



# Bylaws

University of Southern California  
Collegiate Panhellenic Association

Updated November 26, 2018



## University of Southern California Panhellenic Association Council Bylaws

### Article I. Name

The name of the organization shall be the University of Southern California Panhellenic Council.

### Article II. Purpose

The University of Southern California Panhellenic Council is committed to upholding its members to foster a unified, multifaceted, and supportive community that empowers women to discover their fullest potential through academic achievement, campus involvement, community service and interfraternal collaboration. We encourage each chapter member to commit to her own personal growth while recognizing herself as part of a broader, diverse sisterhood dedicated to acting for the greater good of the Panhellenic, USC, and local community.

### 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 USC Panhellenic Council shall be composed of all chapters of National Panhellenic (NPC) sororities at the University of Southern California. Regular members of the College Panhellenic Association 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 USC Panhellenic Council shall be composed of all colonies of NPC sororities at the University of Southern California. Provisional members will have a voice but not a vote during the provisional period. They will not pay dues until the time of colonization. Provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.
- C. Associate Membership. Local sororities or national or regional non-NPC member groups may apply for associate membership of the US Panhellenic Council. The Panhellenic Council shall determine the membership eligibility requirements and the process for submitting an application and approval of the application. 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 and, if they are not participating in the formal recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic Total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.
  - a. Consideration: The Panhellenic Council will consider an organization for associate member status in the event that the organization is defined as a local, social sorority and meets the needs of a specific student population not currently represented by the mission of other social sororities on the USC campus.
  - b. Probationary Period: Each organization desiring associate status must submit an application to the Office for Fraternity and Sorority Leadership Development (FSLD). Upon review and completion of the application, each organization desiring associate status must make a presentation to the Panhellenic Council and be accepted by a two-thirds vote of the Panhellenic membership. If accepted, the organization will be placed in a probationary period for no less than one academic year.
    - i. During this period, the organization must meet the following criteria:
      1. Attend all Panhellenic meetings,
      2. Pay all Panhellenic dues on time and in full,
      3. Achieve a chapter cumulative and semester GPA of 3.0 or higher,
      4. Complete a minimum of 100 documented service hours each semester, and
      5. Understand and follow all university, NPC, and USC Panhellenic Council policies.
    - ii. Any instance of being sent to Student Judicial Affairs and Community Standards will result in review of probationary status and possible termination of the probationary period.



- iii. After one year of the probationary period, the Panhellenic Council will vote whether to accept the organization's associate member status. A two-thirds majority is needed to gain associate member status. If a two-thirds majority is not achieved, the probationary period will be extended for one semester. After each probationary extension, a two-thirds vote will decide to either continue the probationary period or to accept associate member status.
- c. Membership Requirements: The following are requirements for an organization to maintain associate member status:
  - i. Follow all university responsibilities set forth by FSLD such as the Minimum Standards, Hazing Policy, Group Responsibility, annual chapter self-evaluation, party notifications, etc., as well as abide by the Panhellenic Constitution and Bylaws;
  - ii. Pay the same dues as regular members of the Panhellenic Council; and
  - iii. Remain in good standing with FSLD at all times or associate membership is up for review. Any associate member not in good standing with FSLD may have their associate membership placed in a probationary period by a two-thirds vote of Panhellenic members.
- d. Additional Information:
  - i. The Panhellenic Council will not accept an organization's application for associate member status during any other organization's probationary period.
  - ii. Associate members will be afforded the same opportunities in the Panhellenic Council as regular members.

## **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 the USC Panhellenic Council bylaws, Recruitment code of ethics, and any additional rules this Panhellenic Council may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Council in conflict with the NPC Unanimous Agreements shall be void.
- B. Membership Fees. Membership payments are applicable from the fiscal year beginning July 1 and ending June 30 on a semester-by-semester basis. Panhellenic membership dues are used for all programming as approved by the Director of Finance—as stated in officer position description—or as approved by the Panhellenic Council. Payments will be made in a timely manner or fines will be imposed. Payments received after the specified due date will be subject to a \$20 per day late fee assessed by the Panhellenic Executive Board. Fees will be assessed to each NPC member sorority, \$11 per active member and \$14 per new member per semester.

## **Article IV. Officers and Duties of the Executive Board**

### **Section 1. Officers**

The officers comprising the University of Southern California Panhellenic Council Executive Board shall consist of:

- A. President
- B. Executive Vice President
  - I. Director of Marketing
- C. Vice President Recruitment
  - I. Director of Recruitment Counselors
  - II. Directors of Recruitment (x2)
- D. Vice President Community Relations
  - I. Director of Scholarship
  - II. Director of Service and Philanthropy
  - III. Director of Wellness and Athletics
- E. Vice President New Member Education
- F. Vice President Finance
- G. Vice President Judicial Affairs



The Directors that fall under each Vice President are considered part of that pod. Through collaboration and open communication, these pods will work together to execute the Panhellenic Executive Board initiatives set at the beginning of the term. The Vice President in each pod will serve as a managerial position to each of the Directors in her respective pod.

## **Section 2. Eligibility**

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

- A. Regular Membership. Members from women's sororities holding regular membership in the USC Panhellenic Council shall be eligible to serve as any officer.
- B. Provisional Membership. Members from women's sororities holding provisional membership in the USC Panhellenic Council shall not be eligible to serve as an officer.
- C. Associate Membership. Members from women's sororities holding associate membership in the USC Panhellenic Council shall be eligible to serve as an officer with the exception of President or VP Recruitment.

## **Section 3. Selection of Officers**

- A. The requirements for holding a Panhellenic Executive Board office or appointed position shall be:
  - a. Each officer shall be an active member in good standing of a member sorority;
  - b. Each officer shall have and maintain a cumulative 3.0 grade point average;
  - c. The President and VP Recruitment shall be juniors in good standing by the beginning of their term in office;
  - d. The President is required to either have:
    - i. Previous Panhellenic experience as an executive officer, a delegate, or an alternate delegate or;
    - ii. Previous Chapter President experience with Panhellenic involvement and a community mindset.
  - e. The VP Recruitment is encouraged to either have:
    - i. Previous Panhellenic experience as an executive officer, a delegate, or an alternate delegate or;
    - ii. Previous Chapter Recruitment Leadership experience.
  - f. Applicants are required to have participated in the sister side of primary recruitment as a member within their sorority. If an applicant has not completed this requirement and has been slated, her Executive position is contingent upon participating on the sister side of the upcoming spring primary recruitment.
- B. Application Procedure
  - a. Applications shall be distributed no less than four weeks prior to candidate interviews, and shall be due no less than one week prior to candidate interviews.
  - b. All chapters are expected to have a minimum of three members apply for positions on the Executive Board.
  - c. Each applicant shall be interviewed by the Panhellenic Executive Board and the Panhellenic Delegates.
  - d. The present Executive Board and Panhellenic Delegates must be present for all interviews, unless they are applying to be on the incoming Executive Board. If a Panhellenic Delegate is applying, she must find a chapter representative to help conduct interviews.
  - e. There shall be no campaigning.
- C. Voting Procedure
  - a. Each chapter shall have one vote.
  - b. After all interviews of candidates are completed, the Executive Board will provide its recommendations to the Delegates who will then vote to form a slate.
  - c. When making the slate, the Executive Board and Delegates aim to have as many chapters represented as possible to create the best slate of candidates for the Panhellenic Executive Board. However, selection will be made based on the quality of the applicant.



#### D. Challenging the Slate

- a. Any applicant who was not slated for their desired position may challenge the slate, providing the member has gone through an interview with the Panhellenic Executive Board and Delegates.
- b. The time period in which the slate can be challenged is at the discretion of the President.
- c. Applicants whose position on the slate has been challenged and applicants who have challenged the slate will be asked to present a speech to the Executive Officers and Delegates at the next board meeting.
- d. The Panhellenic Executive Board and Delegates will vote after each applicant as given their speech. If a delegate cannot attend, a representative from that chapter must attend.
- e. The position will be awarded to the applicant who receives a majority vote.

#### Section 4. Term

The officers shall serve for a term of one calendar year or until their successors are elected. The term of office will begin at the end of the fall semester after the final transition meeting set by the Executive Board.

To accommodate primary recruitment in the spring, the outgoing Executive Board will be expected to plan and execute the recruitment after the official end of their terms. The outgoing Executive Board will relinquish all other responsibilities to the incoming Executive Board at the end of the fall semester after the final transition meeting.

- a. Those on the outgoing Executive Board who are studying abroad in the spring semester or who are graduating in December are excused from executing recruitment.
- b. The following incoming Executive Board positions: President, Vice President of Recruitment, Vice President of Judicial Affairs, and Director of Recruitment Counselors; are expected to shadow the outgoing Executive Board and help execute spring primary recruitment unless:
  - i. She has not yet completed the sister side of recruitment or;
  - ii. She is currently holding an Executive Position in her chapter that is required in the execution of spring primary recruitment.
- c. The following incoming Executive Board positions: Executive Vice President, Vice President of Community Relations, Vice President of New Member Education, Vice President of Finance, Director of Marketing, Directors of Recruitment (x2), Director of Wellness and Athletics, Director of Service and Philanthropy, Director of Scholarship; may be asked to serve as Recruitment Counselors or as shadows of the outgoing Executive Board to help execute spring primary recruitment unless:
  - i. She has not yet completed the sister side of recruitment or;
  - ii. She is currently holding an Executive Position in her chapter that is required in the execution of spring primary recruitment.

The pending roles that the above positions will play during spring recruitment depend on:

- i. The number of outgoing and incoming Executive Board members available to execute recruitment and;
- ii. The number of Recruitment Counselors who are chosen but are no longer able to serve in this role during recruitment for various reasons.

#### Section 5. Removal

Just cause must be shown in order to remove an Executive Board Officer from her position. A review will be held with the Panhellenic President and Advisor, who will make a recommendation to be voted on by a  $\frac{3}{4}$  vote of the Executive Board and Panhellenic Delegates. In the event of a removal of the President, the Executive Vice President will fill the President's role in this procedure.

#### Section 6. Vacancies

Vacancies that arise on the Executive Board shall be filled depending on the date and nature of the removal.

- A. If the position becomes vacant within two months following the original election, another election will be held.
- B. Should the position become vacant after two months, the Panhellenic Executive Board will nominate a member of the Panhellenic Council who must then be approved by the Delegates.
- C. Should the Presidency be vacated, the Executive Vice President will automatically assume the position.



- D. Should the position of Vice President Recruitment be vacated, the Panhellenic President and Panhellenic Advisor shall make a recommendation, to be voted on by the Executive Board, for one of the two Recruitment Chairs to fill the position.
- E. During elections, every attempt will be made to assure equal representation among member sororities. However, selection will be made based on the quality of the applicant.

### **Section 7. Duties of the Executive Board**

The Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council votes. The Board shall report all action taken place by the Executive Board at the next regular meeting of the Panhellenic Council through the Executive VP and record the action in the minutes of that meeting.

The Executive Board shall be comprised of women who actively serve all 11 NPC sororities on USC's campus to foster a unified, multifaceted, and supportive community that empowers women to discover their fullest potential through academic achievement, campus involvement, community service, and interfraternal collaboration.

The Executive Board is expected to, but not limited to, the following:

- a. Actively participate in weekly meetings as determined by the President
- b. Exercise and maintain an unbiased mindset that seeks the good for the entire Panhellenic community
  - i. Adhere to the President's expectations for the logistical piece of disaffiliation
- c. Practice an innovative and flexible leadership style
- d. Foster a culture of respect for ideas and each other
- e. Build professional working relationships
- f. Promote transparency and honesty in all interactions
- g. Prepare comprehensive transition notes and meet with your respective incoming/outgoing Executive Board woman to provide mentorship and guidance
- h. Work and collaborate within their designated pods as outlined in Section 1

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

#### **A. President**

- a. Serve as the Official Collegiate Panhellenic representative
- b. Lead weekly Executive Board meetings, bi-weekly Panhellenic Council Presidents meetings, and any other meetings that seem fit
- c. Mentor and provide visionary guidance for all Panhellenic Executive Officer positions and Panhellenic Community as a whole
- d. Act as a liaison between the University, Panhellenic Council Presidents, Executive Board, and other Greek Councils and Executive Board
- e. Plan and conduct spring Executive Board Retreat and fall officer transitions
- f. Conduct one-on-one meetings with Panhellenic Council Presidents, Executive Board Members, FSLD Advisors, and University Stakeholders
- g. Speak on behalf of the Panhellenic Council to all media outlets

#### **B. Executive Vice President**

- a. Work in collaboration with Director of Marketing to facilitate a positive and interactive relationship between the Panhellenic Community, the Panhellenic Delegates, and the Panhellenic Executive Board
- b. Perform the duties of the President in her absence, inability to serve, or at her call
- c. Serve as a logistical and managerial aid to all Vice President positions with guidance and oversight of the President
- d. Write and distribute all Panhellenic Executive Board and Chapter Delegate meeting minutes each week
- e. Organize and advise Delegates on Panhellenic matters, including the Sister Sorority Program, Delegate Ambassador Program, and Delegate Committee Program
- f. Coordinate House Director appreciation and event initiatives



- g. Develop a strong working relationship with the Asian Greek Council, Interfraternity Council, Multicultural Greek Council, and National Pan-Hellenic Council

#### C. Director of Marketing

- a. Work in collaboration with and directly report to the Executive Vice President to facilitate a positive and interactive relationship between the Panhellenic Community, the Panhellenic Delegates, and the Panhellenic Executive Board
- b. Design consistent brand strategy aligned with the Panhellenic Council's goals and values
- c. Create and distribute weekly Panhellenic Newsletter
- d. Update Panhellenic Council website and social media accounts on a regular basis
- e. Assist all Executive Board members in creating and distributing marketing content for the Panhellenic Council

#### D. Vice President of Recruitment

- a. Serve as the visionary lead in fostering a values based and informalized primary recruitment
- b. Manage the Recruitment Pod: Director of Recruitment Counselors and Directors of Recruitment (x2)
  - i. At the beginning of the term, distribute and delineate tasks to each Director of Recruitment based on interests
- c. Organize and lead Think Tank meetings, Recruitment Pod meetings, and any other necessary recruitment meetings
- d. Master and revise the Recruitment Rules in conjunction with one collegiate representative from all chapters that participate in primary recruitment during Think Tank meetings
- e. Educate the Executive Board and Panhellenic community on the Recruitment Rules and processes
- f. Manage all recruitment planning and execution

#### E. Director of Recruitment Counselors

- a. Work in collaboration with the Recruitment Pod and directly report to the Vice President of Recruitment
- b. Coordinate Recruitment Counselor call for applications and selection processes
- c. Design and lead a comprehensive values based training program for Recruitment Counselors
- d. Organize and manage all logistical pieces for Recruitment Counselors during the primary recruitment process; including but not limited to, day of recruitment check-ins and debriefs, collection of Recruitment Counselor supplies, and distribution of attendance sheets
- e. Create Recruitment Groups for the Potential New Members, to be led by pairs of Recruitment Counselors, in conjunction with the Vice President of Recruitment
- f. Manage collection and analysis of post-recruitment Recruitment Counselor feedback surveys

#### F. Directors of Recruitment (x2)

- a. Work in collaboration with the Recruitment Pod and directly report to the Vice President of Recruitment
- b. Assist the Vice President of Recruitment in organizing and executing logistics of recruitment
- c. Master Campus Director software for conflict scheduling and recruitment process management
- d. Manage the [uscphcinfo@gmail.com](mailto:uscphcinfo@gmail.com) email account
- e. General USC Community Focused Tasks:
  - i. Develop a comprehensive and strategic social media marketing plan for recruitment
  - ii. Brainstorm and execute a series of Panhellenic educational and social events geared towards garnering interest in the joining the Panhellenic community
  - iii. Organize Involvement Day materials and logistics in conjunction with the Executive Vice President and Delegates
  - iv. Design and distribute a thorough PNM withdrawal survey to collect feedback for improving the recruitment experience
- f. Panhellenic Community Focused Tasks:



- i. Strategically plan and execute marketing of recruiting events for Panhellenic Executive Board interest
- ii. Assist the Vice President of Judicial Affairs in pre-recruitment walkthroughs and recruitment round specific walkthroughs with community representatives
- iii. Devise strategic planning with the Vice President of Judicial Affairs and the Director of Marketing to educate the community about Recruitment Rules and Expectations
- iv. Design and distribute a thorough chapter constituent survey to collect feedback for improving the recruitment experience

#### H. Vice President of Community Relations

- a. Serve as visionary lead of the Community Relations Pod; oversee the Director of Wellness and Athletics, the Director of Service and Philanthropy, and the Director of Scholarship regarding both their logistical planning for programming and large scale strategic initiatives
- b. Foster strong working relationships with campus partners; including but not limited to, Late Night 'SC
- c. Create relationships with leaders from various organizations to increase awareness and enhance collaboration between the Panhellenic Community and the greater USC Student Body
- d. Plan sponsorships and involvement opportunities for Panhellenic Council members
- e. Keep community and Executive Board aware of involvement, leadership, and professional development opportunities available on campus

#### I. Director of Scholarship

- a. Work in collaboration with the Community Relations Pod and directly report to the Vice President of Community Relations
- b. Execute programming to encourage a more enriching academic life for members, including but not limited to, events during Month of the Scholar and Finals Study Days
- c. Reward chapters and individuals for high academic performance through the USC Greek Awards
- d. Coordinate New Member Scholarship selection process
- e. Manage Master Calendar scheduling of Scholarship Dinners for each chapter

#### J. Director of Service and Philanthropy

- a. Work in collaboration with the Community Relations Pod and directly report to the Vice President of Community Relations
- b. Plan, coordinate, and execute a Panhellenic Service Day during both Spring and Fall semesters
- c. Plan and execute additional service events for the Panhellenic Community as seen fit
- d. Advertise community service and civic engagement opportunities on and around campus to all Panhellenic Members
- e. Organize and host Philanthropy Roundtables with the Philanthropy Chairs from all chapters to devise the strategic goals of the Panhellenic Community's service and philanthropy initiatives
- f. Manage Master Calendar scheduling of Philanthropy Events for each chapter
- g. Promote each chapter's philanthropy and service events to the rest of the Panhellenic Community

#### K. Director of Wellness and Athletics

- a. Work in collaboration with the Community Relations Pod and directly report to the Vice President of Community Relations
- b. Plan and execute at least two health and wellness focused events each semester through interactive programming open to the entire Panhellenic Community
- c. Launch strategic initiatives that promote and ensure the overall wellness of all members of the Panhellenic Community
- d. Maintain a positive working relationship with all campus resources regarding wellness and mental health awareness; establish partnerships with these resources as seen fit
- e. Coordinate and execute Intersorority Intramural Sports Program



- f. Act as liaison between Intramurals, Recreational Sports, Lyon Center, and Panhellenic chapters
- g. Manage Master Calendar scheduling of Social Events for each chapter

L. Vice President of Finance

- a. Manage General Council budgets, accounts, reimbursements, and payments
- b. Collaborate with the Vice President of Recruitment in managing the Recruitment Account and Budget
- c. Collect fall and spring dues from each chapter
- d. Keep record of income/expenditure sources and create an annual report of income/expenditure details accessible to all Panhellenic Council members
- e. Manage accounting, payment, and banking software
- f. Hire and work with proper business advisors or other legal, professional representatives

M. Vice President of Judicial Affairs

- a. Facilitate and oversee accountability enforcement procedures for all community rules, bylaws, and expectations utilizing the National Panhellenic Conference Judicial Process
- b. Educate the Panhellenic community on the Panhellenic Bylaws, Recruitment Rules, Recruitment code of ethics, and community expectations
- c. Foster a healthy community of peer accountability expectations through education initiatives for all chapter members
- d. Recruit, onboard, and educate the Judicial Board, which is comprised of one representative from each chapter, on the National Panhellenic Conference Judicial Process
- e. Assist the President in handling any Greek-wide standards issues
- f. Master and serve as a resource for all USC Panhellenic specific rules and National Panhellenic Conference specific rules and expectations

N. Vice President of New Member Education

- a. In conjunction with FSLD, plan and execute New Member Workshops each semester, with a focus on Panhellenic core values such as but not limited to: Cultural Understanding, Social Choices, and Relationships and Community
- b. Review University and Panhellenic rules and best practices on hazing, safe alcohol consumption, and personal development with all new members
- c. Organize and host New Member Educator Roundtables with the New Member Educators from all chapters to plan the strategic goals of the Panhellenic Community's New Member Education initiatives
- d. Plan and execute additional events for new members in conjunction with the Vice President of Community Relations, the Director of Wellness and Athletics, and the Director of Scholarship as seen fit
- e. Act as a resource for all chapter New Member Educators throughout the year

## **Article V. The Panhellenic Council**

### **Section 1. Authority**

It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the USC Panhellenic Council including but not limited to: annually review and adjust Total per the NPC Unanimous Agreement; 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 Executive Board shall also have the authority to adopt rules governing the USC Panhellenic Council that do not violate the sovereignty, rights and privileges of member women's sororities.

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

The USC Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional, and associate member group at the University of Southern California as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have a voice but no vote. The alternate delegate shall act and vote in the place



of the delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the sorority providing her credentials have been presented to the association president.

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

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

### **Section 4. Delegate Vacancies**

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within two weeks and to notify the USC Panhellenic Council President of her name and email address.

### **Section 5. Regular Meetings**

The time and place of Collegiate Panhellenic Council meetings shall be established at the beginning of each semester. Regular meetings of the Panhellenic Executive Board and the Panhellenic Delegates shall be held at least once a week, at a time arranged by the current Executive Board, following Monday Night Dinner and in accordance with the university calendar. Meetings organized by the Panhellenic Executive Board shall take place as necessary and will include their respective chapter officers.

### **Section 6. Quorum**

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

### **Section 7. Vote Requirements**

- A. Proposed motions on those issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.
- B. A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.

### **Section 8. Duties and Expectations of the Panhellenic Council**

The Panhellenic Council represents the 11 NPC sororities on USC's campus. Each Delegate on the Panhellenic Council should not only represent her respective chapter, primarily through formal voting procedure, but simultaneously dedicate herself to act for the greater good of the Panhellenic community. In order to promote the well-being of all 11 NPC sororities within this community, the Panhellenic Council must;

- a. Vote on the behalf of their chapter in Formal Delegate meetings, properly taking into consideration the general perspective of their chapter
- b. Work in direct coordination with the Executive Vice President in all Delegate Programming; ensure positive and prompt communication within this working relationship
- c. Actively and constructively participate in Delegate meetings through the Delegate Dialogue Program
- d. Plan and organize Sister Sorority events in coordination with fellow Delegates
- e. Participate in at least one Delegate Committee, overseen by an Executive Board Officer, to aid in the completion of said Officer's general duties and the promotion of their strategic initiatives
- f. Serve as an ambassador of the Panhellenic community by participating in and advocating for a minimum of 2 external events held on campus or in the local community per semester
- g. Effectively market and promote all Panhellenic events to their respective chapter, whether through Chapter announcements or other outreach techniques
- h. Promote an environment of respect amongst all other Panhellenic Delegates
- i. Bring any concerns, suggestions, insights, etc. from your chapter directly to the Panhellenic Board
- j. Construct and deliver a detailed transition plan to guide their chapter's incoming Panhellenic Delegate in overtaking the above duties at the end of their term

## **Article VI. The Panhellenic Advisor**



### **Section 1. Appointment**

The Advisor of the USC Panhellenic Council shall be appointed by the University of Southern California administration and will serve in the Office of Fraternity and Sorority Leadership Development.

### **Section 2. Authority**

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

## **Article VII. Finances**

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

The fiscal year of the USC Panhellenic Council shall be from July 1 to June 30 inclusive for the general budget. The fiscal year of the USC Panhellenic Council shall be from January 1 to December 31 for the recruitment budget.

### **Section 2. Contracts**

Approval of the President, VP of Finance, VP of Recruitment, and Advisor shall be required to bind the USC Panhellenic Council on any contract.

### **Section 3. Checks**

All checks issued on behalf of the USC Panhellenic Council shall bear dual approval. The following shall be authorized to be one of the two required to approve: President, VP of Finance, VP of Recruitment, and Advisor.

### **Section 4. Payments**

All payments due to the USC Panhellenic Council shall be received by the Director of Finance, who shall record them. Checks for payments shall be made payable to the USC Panhellenic Council.

### **Section 5. Dues**

NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office. Panhellenic Council membership dues shall be an assessment per member and new member.

- A. The amount of such dues for the next academic year shall be an assessment per member and new member.
- B. The Panhellenic Council shall determine the amount of such dues for the fiscal year no later than February of that year.

### **Section 6. Fees and Assessments**

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

## **Article VIII. Extension**

### **Section 1. Extension**

Extension is the process of adding an NPC women's sorority. The USC Panhellenic Council shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

### **Section 2. Voting Rights**

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

## **Article IX. Violation Resolution**

### **Section 1. Violation**

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members and parent clubs. Conduct contrary to the NPC Unanimous Agreements, these bylaws, Recruitment code of ethics, standing rules and/or membership recruitment regulations of the USC Panhellenic Council shall be considered a violation. In the case of infractions violating university policy or state or federal law, authority shall be relinquished to the Student Judicial Affairs and Community Standards (SJACS).



## **Section 2. Informal Resolution**

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

## **Section 3. Judicial Process**

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The USC Panhellenic Council shall follow all judicial procedures found in the NPC Manual of Information.

- A. Mediation. Mediation is the first step in the judicial process. The USC Panhellenic Council shall follow all NPC Unanimous Agreements, these bylaws, Recruitment code of ethics, standing rules and/or membership recruitment regulations, and the policies laid out in SCampus during the mediation process.
- B. Judicial Board. When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.
  - a. The judicial authority of the USC Panhellenic Council shall be vested in the Judicial Board.
  - b. The Judicial Board shall be composed of the Panhellenic Director of Judicial Affairs (as chair) and one member from each chapter. A minimum of five chapter representatives must be present at each hearing. The Panhellenic Advisor will serve as an ex-officio member.
  - c. The Executive Board shall call for applications to fill the spots on the Judicial Board each January. These board members shall serve for one calendar year and must commit to required training in conduct and policy prior to serving.
- C. Appeal of Judicial Board decision. The USC Panhellenic Council shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

### **Article X. Hazing**

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

### **Article XI. Parliamentary Authority.**

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

### **Article XII. Amendment of Bylaws**

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

### **Article XIII. Dissolution**

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

### **Article XIV. Obligation**

The University of Southern California Panhellenic Council rules shall be binding on patronesses, alumnae, relatives, members of parent's clubs, initiated, new sorority members, and potential new members.

## **Article XV. Standing Rules of the University of Southern California Panhellenic Council**

### **Section 1. Recruitment**



- A. Spring Recruitment. Formal Spring Recruitment shall take place at the start of each spring term, at the discretion of the Panhellenic Executive Board and Recruitment Chairs from each member sorority. Informal Spring Recruitment will take place after total is reassessed after Bid Day for those chapters under total.
- B. Recruitment Rules. The Panhellenic Executive Board, Collegiate Representative of each chapter, and the Panhellenic Advisor, in accordance with University policies, shall determine recruitment rules. A 2/3 vote is needed to approve or amend the recruitment bylaws.
  - a. The Recruitment Rules shall be a separate document than these bylaws and shall be referred to for matters relating to recruitment.
  - b. We recommend assessment of these Rules in a Think Tank style with one Collegiate Representative from each chapter led by the Panhellenic VP of Recruitment.
- C. Fall Recruitment. Informal Fall Recruitment may be held at the start of the fall semester for chapters under total, at the discretion of the Panhellenic VP of Recruitment and the Recruitment Chairs of participating sororities.
- D. Recruitment Counselors. All chapters are expected to contribute 4-6 of their members to serve as recruitment counselors during formal recruitment. In order to achieve this goal, all chapters will be required to have a minimum of 8 eligible members apply for the recruitment counselor position. This will take into account the number of women from each chapter represented on the Panhellenic Executive Board.
  - a. The Panhellenic President, VP of Recruitment, and Director of Recruitment Counselors will work with the Chapter President and VP Membership (or equivalent position) of each chapter in order to ensure that a final and fair number of recruitment counselors are selected from each chapter.
  - b. All information regarding the recruitment counselor application process will be communicated to the Chapter President, VP Membership (or equivalent position), and advisors of each chapter prior to the start of the application process.

## **Section 2. Sister Sororities**

The Sister Sorority program is designed to foster stronger Panhellenic spirit and more inter-chapter friendships and networking. Each chapter is partnered with sister sorority(ies) for the semester. The Panhellenic Executive VP will coordinate the program in conjunction with the Delegates from each chapter.

## **Section 3. Philanthropy**

- A. An educational component of the philanthropy should be included to promote awareness during the event.
- B. Sororities should work towards including more campus groups in the philanthropy events.
- C. Fundraising food events must be inclusive of the entire USC community and publicized as such.
- D. T-shirts made for philanthropy events must include the name of the philanthropy organization.
- E. Sororities will adhere to all University, Fraternity and Sorority Leadership Development Office, and Panhellenic regulations as well as state and federal laws at all philanthropy events.
- F. These bylaws will go into effect starting in Spring 2019.

## **Section 4. Fraternities.**

- A. Non-Recognized, Active Probation, or Interim Suspension Fraternities. Panhellenic Council member sororities shall not accept or extend invitations to any event with an unrecognized fraternity or fraternity on active probation or fraternity on interim suspension according to university standards. If violated, the situation shall be referred to the Panhellenic Judicial Board.
- B. Respect of Panhellenic Members. Upon investigation of an incident of a fraternity slandering a sorority, the Panhellenic Council may be able to withdraw social, deliveries, etc. for a specified period of time.

## **Section 5. Safety**

In the case of strong evidence of an intoxicated member being abandoned during the time of the incident by other Greek women, the chapter of the members responsible will lose the next scheduled social event of highest value. The above is at the discretion of the Panhellenic Board.

## **Section 6. Joint Recruitment Expectations with the Interfraternity Council**



The Panhellenic Executive Board will collaborate with the Interfraternity Executive Board to establish a set of shared expectations prior to formal recruitment. These will be documented and shared with the community.

#### **Section 7. Joint Gameday Expectations with the Interfraternity Council**

The Panhellenic Executive Board will collaborate with the Interfraternity Executive Board to establish a set of shared expectations prior to the first gameday. These will be documented and shared with the community.

#### **Section 8. New Member Education**

- A. Chapters will be fined per new member who does not attend nor submit an acceptable excuse for required Panhellenic New Member Education event(s).
  - a. Excuses will be due at least 2 days before the event at a time set by the Panhellenic VP of New Member Education. Chapter new member educators will collect excuses and review for validity. Valid excuses include class, work, mental health, and family obligations.
    - i. If last minute situations arise, they will be evaluated by the new member educator and the Panhellenic VP of New Member Education on a case-by-case basis to ensure fairness and understanding.
  - b. The fine per member will be \$50. In addition, every \$100 accrued is a point.
  - c. At the end of the new member education period, chapters fines and points will be tallied (summed with recruitment points as well - reference Recruitment Rules XV. L) and chapters will be placed in ascending order. Chapters will be able to pick their social and philanthropy dates for the following semester in order from the least number of points to the most number of points. If all chapters or remaining chapters are within a point wave, its first come first serve for date picking.