

Bylaws of University of Central Arkansas Panhellenic Association

Article I. Name

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

Article II. Object

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

1. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
2. Promote superior scholarship and basic intellectual development.
3. Cooperate with member women's fraternities and the university/college administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies and best practices.
5. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member women's fraternities.

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 University of Central Arkansas Panhellenic Association shall be composed of all chapters of NPC fraternities at University of Central Arkansas. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have a voice and one vote on all matters.
 1. The regular women's fraternities of the UCA Panhellenic Association and their dates of installation are as follows:
 - a. Alpha Sigma Tau – 1935
 - b. Alpha Sigma Alpha – 1944
 - c. Delta Zeta – 1956
 - d. Sigma Kappa – 1959
 - e. Sigma Sigma Sigma – 2008
- B. Provisional membership. The provisional membership of the University of Central Arkansas Panhellenic Association shall be composed of all colonies of NPC fraternities at University of Central Arkansas. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC fraternity.

- C. Associate membership. Local sororities or national or regional non-NPC member groups may apply for associate membership of the University of Central Arkansas Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the College Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters and, if they are not participating in the formal recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

Section 2. Privileges and Responsibilities of Membership

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

Article IV. Officers and Duties

Section 1. Officers

The officers of the University of Central Arkansas Panhellenic Association shall be President, Executive Vice President, Operations Coordinator, Recruitment Director, Vice President of Public Relations, Vice President of Development, and Head Recruitment Counselor.

Section 2. Eligibility

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

- A. Regular membership. Members from women's fraternities holding regular membership in the University of Central Arkansas Panhellenic Association shall be eligible to serve as any officer.
- B. Provisional membership. Members from women's fraternities holding provisional membership in the University of Central Arkansas Panhellenic Association shall not be eligible to serve as an officer.
- C. Associate membership. Members from women's fraternities holding associate membership in the University of Central Arkansas Panhellenic Association shall not be eligible to serve as an officer.

Section 3. Selection of Officers

The officers shall be approved by University of Central Arkansas Panhellenic Council vote following an application, interview, and slate process conducted by the outgoing officers.

- A. The Panhellenic Advisor shall serve as a non voting ex-officio member.
- B. The outgoing officers will develop the application and interview protocol. They shall consider the qualifications of all candidates and nominate at least one name for each elected officer position.
- C. Selection of the slated officers shall adhere to the selection process as follows:
 1. The applicant will first complete the executive board application.
 2. Qualified applicants will then participate in an initial interview with the outgoing officers.
 3. The outgoing officers will select a single slate to be presented at the annual meeting of the University of Central Arkansas Panhellenic Council.
- D. Requirements to Apply
 1. 2.75 cumulative grade point average
 2. Participated in formal recruitment as an initiated member
 3. In good standing with sorority

Section 4. Term

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

Section 5. Removal

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

Section 6. Vacancies

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

Section 7. Duties of Officers

- A. The President shall
 - Have overall responsibility for the operation of the Panhellenic Council.
 - Call and preside at all regular and special meetings of the University of Central Arkansas Panhellenic Association.
 - Preside at all regular meetings of the Panhellenic Council and call and preside at its special meetings
 - Call and preside at all regular meetings of the Executive Council
 - Appoint all standing and ad-hoc committees and chairmen with majority approval of the Executive Council.
 - Serve as an ex-officio member of all Panhellenic Association committees with voice but no vote.

- Report as required to the National Panhellenic Conference Area Advisor and email minutes of the council on a weekly basis.
- Maintain a complete and updated President's file which includes copies of the current Panhellenic Association Constitution and Bylaws; the current Panhellenic Association budget; National Panhellenic Conference Manual of Information; and any reports to or correspondence with the National Panhellenic Conference Area Advisor.
- Guide and encourage all council officers to complete their responsibilities and goals.
- Serve as a liaison to the UCA Administration and community.
- Serve as an ex-officio member on other university committees or task forces as a representative of the Greek community.
- Meet with the Panhellenic Advisor as least once a week.
- Perform all other duties usually pertaining to this office.

B. The Executive Vice President shall:

- Perform the duties of the President in her absence, inability to serve or at her call.
- Develop a program that encourages the development of a positive and cooperative environment for all new members joining UCA sororities, such as Branching Out.
- Develop a program that encourages the development of good academic habits for all new members joining UCA sororities.
- Lead Panhellenic in recognizing individual members and chapters for scholastic achievement.
- Host at least two academic related activities to promote academic excellence
- Plan and supervise all social activities of the University of Central Arkansas Panhellenic Association.
- Host at least one all-sorority social activity to promote Greek unity each semester
- Be responsible for keeping a current calendar of all major activities and events of the Panhellenic Association member fraternities as well as all major campus events and assuring that member fraternities are kept up-to-date on all events.
- Serve as an ex-officio member of all Panhellenic Council committees with voice but no vote.
- Perform all other duties usually pertaining to this office.
- Serve as the Judicial Board Chairman with voice but no vote.

C. The Operations Coordinator shall:

- Keep an updated roster of Panhellenic Council members, their addresses, and phone numbers.

- Record the minutes and keep a record of attendance and action taken at all Panhellenic Council and Executive Council meetings and distribute them to council members no later than 48 hours following the meeting.
- Keep current statistics concerning the number of initiated members and new members of each Panhellenic Association member fraternity.
- Maintain a complete and updated file of the minutes of all Panhellenic Council and Executive Council meetings.
- Be responsible for the official correspondence of the Panhellenic Council unless provided otherwise.
- Collect Panhellenic dues each semester from each member fraternity, and other fines or assessments as necessary.
- Assist the advisor in recording of Panhellenic expenses and balancing the checkbook and budget on a monthly basis.
- Coordinate the SAFA funding process as needed for the Panhellenic Council.
- Monitor attendance at all Panhellenic functions and provide a report to the member fraternity presidents and Panhellenic Advisor on a monthly basis.
- Prepare the annual budget and following its approval by the Panhellenic Council, provide a copy to each UCA Panhellenic Association member fraternity.
- Research and apply for council awards (NPC, AFLV, etc).

D. The Recruitment Director shall:

- Organize and preside over activities and meetings of the Recruitment Committee
- Work with the Recruitment Committee on Panhellenic activities related to sorority membership recruitment.
- In conjunction with the Vice President of Public Relations and Head Counselor , plan and organize recruitment workshops, meetings, and potential new member events
- Coordinate the distribution of information regarding sorority recruitment and membership for association members and potential members.
- Prepare, distribute, collect, and compile recruitment evaluations and recommendations and present a report of the results in writing to the Panhellenic Council.
- Coordinate with the member fraternities' Recruitment Directors regularly throughout the semester prior to formal recruitment to keep them abreast of all plans. Set deadlines for chapter formal recruitment plans to be submitted to Panhellenic. Review chapter plans and budgets to assure compliance with all recruitment rules.
- Coordinate an annual recruitment workshop for member fraternities
- Be available to work on Recruitment during the summer months.

E. The Vice President of Public Relations shall:

- Work with the Recruitment Committee on Panhellenic activities related to sorority membership recruitment.
- In conjunction with the Recruitment Director, plan and organize recruitment workshops, meetings, and potential new member events.
- Coordinate Panhellenic Preview Day in the summer for all potential new members.
- Be available to work on Recruitment during the summer months.
- Run social media accounts and promote the visibility and positive aspects of Panhellenic life.
- Create and distribute media materials including news releases, banners, flyers, displays, slide shows, and/ or videos to be used in publicizing activities, recognizing achievements and recruitment efforts of the Panhellenic community.
- Coordinate faculty/staff appreciation, displays and staffing for RSO Fairs, Bear Facts Days, and other campus or Panhellenic activities as determined by the Panhellenic Council.
- Coordinate Panhellenic Session for Bear Fact's Days
- Perform the duties of the Recruitment Director in her absence, inability to serve or at her call

F. The Vice President of Development

- Lead the Panhellenic Council in coordination of at least one philanthropic project for the Association each semester.
- Communicate with the philanthropy chairs of member fraternities and facilitate awareness of philanthropic involvement among member fraternities.
- Encourage the philanthropic involvement of all members of the Panhellenic Association.
- In charge of coordinating and organizing Cinderella's closet including but not limited to shopping days, dress drive donations, etc.
- Coordinate at least one fundraising event or activity for the Panhellenic council each semester.
- Perform the duties of the Executive Vice President in her absence, inability to serve or at her call.

G. The Head Recruitment Counselor

- Coordinate the Pi Chi selection process in the Spring. Prepare and train the Pi Chi's prior to Formal Recruitment. In conjunction with the Recruitment Director and Recruitment Committee, oversee the Pi Chi's during Formal Recruitment
- Serve as the first point of contact for the counselors
- Assist the Panhellenic Recruitment Director, Vice President of Public Relations and Panhellenic Advisor in creating and presenting the training program, including weeknight trainings and overnight retreat

- During recruitment, you will not have a Pi Chi group but will be assisting all counselors in performing their duties.
- Serve on the Recruitment Committee for Panhellenic, which includes reviewing the recruitment rules and conducting round tables pre- and post-recruitment. This committee, along with Panhellenic exec, is also responsible for the planning and coordination of Panhellenic recruitment.
- Perform the duties of the Recruitment Director in her absence, inability to serve or at her call when the Vice President of Public Relations is also unable to take on the position

Article V. The Panhellenic Council

Section 1. Authority

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

Section 2. Composition and Privileges

The University of Central Arkansas Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at University of Central Arkansas 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 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 fraternity, 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 fraternity chapters to serve for a term of one year commencing no later than four weeks before the fall commencement.

Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within one week and to notify the Panhellenic Association Operations Coordinator of her name, email address and telephone number.

Section 5. Regular Meetings

Regular meetings of the Panhellenic Council shall be held on Tuesday's during x-period when the university is in regular session.

Section 6. Annual Meeting

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

Section 7. Special Meetings

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

Section 8. Quorum

Two-thirds of the delegates from member fraternities of the University of Central Arkansas Panhellenic Association shall constitute a quorum for the transaction of business.

Section 9. Vote Requirements

- A. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.
- B. A three-fourths vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption. (See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.)

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the President, Vice President of Programming, Operations Coordinator, Recruitment Director, and Assistant Recruitment Director.

Section 2. Duties

The Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council

vote. At the next regular meeting of the Panhellenic Council through the Operations Coordinator, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.

Section 3. Regular Meetings

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

Section 4. Special Meetings

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

Section 5. Quorum

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

Article VII. The Panhellenic Advisor

Section 1. Appointment

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

Section 2. Authority

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

Article VIII. Committees

Section 1. Standing Committees

- A. The standing committees of the University of Central Arkansas Panhellenic Association shall be the Judicial Board and Membership Recruitment Committee.
- B. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

Section 2. Appointment of Committee Membership

The Executive Board shall appoint members and chairman of all standing and special committees, except as provided otherwise in these bylaws, and, in making these appointments, recognize fair representation from all member women fraternities as much as

possible. The president shall be an ex-officio member of all committees except the Judicial Board.

Section 3. Judicial Board

The Judicial Board shall consist of the Vice President as chairman and one member from each of the College Panhellenic member groups selected by their respective fraternity chapters. The Panhellenic advisor shall serve as a non voting ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member fraternities about the Panhellenic judicial procedure. It shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the University of Central Arkansas Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless the Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of the President, Recruitment Director, who shall serve as chairman, Assistant Recruitment Director, Head Pi Chi, and Panhellenic Advisor. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the membership recruitment period. After each membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member group and chapter advisor.

- A. The Committee shall conduct roundtables on an annual basis. The roundtables shall include five representatives from each regular, provisional, and associate member. Alumnae advisors may attend the roundtables and shall have voice but no vote.

Section 5. Other Committees

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

Article IX. Finances

Section 1. Fiscal Year

The fiscal year of the University of Central Arkansas Panhellenic Association shall be from January 1 to December 31 inclusive.

Section 2. Contracts

Dual signatures of the President and Advisor shall be required to bind the University of Central Arkansas Panhellenic Association on any contract.

Section 3. Checks

All checks issued on behalf of the University of Central Arkansas Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: President, Operations Coordinator, or Advisor.

Section 4. Payments

All payments due to the University of Central Arkansas Panhellenic Association shall be received by the treasurer, who shall record them. Checks for payments shall be made payable to the University of Central Arkansas Panhellenic Association.

Section 5. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. Panhellenic Association membership dues shall be an assessment of \$10 per member and new member per academic term (fall and spring).

Section 6. Fees and Assessments

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

Article X. Extension

Section 1. Extension

Extension is the process of adding an NPC women's fraternity. The University of Central Arkansas Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

Section 2. Voting rights

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

Article XI. Violation Resolution

Section 1. Violation

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

Section 2. Informal resolution

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

Section 3. Judicial process

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

- A. Mediation. Mediation is the first step of the judicial process. The University of Central Arkansas Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.
- B. Judicial Board hearing. When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.
- C. Appeal of Judicial Board decision. A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeal Committee. The University of Central Arkansas Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

Article XII. Hazing

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

Article XIII. Parliamentary Authority

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

Article XIV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the University of Central Arkansas Panhellenic Council by a three-fourths 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 XV. Dissolution

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

Revised: 01/2021