall serve as reference to the Panhellenic Delegates and their respective rights and responsibilities.

### Section 3. Selection of Delegates and Alternates

Delegates and alternates to the CPH shall be selected by their respective women's sorority chapters to serve for a term of one year commencing upon selection by the chapter.

### Section 4. Delegate Vacancies

Should a delegate vacancy occur, it shall be the responsibility of the sorority affected to select a replacement no later than two (2) weeks and to notify the Vice President of Administration of her name, academic year, email address, and telephone number.

### Section 5. Duties and responsibilities

Panhellenic delegate duties and responsibilities

- Must attend all Panhellenic Council meetings.
- Must support NPC Unanimous Agreements, policies and procedures.
- Must understand local College Panhellenic Association policies and procedures.
- Should know when to consult member sorority's chief panhellenic officer for assistance and advice regarding College Panhellenic concerns.
- Should be prepared and knowledgeable about College Panhellenic concerns, the views of the member organization and chapter and how to voice concerns to the Panhellenic Council.
- Should present regular College Panhellenic Association reports at chapter meetings.

## **Section 6. Regular Meetings**

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

## **Section 7. Annual Meeting**

The annual meeting of the CPH shall be held during 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 delegates.

## **Section 8. Special Meetings**

Special meetings of the CPH 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 CPH. Notice of each special meeting of the CPH shall be sent to each member of the CPH 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: Means of Communication**

The Panhellenic Council may conduct business at any meeting (regular or special) through the use of any means of communication by which all delegates participating may simultaneously hear one another and participate in the proceedings during the meeting.

## **Section 10. Quorum**

Two-thirds of the delegates from the member sororities of the CPH shall constitute a quorum for the transaction of business.

## **Section 11. 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 CPH shall be required to approve a recolonization plan and for all extension-related votes. 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)*

## **Article VI. The Executive Board**

### **Section 1. Composition**

The composition of the Executive Board shall be the President, Executive Vice President, Vice President of Internal Recruitment, Vice President of External Recruitment, Vice President of Risk Management, Vice President of Public Relations, Vice President of Community Involvement, Vice President of Leadership and Academic Development, Vice President of Recruitment Guides, Vice President of Administration, and Vice President of Diversity, Equity, and Inclusion.

### **Section 2. Duties**

The Executive Board shall administer routine business between meetings of the CPH and such other business as has been approved for action by CPH vote. At the next regular meeting of the CPH through the Vice President of Administration, 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 written request of three members of the Executive Board.

#### **Section 5. Quorum**

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

### **Article VII. The Panhellenic Advisor**

#### **Section 1. Appointment**

The Panhellenic advisor(s) of the CPH shall be appointed by the OFSL.

#### **Section 2. Authority**

The Panhellenic advisor(s) shall serve in an advisory capacity to the CPH. The Panhellenic advisor(s) shall have voice but no vote in all meetings of the CPH and the Executive Board.

### **Article VIII. Committees**

#### **Section 1. Standing Committees**

- A. **Standing Committees.** The standing committees of the CPH shall be the Peer Accountability Board, Recruitment Team, and Greek Liaisons.
- B. **Term.** The standing committees shall serve during the term of office of the board which appoints them.

#### **Section 2. Appointment of Committee Membership**

The Executive Board shall appoint members and chairs 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 Peer Accountability Board.

#### **Section 3. Peer Accountability Board**

The Peer Accountability Board shall consist of:

- A. The Executive Vice President as the chair as the presiding officer.
- B. Two members of the College Panhellenic Executive Board selected at random and rotated between accountability resolution meetings.
- C. the fraternity/sorority advisor as an ex-officio non-voting member.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Peer Accountability Process, it shall be the Peer Accountability Board's duty to hold a formal accountability resolution meeting to adjudicate all alleged infractions of the NPC Unanimous Agreements and policies, the bylaws, code of ethics, standing rules and membership recruitment rules of the University of Central Florida College Panhellenic Association that are not settled through an informal accountability resolution meeting. The members of the Peer Accountability Board shall maintain confidentiality throughout and upon completion of the process.

#### **Section 4. Membership Recruitment Team**

The Recruitment Team shall consist of members appointed by the consensus of the Vice President of Internal Recruitment, Vice President of External Recruitment, and Vice President of Recruitment Guides. To be eligible, members of the Recruitment Team must have full availability for the period of time between the end of the spring semester and

the beginning of the subsequent fall semester. Recruitment Team members must also be in good standing with their chapter and maintain no less than a 2.75 minimum UCF GPA. Additionally, all officers on the Executive Board are required to serve on Recruitment Team unless otherwise stipulated by the Panhellenic Vice President of Internal Recruitment.

### **Section 5. The Diversity and Inclusion Committee**

The Diversity and Inclusion Committee shall consist of the Vice President of Diversity, Equity, and Inclusion as the chair and liaison from each Panhellenic organization. The liaison should attend regular meetings held at the discretion of the Vice President of Diversity, Equity, and Inclusion and inform the Vice President of Diversity, Equity, and Inclusion of all diversity, equity, and inclusion programs that the chapter will host; and inform her of any themes for planned social functions and other events to ensure that it upholds the standards of the Panhellenic community.

### **Section 6. Greek Liaisons**

#### **The DGC Liaison shall:**

- a. Serve as the connection between Panhellenic and the DGC.
- b. Be responsible for attending the DGC meetings, implementing new ways for better relations between councils.
- c. Work closely with the DGC Executive Board to keep both updated on events in both councils.

#### **The IFC Liaison shall:**

- a. Serve as the connection between Panhellenic and the IFC.
- b. Be responsible for attending the IFC meetings implementing new ways for better relations between councils.
- c. Work closely with the IFC Executive Board to keep both updated on events in both councils.

#### **The NPHC Liaison shall:**

- a. Serve as the connection between Panhellenic and the NPHC.
- b. Be responsible for attending the NPHC meetings, implementing new ways for better relations between councils.
- c. Work closely with the NPHC Executive Board to keep both updated on events in both councils.

### **Section 7. Other Committees**

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

## **Article IX. Finances**

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

The fiscal year of the CPH shall be from January 1<sup>st</sup> to December 31<sup>st</sup> inclusive.

### **Section 2. Contracts**

Dual signatures of the President and Vice President of Administration shall be required to bind the CPH on any contract.

### **Section 3. Checks**

All checks issued on behalf of the CPH shall bear dual signatures. The following shall be authorized to be one of the two required signatures: President, Vice President of Administration.

## Section 4. Payments

All payments due to the CPH shall be received by the Vice President of Administration, who shall record them. Checks for payments shall be made payable to the UCF College Panhellenic Association.

## Section 5. Membership Dues

- A. CPH dues shall be paid yearly as invoiced by the NPC office.
- B. **Amount.** CPH membership dues shall be an assessment per active member and new member. The amount of such dues shall be a flat rate of fifty dollars (\$50.00) per chapter and an additional nine dollars (\$9.00) per active member and new member.
  - a. Dues are assessed in accordance with chapter rosters updated with the OFSL. Chapter rosters must be up to date by the second Panhellenic meeting in January to ensure an accurate number of members billed. No updates shall be assessed.
- C. **Time of payment.** Dues must be paid by the last Panhellenic meeting in February.
  - a. The dues of each CPH member sorority shall be invoiced and payable before the second to last regularly scheduled CPH meeting in February of the fiscal year. Invoices will be assessed and delivered by the Vice President of Administration.
- D. **Fines and penalties.** If a chapter fails to pay membership dues by the last meeting in February, the chapter will be assessed a fifty dollar (\$50.00) fine. If a chapter fails to pay their membership dues by the first meeting in March, the chapter will be denied a vote until their account is fully paid, including fines.
  - a. Fines will be assessed by the Vice President of Administration.

## Section 6. Fees and Assessments

- A. The CPH shall have the authority to determine fees and assessments as may be considered necessary.
  - a. Fees and assessments will be invoiced by the Vice President of Administration.

## Article X. Extension

### Section 1. Extension

Extension is the process of adding an NPC women's sorority.

The CPH 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 CPH shall vote on extension matters.

## Article XI. 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, these Bylaws and Standing Rules, Recruitment Guidelines, and/or the Code of Ethics 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. Peer Accountability Procedure

The University of Central Florida CPH shall follow all NPC Unanimous Agreements and NPC guidelines for the peer accountability process.

### **Article XII. Hazing**

NPC and the CPH support all efforts to eliminate hazing. All forms of hazing shall be banned.

### **Article XIII. Inclusion Statement**

The University of Central Florida College Panhellenic Association does not categorically deny membership to an individual, based on race, color, religion, sex\*, national origin, age, disability, marital status, military or veteran status or political affiliation.

\*Pursuant to 20 U.S.C. 1681(a)(6)(A), social fraternities and sororities may limit membership on the basis of sex.

### **Article XIV. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the CPH when applicable and when they are not inconsistent with the NPC Unanimous Agreements, these Bylaws and Standing Rules, or any special rules of order the CPH may adopt.

### **Article XV. Amendment of Governing Documents**

#### **Section 1. Formal Amendment**

These Bylaws and Standing Rules, Recruitment Guidelines, and/or Code of Ethics may be amended at any regular or special meeting of the CPH 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.

#### **Section 2. Informal Amendment**

Grammatical, typographical, and like errors may be corrected without the invocation of the formal amendment process, as described in Section 1 of this Article. The Executive Vice President will be responsible for formally notifying the Panhellenic community and chapters by presenting these changes at a regularly scheduled General Body Meeting and through email. Chapters will have the opportunity to provide feedback to these changes. Should no feedback exist, the changes shall stand as written. These revisions should be uniformly reflected across all platforms in which these bylaws are available, and the Executive Vice President is responsible for the upkeep and accuracy of these documents.

### **Article XVI. Dissolution**

This CPH shall be dissolved when only one regular member exists at the UCF. In the event of the dissolution, none of the assets of the CPH shall be distributed to any members of the CPH, but after payment of all debts, its assets shall be given to the NPC.

## **UNIVERSITY OF CENTRAL FLORIDA PANHELLENIC ASSOCIATION STANDING RULES**

### **Greek Rank Resolution**

This resolution is extended to the Greek community stating that the CPH will not condone any site of this nature or any like-minded website. Any chapter who acts out or is caught using this website will be subject to the College Panhellenic Peer Accountability Process. We recommend chapters to come up with action plans regarding the use of this website and how it affects our community. If any member of the Panhellenic community is proven to be negatively writing about others in this community, the chapter president should take actions to make sure this does not happen again. We encourage you all to come with a specific plan or punishment to be taken when events like these may occur.



## Panhellenic Pride Week

There shall be no Panhellenic sponsored events during Panhellenic Pride Week, typically held in the fall semester, so long as the semester calendar comes out within the first two weeks of school by the Executive Board. This is to allow all Panhellenic women to participate in events put on by the Vice President of Public Relations with no conflicts provided by any chapter(s) in the CPH. The only exception may be sisterhood pairing events on days during the week where no Panhellenic Pride Week events are scheduled.

## Philanthropy Restriction

### Section 1. Participation and Expectations

- A. Panhellenic organizations are not allowed to host and/or participate in any Greek organization philanthropy event that exceeds the allotted 100 points from the chart below of participating organizations, excluding Circle of Sisterhood, Pack to Attack Hunger, and UCF philanthropies.
- a.

50 Points	- Main Events
25 Points	- Secondary Events
10 Points	- Carwashes - Pie/Balloon Events
5 Points	- Partial Proceeds - Social Media Campaigns - Banners

- b. Any questions on designation of point categories should be directed to the Vice President of Community Involvement.
- B. Exclusions from the chart include; Apparel, registration fees, monetary donation campaigns, and event ticket sales.
- C. Chapters may not receive wet rewards for winning a philanthropic competition excluding social events.
- D. If organizations violate this amendment they will be subject to a Peer Accountability resolution meeting.

### Section 2. Approval

1. All philanthropy competition packets must be submitted via email to the Executive Vice President. The Executive Vice President shall have a minimum of three (3) and a maximum of five (5) business days to complete her review of the packet and confirm whether or not the packet is in accordance with Section 1 of this Standing Rule.
2. If the packet is found to be in agreement with the Philanthropy Restriction Standing Rule, the Executive Vice President shall notify the proper chapter delegate that the packet is approved and ready for distribution to other chapters. If it is found to violate the Philanthropy Restriction Standing Rule, the Executive Vice President shall notify the proper chapter delegate of the violation and remand the packet for revision as it is unapproved.
  - a. Unapproved packets may be revised and sent back to the Executive Vice President in accordance with Section 1 of the Philanthropy Restriction Standing Rule. The Executive Vice President shall follow the procedures of Sections 1-2 of the Philanthropy Restriction Standing Rule.

## Mandatory Meetings

1. Any meeting hosted by an Executive officer must have appropriate chapter representation in attendance. A mandatory meeting is defined as follows:
  - a. The officer has given at least two weeks' notice prior to the date of the meeting.
  - b. The meeting is officer specific, and requires that certain individuals from each chapter are present.
  - c. It is a standing meeting that occurs regularly. (i.e., Panhellenic meetings)
2. Failure to attend a mandatory meeting without an excused absence will result in a \$25.00 fine to the chapter.
  - a. For events deemed as mandatory by the Executive Board, fines will be issued based on the percentage not in attendance. (e.g., 20% attendance required, only 18.7% shows up. Round 18.7 to 18%. \$25 fine per percentage point. \$50 fine incurred)
3. Absences will be excused at the discretion of the officer conducting the meeting.
  - a. In order to have an absence excused, written notification must be submitted to the officer hosting the meeting at least 24 hours before the scheduled meeting time.
  - b. Chapter officers are able to send another authorized chapter representative in their place. The chapter officer must inform the officer of the alternate chapter representative 24 hours prior to the beginning of the meeting. If appropriate notification of the alternate is given, no fine will be assessed.

### Sisterhood Pairing

1. Each chapter is assigned a "sister chapter" once a semester in the fall and spring semesters. The obligation of each paired chapter is to co-host a sisterhood event with each other during the assigned semester.
  - a. Evidence of the event must be presented to the council in the form of the Panhellenic Delegates' reports at the following Panhellenic meeting and by posting about the event on social media.
  - b. The assignments are chosen at random on a rotating basis by the Panhellenic executive board and are announced at the last Panhellenic meeting of the previous semester.
    - i. The only exception to randomized pairs may be if an intentional pair is the outcome of the peer accountability board.
  - c. The Panhellenic Vice President of Community Involvement will oversee this program.
  - d. If this program is not upheld by each pairing, chapters are subject to formal or informal mediation with the Peer Accountability Board. The Executive Vice President and Peer Accountability Board reserve the right to sanction and, or fine, each chapter involved.

### Sweetheart Competitions

1. In accordance with the Unanimous Agreement I X the CPH renounces participation in men's fraternity Sweetheart Competitions.
  - a. Any chapter accused of having participated in these competitions will face formal or informal mediation with the Peer Accountability Board. Chapters are responsible for the actions and involvement of their own members.

### CPH Recruitment Hybrid and Virtual Modalities Guidelines

In the event that the CPH or the NPC foresees the inability of the University to hold an in-person Primary Recruitment, the following modes of Primary Recruitment are to be followed respectively:

- A. **Hybrid Modality:** Chapters are able to recruit in a partially virtual, partially in-person setting conditional on the following criteria:

- a. Chapters in good and regular standing must have a previously approved location to host recruitment events.
  - b. The UCF permits the CPH to hold the entire Primary Recruitment process, and all of its rounds, virtually.
  - c. University, local, state, and national health and safety guidelines are met at all times throughout the Primary Recruitment process.
  - d. The day receiving the highest priority to be held in-person is to be Preference Day—contingent on all University, local, state, and national health guidelines.
  - e. All of the CPH's Bylaws and Standing Rules, Recruitment Guidelines, Code of Ethics, and the NPC's Unanimous Agreements are to be upheld and implemented.
- B. **Virtual Modality:** Chapters are to recruit in a completely virtual setting, whilst adhering to the following criteria:
- a. If the Hybrid Modality is not permitted as per University, local, state, or national guidelines, the CPH will conduct a virtual Primary Recruitment.
  - b. It's to the current Executive Board's discretion to choose the virtual platform to be implemented in the virtual recruitment process.
  - c. All of the CPH's Bylaws and Standing Rules, Recruitment Guidelines, Code of Ethics, and the NPC's Unanimous Agreements are to be upheld and implemented.