

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

**ARTICLE I
Name**

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

**ARTICLE II
Object**

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

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

**ARTICLE III
Membership**

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

- A. **REGULAR.** The regular membership of the Panhellenic Association at the University of California, Irvine shall be composed of all National Panhellenic Conference chapters and colony members in good standing.

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

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

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

C. EXTENSION: Chapters may be added through the extension process as outlined in the current edition of the NPC Manual of Information

Requirements of membership:

D. SCHOLARSHIP

1. Each chapter as a whole shall strive to maintain a quarterly grade point average of 2.70.
2. In the event a chapter does not meet the recommended GPA, the member chapter will develop a scholarship program in conjunction with their national organization, with assistance from the Vice President of Scholarship, Director of Greek Life and academic chairs from other chapters.
3. Vice President of Scholarship will coordinate a career-planning workshop with chapter representatives. They will bring the information gained and collected back to their chapter to promote successful career planning.

E. RISK MANAGEMENT

1. Each chapter shall coordinate at least three educational Risk Management workshops per year.
 - a. Mandatory themes include diversity education, sexual violence prevention, and alcohol education.

F. FACULTY ADVISOR: Each chapter shall nominate and vote on a willing faculty member to be their Faculty Advisor.

1. The Faculty Advisor shall:

- a. Provide feedback and resources to the chapter and Academic Chair throughout the year.
- b. Promote individual academic achievement in accordance with University and Panhellenic expectations.
- c. Meet with Academic Chair at least once a quarter to assist with their academic vision and goals.
- d. Work with the Public Relations committee/chair to improve relations between the chapter and faculty/administration.

G. NON-DISCRIMINATION CLAUSE. The Panhellenic Association follows the same standards as set forth in section 20.00 of the University of California policies, and the policies set forth in section 20.00 and Appendix C of the UCI Policies applying to Campus Activities, Organization, and Students.

H. RESIGNATION. In the event that a chapter resigns from the Panhellenic Association, a formal written declaration of the resignation, must be signed by the Chapter President, Panhellenic Delegate, and Alumnae Advisor prior to resignation. The formal resignation must be submitted to the Director of Greek Life and the Panhellenic President.

ARTICLE IV
Meetings

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

ARTICLE V
Association Delegates

- A. **DELEGATE RESPONSIBILITES.**
 - 1. Panhellenic Delegates ultimately serve as the official liaisons between the Panhellenic Association and their individual chapters.
 - 2. Panhellenic Delegates shall actively contribute to Association discussion, make decisions, and vote as representatives of their individual chapters.
 - 3. Panhellenic Delegates must record all announcements and news from weekly Association meetings and present all information to their individual chapters.
 - 4. Panhellenic Delegates are required to work closely with their chapter's Executive Board to ensure participation from their individual chapter at Panhellenic events.
 - 5. Panhellenic Delegates regularly partake in committees and assist with Panhellenic events.
 - 6. Panhellenic Delegates are responsible to act as the chapter's representative at executive roundtables in the event that the chapter officer is unable to attend.
- B. **DELEGATE ATTENDANCE**
 - 1. **Excused Absences.** An excused absence is any absence that is cleared with the Panhellenic President 24 hours prior to a Panhellenic Association meeting, provided that an appropriate substitute will attend.
 - 2. **Unexcused Absences.** An unexcused absence is one in which either the chapter delegate/representative fails to attend a Panhellenic meeting, or one in which the appointed replacement for the delegate is not cleared by the Panhellenic President or has been cleared and fails to attend. Exceptions to the above mentioned policies will be considered by the Panhellenic Executive Board.

- a. After a chapter delegate/representative has had one unexcused absence, she will receive a letter of concern from the Panhellenic President.
- b. After a chapter delegate/representative has had two unexcused absences, the Panhellenic President will send a letter to the chapter President notifying her of the delegate/representative's lack of attendance, and the Panhellenic President will notify the delegate/representative that further unexcused absences may result in dismissal.
- c. Upon review of more than two unexcused absences of a chapter delegate/representative, the Panhellenic Executive Board may enforce removal of that officer.

ARTICLE VI
Responsibilities of Executive Board Officers

Responsibilities of all Executive Board Officers:

A. EXECUTIVE BOARD RESPONSIBILITIES.

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

The Executive Offices of the Panhellenic Association are hereby listed, in order of succession. Their individual responsibilities shall include:

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

1. Oversee all work of the Panhellenic Association.
2. Represent Panhellenic on the Greek Presidents Council and other official Greek and University committees requesting a Panhellenic representative, or may appoint someone to serve in her place.
3. Serve as a liaison for the sorority system to the University Administration and any community representatives.
4. Meet weekly with the Greek Advisor.
5. Communicate regularly with presidents of member chapters.
6. In conjunction with the Greek Advisor and Executive Vice President, plan and execute the transition and training programs for Panhellenic officers, assistant officers, and delegates.
7. Work with the Interfraternity Council, Multicultural Greek Council and National Pan-Hellenic Council.
8. Collect and distribute information on campus opportunities and events to members of the Panhellenic Association.
9. Prepare agendas for the Executive Board meetings.
10. Be an Official Signer for the Panhellenic Association.
11. Disaffiliate and provide assistance in the administration of Panhellenic Recruitment, including but not limited to serving on the Panhellenic Recruitment Team.
12. Complete other such duties applicable to the office as prescribed by the parliamentary procedure adopted by the Panhellenic Association.

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

1. In the absence of the President, assume all of her duties and preside over official Panhellenic meetings.
2. Serve as the Chief Justice of the Panhellenic Judicial Board, and the Chair of the Nominating Committee.
3. Be responsible for coordinating the annual revisions of the Panhellenic Constitution, Bylaws, Standing Rules, Resolutions, Guidelines, and the distribution of revisions to delegates of member chapters, Executive Board Officers, Assistant Executive Board Officers, and the Director of Greek Life.
4. Review and apply for all national and local Panhellenic awards with the assistance of the

- Panhellenic Executive Board (including, but not limited to Anteater Awards, AFLV, NPC).
5. Plan and execute the Junior Panhellenic Education Series.
 6. Coordinate the annual election process for Panhellenic Executive Officers.
 7. Plan the officer installation ceremony.
 8. Assist the President in officer transitions and training.
 9. Be an Official Signer for the Panhellenic Association.
 10. Disaffiliate and provide assistance in the administration of Panhellenic Recruitment.
 11. Complete other such duties applicable to the office as prescribed by the parliamentary procedure adopted by the Panhellenic Association.
- D. VICE PRESIDENT OF PROGRAMMING. The Vice President of Programming shall:
1. Be responsible for planning activities, forums, and discussions to keep members of the Panhellenic Association appropriately educated about issues relevant to sorority, Greek, student, and community life.
 2. Coordinate the All Greek Conference and Being A New Greek (BANG!) with the Interfraternity Council and Multicultural Greek Council.
 3. Oversee the Assistant Programming officer.
 4. Administer the chapter philanthropy calendar.
 5. Be an Official Signer for the Panhellenic Association.
 6. Disaffiliate and provide assistance in the administration of Panhellenic Recruitment.
 7. Complete other such duties applicable to the office as prescribed by the parliamentary procedure adopted by the Panhellenic Association.
- E. VICE PRESIDENT OF RECRUITMENT. The Vice President of Recruitment shall:
1. Be responsible for planning, executing, and overseeing the Panhellenic recruitment program.
 2. Chair recruitment planning meetings with chapter recruitment officers and Advisors.
 3. Coordinate discussion of the Panhellenic Association Standing Rules for Recruitment, coordinate revisions with the Executive Vice President, and ensure that all revisions are communicated to chapter recruitment officers, Advisors, Panhellenic Executive Board, and Chapter Delegates.
 4. Prepare all recruitment materials (including, but not limited to, recruitment schedule, rules, etc.) for potential new members, recruitment counselors, chapter recruitment officers, and the Executive Board.
 5. Assist the Vice President of Finance in preparation of the recruitment budget.
 6. Develop, distribute, and collect evaluations of recruitment from potential new members, chapter recruitment officers, and recruitment counselors.
 7. Assist the Greek Advisor in preparing a report on recruitment for the NPC Area Advisor, member chapters, and chapter Advisors.
 8. Coordinate the facilities and equipment needed for recruitment.
 9. Maintain contact with the Greek Advisor and Panhellenic Recruitment Team throughout the summer.
 10. Oversee the Assistant Recruitment officer and Recruitment Counselor Coordinator.
 11. Assist with Recruitment Counselor Training, interviewing, and selection.
 12. Market and Publicize for both Continuous Open Bidding and Formal Recruitment.
 13. Be an Official Signer for the Panhellenic Association.
 14. Disaffiliate for Panhellenic Recruitment.
 15. Complete other such duties applicable to the office as prescribed by the parliamentary procedure adopted by the Panhellenic Association.
- F. VICE PRESIDENT OF FINANCE. The Vice President of Finance shall:
1. Prepare an annual budget to be approved by the Panhellenic Association.
 2. Prepare program and officer expense reports to be reviewed by the Greek Advisor and the Panhellenic Association.
 3. Work with the Vice President of Recruitment in preparation of the Panhellenic Recruitment Budget and work with the Greek Life Advisor in preparation of the Panhellenic AFLV Budget.
 4. Handle revenues, expenditures, and projected expenses for the general Panhellenic account.
 5. Assist all Panhellenic Executive Officers in developing budgets for their offices and monitor their expenditures.
 6. Prepare and present Panhellenic funding requests, including but not limited to SPFB, ASUCI

- External Budget, and Dean's Fund.
7. Identify the number of scholarships offered each year, based on the current year's budget, and coordinate the selection of scholarship recipients. This includes, but is not limited to, UIFI.
 8. Disaffiliate and provide assistance in the administration of Panhellenic Recruitment.
 9. Complete other such duties applicable to the office as prescribed by the parliamentary procedure adopted by the Panhellenic Association.
- G. VICE PRESIDENT OF COMMUNICATIONS: The Vice President of Communications shall:
1. Prepare agendas for Panhellenic Association meetings.
 2. Keep minutes for Panhellenic Executive Board and Panhellenic Association Meetings and distribute them to the Panhellenic Association members.
 3. Oversee the Assistant Communications Officer/Marketing Officer.
 4. Correspond and publicize all Panhellenic sponsored events to the Greek Community, campus and local community.
 5. Be responsible for publishing the Panhellenic Press and marketing the activities of the Panhellenic Association.
 6. Coordinate the annual programming calendar for the sorority system.
 7. Disaffiliate and provide assistance in the administration of Panhellenic Recruitment.
 8. Complete other such duties applicable to the office as prescribed by the parliamentary procedure adopted by the Panhellenic Association.
- H. VICE PRESIDENT OF RISK MANAGEMENT. The Vice President of Risk Management shall:
1. Program the annual Panhellenic Risk Awareness Week.
 2. Educate chapter risk management chairs and chapter delegates on risk management duties and issues.
 3. Oversee risk management issues in relation to all Panhellenic programs.
 4. Present risk management information at all Panhellenic meetings.
 5. Organize quarterly risk management workshops for all chapter presidents, social chairs, and risk management officers.
 6. Be available to assist individual chapters with risk programming.
 7. Ensure that all individual chapters properly adhere to current Greek busing policies and responsible for educating individual chapters about changes, if necessary.
 8. Monitor individual chapters' adherence to the risk management section of Requirements of Membership.
 9. Disaffiliate and provide assistance in the administration of Panhellenic Recruitment.
 10. Complete other such duties applicable to the office as prescribed by the parliamentary procedure adopted by the Panhellenic Association
- I. VICE PRESIDENT OF SCHOLARSHIP. The Vice President of Scholarship shall:
1. Coordinate all Panhellenic Association academic programs, including the Scholarship Dessert.
 2. Serve as a liaison between the Panhellenic Association and all Greek Honor Societies, including but not limited to informing Panhellenic members about application deadlines, upcoming events, and providing scholarship opportunities.
 3. Monitor individual chapters' adherence to the scholarship section of Requirements of Membership.
 4. Assist member chapters who have fallen below the recommended GPA.
 5. Recognize chapters and chapter members for their academic achievement.
 6. Organize quarterly Panhellenic scholarship roundtables.
 7. Oversee communication between University faculty and the Panhellenic Association.
 8. Coordinate recognition for Month/Week/Day of the Scholar Annually.
 9. Disaffiliate and provide assistance in the administration of Panhellenic Recruitment.
 10. Complete other such duties applicable to the office as prescribed by the parliamentary procedure adopted by the Panhellenic Association.

ARTICLE VII
Qualifications of Executive Board Officers

Qualifications for all Executive Board Officers:

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

Qualifications for Individual Officers:

- A. PRESIDENT. A candidate for the office of Panhellenic President shall:
 - 1. Be of at least junior standing at the time of application.
 - 2. Be available during the summer to assist with Membership Recruitment.
- B. EXECUTIVE VICE PRESIDENT. A candidate for the office of Executive Vice President shall:
 - 1. Be of at least junior standing during the time of application.
- C. VICE PRESIDENT OF PROGRAMMING. A candidate for the office of Vice President of Programming shall:
 - 1. Be of at least sophomore standing at time of application.
 - 2. Have previous programming experience.
- D. VICE PRESIDENT OF RECRUITMENT. A candidate for the office of Vice President of Recruitment shall:
 - 1. Be of at least junior standing at the time of application.
 - 2. Have participated in formal recruitment for her chapter.
 - 3. Have previous experience in formal recruitment planning.
 - 4. Be available to work on campus during the summer.
- E. VICE PRESIDENT OF FINANCE. A candidate for the office of Vice President of Finance shall:
 - 1. Be of at least sophomore standing at time of application.
- F. VICE PRESIDENT OF COMMUNICATIONS. A candidate for the office of Vice President of Communications shall:
 - 1. Be of at least sophomore standing at time of application.
 - 2. Have prior experience in marketing/public relations.
- G. VICE PRESIDENT OF RISK MANAGEMENT. A candidate for the office of Vice President of Risk Management shall:
 - 1. Be of at least sophomore standing at the time of application.
 - 2. Have had experience in programming and risk management.
- H. VICE PRESIDENT OF SCHOLARSHIP. A candidate for the office of Vice President of Scholarship shall:
 - 1. Be at least sophomore standing at the time of application.

ARTICLE VIII
Responsibilities of Assistant Executive Board Officers

Responsibilities of all Assistant Executive Board Officers

A. ASSISTANT EXECUTIVE BOARD RESPONSIBILITIES.

1. Assistant Executive Board Officers must be present at all Panhellenic Association meetings and Executive Board Meetings, unless they provide a valid excuse, as stated below.

a. Valid excuses include illness, and personal/family emergency.

- i. Absences must be cleared 24 hours in advance by their overseeing officer or the Panhellenic President.
- ii. All absent officers must submit their report to their overseeing officer or the Panhellenic President.

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

A. ASSISTANT PROGRAMMING OFFICER. The Assistant Programming shall:

1. Be responsible to the Vice President of Programming.
2. Assist the Vice President of Programming in all event planning.
3. Create the Panhellenic Philanthropy Calendar.
4. Coordinate quarterly Panhellenic philanthropies and service projects utilizing the Panhellenic Philanthropy Calendar.
5. Help promote and collect follow up information on chapter philanthropies.
6. Compile annual report on all Panhellenic and Chapter Philanthropies to be distributed to the Dean of Students.
7. Organize duties of delegates for the Panhellenic philanthropies and service events.
8. Act as a liaison between the Panhellenic Sports Program, Panhellenic Association and Director of Intramural sports.
9. Attend and oversee the Panhellenic Sports meetings held by University of California, Irvine Campus Recreation.
10. Recognize winning chapters of the Panhellenic Sports Program.

D. ASSISTANT RECRUITMENT OFFICER. The Assistant Recruitment Officer shall:

1. Be responsible to the Vice President of Recruitment.
2. Assist the Vice President of Recruitment in all recruitment activities.
3. Be available to work on campus in the summer.
4. Disaffiliate from their chapter during fall recruitment.
5. Assist in planning the Spring Recruitment Workshop.
6. Serve on the Panhellenic Recruitment Team.

E. RECRUITMENT COUNSELOR COORDINATOR. The Recruitment Counselor Coordinator shall:

1. Be responsible to the Vice President of Recruitment.
2. Assist in planning the curriculum for the Recruitment Counselor training sessions.
3. Assist in Recruitment Counselor selection and organize the training program and retreat
4. Assist in planning the Spring Recruitment Workshop.
5. Disaffiliate from their chapter during fall recruitment.
6. Serve on the Panhellenic Recruitment Team.

F. ASSISTANT COMMUNICATIONS/MARKETING OFFICER. The Assistant Communications/Marketing Officer shall:

1. Be responsible to the Vice President of Communications.
2. Responsible for maintaining and regularly updating the Panhellenic Association website and all Panhellenic social media accounts.
3. Post Panhellenic meeting minutes on the Panhellenic Association website and send to the Vice President of Communication bi-weekly.
4. Post any Panhellenic applications on both the Panhellenic and Greek Life websites.
5. Advertise upcoming events on the Panhellenic Association website and on all Panhellenic social media accounts.
6. Coordinate the Sister Sorority Program.

7. In charge of ordering promotional items for the Panhellenic Association.
8. Assist our Vice President of Recruitment with all recruitment based marketing materials.
9. Contributes in the recruitment branding process.
10. Works with the Programming Team to help market events such as BANG, All- Greek, Wayzgoose to the Greek community.
11. Serves under the Vice President of Communications.
12. Assists with the Executive Board with all communications related and marketing related tasks.
13. Design all in-house apparel for the Panhellenic Association.

ARTICLE IX

Qualifications of Assistant Executive Board Officers

- A. **QUALIFICATIONS FOR ALL ASSISTANT EXECUTIVE BOARD OFFICERS.** An Assistant Executive Board Officer is eligible for office if at the beginning and throughout her terms:
 1. She has at least a 2.70 cumulative GPA.
 2. She is enrolled at the University of California, Irvine as a full-time student.
 3. She is of at least sophomore standing.
 4. She has experience relevant to her position.
 5. She is in good standing with her chapter.
 6. Remains in active standing with her chapter during her term of office.
 7. Has completed an application for office and understands all commitments as stated on the application.
- B. **ASSISTANT PROGRAMMING OFFICER.**
 1. No additional qualifications necessary.
 2. Must have previously participated in at least one Panhellenic sport.
- C. **ASSISTANT RECRUITMENT OFFICER.**
 1. Must have participated in formal recruitment with their chapter.
 2. Be available to work on campus during the summer.
 3. Must have been a Recruitment Counselor.
- D. **RECRUITMENT COUNSELOR COORDINATOR.**
 1. Be available to work on campus during the summer.
 2. Be of Junior Standing.
 3. Must have participated in formal recruitment with their chapter.
- E. **ASSISTANT COMMUNICATIONS/MARKETING OFFICER.**
 1. Have website maintenance experience.
 1. Has experience in graphic design.
 2. Has a marketing background.

ARTICLE X

Elections

- A. **EXECUTIVE BOARD.** The application process of the Executive Officers for the Panhellenic Association at the University of California, Irvine shall adhere to the following timeline. Changes in the timeline must be approved by the Director of Greek Life:
 1. Applications available by the end of fall quarter.
 2. Applications due by Wednesday of the first week of the winter quarter.
 3. The slate will be presented to the Panhellenic Association by the fourth week of the winter quarter.
 4. Panhellenic delegates will vote on the slate by the fifth week of the winter quarter.
 5. Assistant Officer Positions are appointed by the Nominating Committee.
 6. The installation of the new executive Board officers will take place by the sixth week of the winter quarter during the Panhellenic Association business meeting.
- B. **CHAPTER DELEGATES.** The selection of the chapter delegates shall be chosen by their respective

chapters.

- C. **TERMS OF OFFICE.** All Panhellenic Executive Board Officers and Assistant Executive Board Officers shall serve a term of one calendar year following installation.

ARTICLE XI Nominations for Executive Board

A. **NOMINATING COMMITTEE.**

1. The Nominating Committee will be composed of all members of the outgoing Executive Board and the Director of Greek Life. Selected Assistant Executive Board Officers and Panhellenic Delegates may participate in the Nominating Committee if needed. The outgoing Panhellenic Executive Vice President shall chair the nominating committee. The entire Nominating Committee will be expected to be at all nominating and election meetings.
2. If the Executive Vice President is running for elected office, she will be replaced as Chair of Nominating Committee by the next highest ranking, outgoing Panhellenic Executive Board officer.

B. **PROCEDURE FOR SLATING.**

1. The Nominating Committee will review applications and interview selected applicants.
2. The Nominating Committee shall prepare a slate with one nominee per office.
3. The chair of the Nominating Committee shall inform all slated candidates of their position on the slate and the remaining election timeline.
4. The slate shall be presented to the Panhellenic delegates by the chair of the Nominating Committee.

C. **PROCEDURE FOR ELECTIONS.**

1. At the election meeting the chair of the Nominating Committee shall present the slate.
2. Candidates other than the slated candidate may “run from the floor” provided that she submitted an application for the position and was interviewed. She must notify the Chair of the Nominating Committee 72 hours prior to the vote.
3. The offices will be elected in the following order: President, Executive Vice President, Vice President of Programming, Vice President of Recruitment, Vice President of Finance, Vice President of Communications, Vice President of Risk Management and Vice President of Scholarship.
4. Both the slated candidate and the candidate running from the floor must prepare a speech, which may not exceed two minutes.
5. The Chair of the Nominating Committee shall announce the outcome of each vote to the Panhellenic Association and the candidates.
6. Robert’s Rules of Order will be followed when election procedure is not outlined in these stated Bylaws.

D. **VOTING PROCEDURE.**

1. Voting shall be conducted by written ballot.
2. Each member chapter shall have one vote.
3. The Director of Greek Life and the Chair of the Nominating Committee shall count the votes.
4. In the event of a tie between two candidates in an election between two candidates, delegates will re-vote until a winner is determined.
5. In the event of a tie between two candidates in an election between three candidates, the candidate with the least number of votes will be removed from the ballot. The vote will be taken again between only two candidates.
6. In the event that an unopposed slated candidate is not confirmed, the procedures outlined in Article XIII shall be followed.

ARTICLE XII Removal From or Forfeiture of Office

- A. A member of the Executive Board shall forfeit her office if she becomes President or Vice President of

Recruitment of her own chapter.

- B. The Panhellenic Association may, by a three-fourths vote, remove an officer from office if she fails to fulfill the duties of her office as specified in the Bylaws, and only after the officer has had the opportunity to hear the charges against her and rebut them.

ARTICLE XIII **Filling a Vacancy**

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

ARTICLE XIV **Standing Committees**

- A. **STANDING COMMITTEES.** The standing committees of the University of California, Irvine Panhellenic Association shall be: Bylaw Revision Committee, Recruitment Committee, and Judicial Board. Term of membership shall last one year in conjunction with officer elections.
 - 1. **BYLAW REVISION COMMITTEE.**
 - a. The Executive Vice President shall chair the committee, and will appoint two additional Executive Board Officers and the Director of Greek Life.
 - b. The Bylaw Revision Committee shall meet to review and edit the Bylaws.
 - c. The Bylaw Revision Committee will hold a Bylaw Revision Roundtable to present revisions and to facilitate discussion about further revisions. Attendees include chapter presidents and chapter delegates.
 - d. The Bylaws shall be reviewed annually.
 - e. The revision of the Bylaws shall be presented to the Panhellenic Association for approval.
 - 2. **RECRUITMENT COMMITTEE.**
 - a. Recruitment Committee shall consist of the Vice President of Recruitment, Panhellenic President, Assistant Recruitment Officer, Recruitment Counselor Coordinator, Director of Greek Life, the recruitment officers from each member chapter, and one alumna recruitment Advisor from each regular member chapter.
 - b. Three Recruitment Planning Meetings shall be held and attended by the Recruitment Committee.
 - c. The Standing Rules for Recruitment of the Panhellenic Association shall be passed by a majority vote of the chapter delegates. The chapter delegates shall have the opportunity to discuss recruitment issues with their chapter recruitment officer and their chapter.
 - d. The Standing Rules for Recruitment of the Panhellenic Association shall be duplicated for chapter recruitment officers, chapter recruitment Advisors, recruitment counselors, Panhellenic Executive Board officers, Panhellenic delegates, and the Director of Greek Life once the document has been completely revised and

- approved.
 - e. The Standing Rules for Recruitment of the Panhellenic Association shall be posted on the Panhellenic Association website.
3. JUDICIAL BOARD
- a. The Executive Vice President shall act as the Chief Justice for the Panhellenic Judicial Board.
 - b. The Judicial Board shall consist of five members and at least one alternate member.
 - c. To be considered, applicants must be of at least sophomore level, be in good standing with the university and their individual chapter, and have participated in formal recruitment with their chapter.
 - d. The selection process for the Judicial Board shall occur each spring quarter.
 - e. Training of the Judicial Board shall occur in the spring quarter after appointment and in the following fall quarter.

ARTICLE XV

Dues, Fees, & Assessments

- A. FISCAL YEAR. The fiscal year of the Panhellenic Association at the University of California, Irvine shall coincide with the University academic year.
- B. CONTRACTS. The signature of the Panhellenic President and the Director of Greek Life shall be required to bind the Panhellenic Association at the University of California, Irvine,
- C. CHECKS. All requests for checks on behalf of the Panhellenic Association shall be signed by the Vice President of Finance and the Director of Greek Life. A reimbursement form must be submitted and approved before a check can be issued.
- D. PAYMENTS. All payments due to the Panhellenic Association shall be given to the Vice President of Finance who shall record them. Checks for payments shall be made to the Panhellenic Association.
- E. CHAPTER DUES, FINES AND CHAPTER OBLIGATIONS
 - 1. Regular and associate chapters will be assessed quarterly membership dues.
 - 1.a. Quarterly dues will be \$10 per member.
 - 2. Chapter dues shall be submitted by the 3rd Monday of the academic term.
 - 2.a. Submission procedures will be provided by the VP Finance
 - 3. A 10% assessment will be added to the total balance owed every week until the financial obligation is paid
 - 4. Payments more than 30 days late will result in loss of voting privileges and temporary suspension from participating in Intramural sports and holding social events.
- F. QUARTERLY REPORT. At the beginning of each quarter, the Vice President of Finance shall prepare a quarterly report of the expenses incurred the previous quarter for the Panhellenic Association.
- G. FINES AND OTHER PAYMENTS. Payments beyond those of membership dues may be assessed to chapters for external events or for failure to complete Panhellenic duties.
 - 1. A recruitment fee may be assessed for each member chapter to cover expenses for recruitment.
 - 2. Fines may be assessed for incomplete attendance at mandatory events or other failed duties.
 - 3. Payments in accordance with mediation agreements or Judicial Board resolutions may be assessed.
 - 4. The Panhellenic Association may assess potential new members a fee for recruitment registration.
- H. MANDATORY EVENTS.
 - 1. Events are deemed mandatory by the Panhellenic Executive Board.
 - 2. For each event, the percentage of chapter members required is determined by a vote at Panhellenic Meeting. Chapter delegates are responsible for ensuring that this percentage of their chapter is present at the event.
 - 3. A set percentage of 80% of chapter members is required to be present at All Greek Conference.
 - 4. Fines are determined by the Panhellenic Executive Board and approved by Panhellenic Chapters, before each event. Chapters will be assessed this appropriate fee.

5. Each mandatory Panhellenic event will be set on the official Panhellenic Calendar at the beginning of the respective academic quarter.
 - 5.a. In the case that an event is not set at the beginning of the academic quarter, the Panhellenic Delegates must be notified with at least two weeks in advance of the new event.

ARTICLE XVI

Programs and Events

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

- A. **RECRUITMENT.** The Panhellenic Association will coordinate a formal recruitment process every Fall Quarter. The regulations governing recruitment are presented in a separate document titled the Panhellenic Association Standing Rules for Recruitment.
- B. **BEING A NEW GREEK (BANG!).** The Vice President of Programming shall organize and oversee the annual mandatory New Member Conference in conjunction with their counterpart from the Interfraternity Council, Multicultural Greek Council and National Pan Hellenic Council. The purpose of this program shall be to orient new members to the University of California, Irvine Greek Community and to create awareness on issues pertinent to Greek Life.
- C. **ALL GREEK CONFERENCE.** The Vice President of Programming shall organize and oversee the annual mandatory All Greek Conference in conjunction with the Vice President of Programming from the Interfraternity Council. The purpose of this program shall be to inform members of relative issues pertinent to the Greek Community.
- D. **PANHELLENIC SPORTS PROGRAM**
 1. The Panhellenic Association shall coordinate a sports league in partnership with the University of California, Irvine Campus Recreation intramural department.
 2. The sports league will consist of the members of the Panhellenic Association.
 3. All participating individuals are expected to demonstrate sportsman-like conduct.
 4. The Panhellenic Sports Trophy will be awarded to the chapter with the highest point total for the calendar year as calculated by the intramural department.
 5. Additional recognition will be given to the winners of the individual sports within the Panhellenic Sports Program.
 6. Sports league meetings held by the University of California, Irvine Anteater Recreation Center are to be attended by each chapter's sports representative and the Panhellenic Sports Officer.
 7. The Panhellenic Sports Program will adhere to the guidelines stated in the Panhellenic Sports Representative Handbook.
- E. **JUNIOR PANHELLENIC EDUCATION SERIES.** The Junior Panhellenic Education Series shall serve as a vehicle to improve Panhellenic New Member education.
 1. The Panhellenic Executive Vice President shall facilitate the Junior Panhellenic Education Series.
 2. The focus of the Junior Panhellenic Education Series is to provide important information to new members that they otherwise may not have learned during their new member period as well as introduce the Panhellenic Association and provide a forum to meet other young sorority women.
 3. Each chapter shall be responsible for selecting new members to attend each workshop. (COB members from winter and spring quarter are encouraged to attend fall quarter workshops)
 4. It shall be mandatory for the selected members to attend the workshops of the Junior Panhellenic Series.
 5. The new members shall be responsible for providing a comprehensive summary of what they learned in their workshop during their respective chapter meetings.
- F. **SISTER SORORITY PROGRAM**
 1. The Panhellenic Association will have a sister sorority program.
 2. The executive board communication officers will be responsible for program management.
 - a. Responsibilities include establishing and distributing points and quarterly schedules.

- b. An annual program assessment should be conducted during the spring quarter.

ARTICLE XVII
Chapter Philanthropy Events

A. PHILANTHROPIC EVENT

1. The Panhellenic Association recognizes a Philanthropic Event as an event that:
 - a. Fundraises or raises money for a philanthropic cause.
 - b. Targets involvement from the UC Irvine community.
 - c. Is over two hours in a week long period for participants.
 - d. Asks chapters of the Greek Community to do ANY of the following:
 - i Pay a participatory entrance fee.
 - ii Make and/or contribute any monetary or gift-in-kind donation.
 - iii Provide service hours to the organization.
 - e. Any event or set of events meeting all of the above characteristics must adhere to the Philanthropic Event guidelines of Article XVII.

B. PHILANTHROPY CALENDAR

1. The number of individual chapter's Philanthropic Events allowed per quarter will be decided by the Vice President of Programming and must be approved by the current Executive Board.
 2. The Philanthropy Calendar will be a tool in which delegates may sign up their chapter's Philanthropic Events for the Fall, Winter, and/or Spring Quarters. The calendar will be made available for delegate sign up in Panhellenic meetings at the beginning of the academic year.
 3. Chapters must send their philanthropies by week 5 of the preceding quarter for the new upcoming quarter.
 4. More specific details of Philanthropic Events will be added to the Philanthropy Calendar at the beginning of each subsequent quarter.
 - a. All themes for philanthropies must be submitted for approval and it is required at least two weeks before the event.
 5. Chapter additions or changes to the Philanthropy Calendar must be requested to the Executive Board in the quarter preceding the event. The chapter is then to make a presentation of their event to be voted on and approved by the Executive Board.
 6. There will be one mandatory Philanthropy event per quarter determined by the Panhellenic Executive Board.
 7. A tentative year-long philanthropy calendar will be submitted to the Panhellenic Executive Board before the end of Spring Quarter prior to the next academic year.
 8. A chapter can hold a maximum of 2 All Greek Philanthropies (not including internal philanthropies) per academic year. Only one shall be more than one day, not to exceed four days.
- C. FEES.** No chapter may charge an entry fee of more than \$100 per group entering. There may be no other mandatory fees for participants.
- D. ALCOHOL AND DRUG POLICY.** Alcohol and/or illegal drugs are strictly prohibited at chapter philanthropy events.

ARTICLE XVIII
Undergraduate Interfraternity Institute (UIFI) Annual Scholarships

A. The Panhellenic Association will sponsor scholarships for Panhellenic women to attend the Undergraduate Interfraternity Institute each year.

1. Scholarships may be offered based on the current year's budget. The scholarship will only cover the program fee/travel stipend (\$250) or as listed on the application.
2. Panhellenic will only sponsor women who are not able to receive a scholarship from their own national fraternity/sorority depending on Applicant Pool.
3. The selection process will be overseen by the Vice President of Finance.

- a. Applications will be due by the end of Winter Quarter.
 - b. Interviews may be held at the end of Winter Quarter/beginning of Spring Quarter.
 - c. If there is a very large applicant pool, the VP Finance and the Panhellenic Executive Board will discuss and come up with the decision of the selected participants.
4. The scholarships will be awarded to qualified Greek women as determined by the Panhellenic Executive Board.

ARTICLE XIX
Hazing

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

ARTICLE XX
Alcohol Resolution

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

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

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

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

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

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

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

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

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

ARTICLE XXI
Infractions & Judicial Process

- A. INFRACTIONS:
1. Infractions may be filed against any chapter or individual chapter member that fails to uphold the unanimous agreements in the current edition of the NPC Manual of Information, the UC

Irvine Panhellenic Association Bylaws, the Standing Rules for Recruitment, and the Greek Busing policies.

2. Infractions must be filed within 30 days as stated in the current edition of the NPC Manual of Information
3. Chapters and individual chapter members must adhere to Chapter, Panhellenic, University, State and Federal Policies. Failure to do so may result in an infraction or serious Judicial review.

B. JUDICIAL PROCESS:

1. Any dispute arising out of the violation of the Panhellenic Association Bylaws, Standing Rules of Recruitment, Unanimous Agreements, and Greek Busing policies shall be addressed using the Judicial Process outlined in the current edition of the NPC Manual of Information
2. If the informal meeting and mediated discussion cannot reach an amicable solution, the matter shall be referred to the Panhellenic Judicial Board.
 - 2.a. Disputes related to unfilled mediation outcomes and sanctions may be submitted to the Panhellenic Judicial Board by one of the participating parties.
3. Chapters reserve the right to appeal the decision of the Panhellenic Judicial Board by appealing to the NPC College Panhellenic Committee. Notice of intention to appeal shall be given to the Executive Vice President within one week of the rendered decision. All requirements as stated in the current edition of the NPC Manual of Information must be met.
4. In accordance with the College Panhellenic Association Bylaws, the Judicial Board is composed of six collegiate members and the Panhellenic Advisor (ex-officio member).
5. A verdict of guilt requires a majority vote of the Judicial Board members.
6. All Judicial Board hearings will follow the process outlined in Appendix A.
7. Illegal actions in violation of State or Federal laws will be reported directly to UCI Judicial Affairs.

**ARTICLE XXII
Social Events**

A. SOCIAL EVENT

- 1 All Panhellenic Social Events must comply with the Procedure on the Use of Bused Events on University Property by Interfraternity Council and Panhellenic Association Organizations.
- 2 Bus forms must be turned in on the Wednesday of the week before the event.
- 3 All Events shall be congruent with the sponsoring chapter's values.
- 4 No event shall misrepresent, stereotype, mock, mimic, or appropriate any of the following: race, ethnicity, religion, sexual orientation, gender, and/or culture.
 - a. All themes for social events must be submitted for approval and it is required at least two weeks before the event.
- 5 Events that pertain to the above mentioned categories must be relevant and respectful toward the subject of the event.
- 6 Chapters are encouraged to program their events with positive intent.
- 7 Chapters are encouraged to seek information, advice, or collaboration from campus organizations, entities, or communities outside of the Greek community.
- 8 All publicity or promotion of an event will be held to the same standard as the event itself. The sponsoring organization(s) is/are liable for any publicity distributed for their event.
- 9 A fine of \$750 will be issued if a bus arrives without a bus form and a \$250 late fee will be issued if a bus form is not turned in on time.

B. VIOLATIONS

1. Failure to abide by these standards will result in the NPC Judicial Board Process in which resolutions will be determined for involved chapters. Resolutions may include but are not limited to the following:
 - a. Require a set number of community service hours carried out by the involved chapter or any number of selected members.
 - b. Require that the chapter conduct or sponsor educational program(s).
 - c. Place the chapter on social probation (this shall not include recruitment activities).

- d. Report of a University of California, Irvine Non-Discrimination Policy Violation to the Office of Student Conduct.
 - e. Resolutions shall not forbid formal or informal entertainment that is part of membership recruitment or the observance of an inter/national fraternity celebration.
 - f. Resolutions shall not affect a fraternity or sorority's Quota or Total.
 - g. Resolutions shall not affect the time of new member acceptance and/or initiation.
 - h. Resolutions shall not forbid the right of an NPC fraternity or sorority to vote in Panhellenic meetings.
2. The duration of any penalty imposed shall not exceed the duration of one calendar year from the time the final decision is rendered.

ARTICLE XXIII Amendments

- A. The Bylaws of the Panhellenic Association at the University of California, Irvine may be amended by majority vote, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.
- B. All Panhellenic Bylaws are subject to the discretion of the current Panhellenic Association Executive Board.

Approved March 10th, 2014

APPENDIX A Judicial Board Hearing

I. JUDICIAL BOARD MEMBERSHIP

- A. In accordance with the College Panhellenic Association Bylaws, the Judicial Board is composed of seven collegiate members and the Panhellenic Advisor (ex-officio member).
- B. Members Include:
 1. Chairman; votes.
 2. Six members representing fraternities holding regular or associate membership in the Panhellenic Association; votes.
 3. The Panhellenic Advisor (ex-officio member); does not vote.
- C. The Panhellenic Executive Board appoints, through application and interview process, all collegiate members.
- D. A Panhellenic Judicial Board member must be an initiated, undergraduate member in good standing (according to the definition of her respective chapter) at the time of appointment and throughout her term.
- E. The Panhellenic Advisor shall serve as an ex-officio member of the Judicial Board. If the Panhellenic Advisor is unable to attend a meeting, a non-collegiate representative will be chosen by a majority vote of the Judicial Board.
- F. In cases where both the Chairman must be recused, the remaining members of the Judicial Board will select a member to serve as Chairman.

II. JUDICIAL PROCEDURES

- A. A member of the Judicial Board will serve as secretary and take minutes of hearings. (No minutes are recorded for mediations.) This responsibility may rotate among the members of the Judicial Board.
- B. The College Panhellenic Judicial Board shall:
 1. Handle all alleged violations of NPC Unanimous Agreements and the College Panhellenic Constitution, Bylaws, code of ethics, membership recruitment rules/guidelines and Standing Rules (required by the NPC Unanimous Agreements).
 2. Educate member fraternities about the Panhellenic Judicial procedure.
 3. Participate in training designed to educate Judicial Board members about the purpose of the Board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning.

4. Conduct a fair hearing with impartial Judicial Board members following the NPC Unanimous Agreement VII, College Panhellenic Judicial Procedure.
5. Maintain confidentiality throughout and upon completion of the Judicial process. (UA VII)
6. Create and maintain proper documentation. Documentation should be retained by the Vice President of Judicial Affairs or Chairman and the Panhellenic Advisor for a period of four years. (UA VII).

B. Duties of the Judicial Board Chairman

1. The College Panhellenic Judicial Board Chairman shall:
 - a. Coordinate the training of the Judicial Board members with the Panhellenic Advisor.
 - b. Implement the NPC Unanimous Agreement VII, the College Panhellenic Judicial Procedure.
 - c. Determine if any collegiate Judicial Board members need to be excused (recused) from serving because of a conflict of interest.
 - d. Provide involved chapter(s) with a copy of the —College Panhellenic Judicial Board Guidelines and Procedure I (this document).
 - e. Preside at Judicial hearings.

III. JUDICIAL BOARD HEARING

- A. The purpose of a Judicial Board hearing is to resolve an alleged violation of the rules of (1) the “parent organization,” in this case, the National Panhellenic Conference. The rules, specifically, are the NPC Unanimous Agreements and NPC resolutions, and (2) the Panhellenic Association Constitution and Bylaws, code of ethics, membership recruitment rules/guidelines and Standing Rules. In all cases, the primary goal is to reach a fair and equitable decision based on the review by peers. The Judicial Board hearing should be conducted in a manner that adheres to certain guidelines and achieves the goal of reaching a fair and equitable decision.
- B. Guidelines established in the NPC Unanimous Agreements that shall be followed include: Judicial Board hearings shall be closed to the public. (UA VII)
- C. The participants in the Judicial Board hearing shall be representatives from each fraternity involved, including a chapter Advisor or the complaining party if other than a fraternity, the College Panhellenic president, the Panhellenic Advisor and in cases of recruitment infractions, the College Panhellenic recruitment Chairman. (UA VII)
- D. Written minutes must be taken at the time of the Judicial Board hearing. (UA VII)
- E. Penalties should be assessed to fit the nature and degree of the offense. (UA VII)
- F. Information on the appeals process shall be presented at the close of the Judicial Board hearing. (UA VII)
- G. The proper notification and reporting forms must be used. (UA VII)
- H. All documents associated with an investigation or Judicial Board hearing shall be kept by the Vice President of Judicial Affairs (or Chairman in charge of Judicial procedure) in a locked file cabinet in the Panhellenic office for a period of four years. The Panhellenic Advisor will also keep a copy of the hearing minutes and the decision in the Panhellenic files in his or her office. (UA VII)
- I. Electronic recording devices may not be permitted.
- J. The chapter president or her designee and one alumna chapter advisor shall represent each chapter involved.
- K. Chapters involved in a hearing have the right to consult with a representative from their inter/national organization.
- L. Witnesses will be called one at a time and may remain in the hearing room only during their testimony.
- M. Following the completion of the hearing, the Judicial Board members hearing the case and the Panhellenic Advisor will go into executive session for deliberations.
- N. Deliberations are confidential and comments are not to be reported outside of the room, with the exception of the official written decision recorded on the College Panhellenic Record of Mediation or Judicial Board Hearing and the official oral statement given by the Chairman to the parties.

IV. JUDICIAL BOARD HEARING — ORDER OF EVENTS

- A. Call to order by the Chairman
- B. Introductions
- C. Charges read by Chairman
- D. Opening statement by complaining party (may limit time)
- E. Opening statement by accused party (may limit time). (This statement, at the option of the accused, may be deferred until the complaining party completes the presentation of witnesses.)

- F. Complaining party calls witnesses one at a time; accused may cross-examine any witness.
- G. Accused calls witnesses one at a time; complaining party may cross-examine any witness.
- H. Judicial Board members may, at any time, ask questions of the witnesses.
- I. Closing statement by the complaining party (may limit time)
- J. Closing statement by the accused (may limit time)
- K. Judicial Board members enter executive session for deliberation (only members of the Judicial Board hearing the case and the Panhellenic Advisor remain in the hearing room).
- L. Chairman restates charges
- M. Chairman requests motion(s) from members of the Judicial Board (12, 13 and 14 are to be handled one motion at a time if there is more than one incident being presented).
- N. Discussion of motion(s)
- O. Vote on motion(s)
- P. A verdict of guilt requires a majority vote of the Judicial Board members.
- Q. If a chapter is found guilty of the charges, the Judicial Board must then determine the appropriate sanctions following the guidelines established in the College Panhellenic Judicial procedure. If the documents or policies do not provide guidance as to sanctions, the Judicial Board may determine sanctions appropriate to the severity of the violation.
- R. The hearing is reconvened, and the decision of the Judicial Board is then read to the complaining and accused parties. Witnesses are not in attendance at this time.
- S. The verdict and/or sanctions must be put in writing on the College Panhellenic Record of Mediation or Judicial Board Hearing and signed by the parties listed on the report.
- T. Information regarding the appeals process must be provided using the College Panhellenic Notice of Appeal at the time the decision is read.

Approved June 2016