

**THE BYLAWS of the UNIVERSITY OF
CALIFORNIA, BERKELEY PANHELLENIC
ASSOCIATION**

Amended October 2018

Preamble

We, the College Panhellenic Association at the University of California, Berkeley have joined together to form this council in the spirit of the National Panhellenic Conference, as two or more Panhellenic chapters are present. We have created this council to promote the values of friendship, scholarship, leadership, and service. This council has been established in order to guide the existing Panhellenic chapters at the University of California, Berkeley and to promote cohesion between chapters, provide a forum for chapters to voice concerns, and to promote the greater good of our community. We recognize that there are certain areas of action, education, and programming that can be best carried out by the joint efforts of all member chapters. We do hereby establish such an organization and bind ourselves to abide by the provisions of the following Constitution.

Article I. Name

The name of this organization shall be University of California, Berkeley Panhellenic Association, hereinafter referred to as the Panhellenic Association or College Panhellenic.

Article II. Object

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| Section 1 | The purpose of the Panhellenic Association at the University of California, Berkeley is to foster values of scholarship, leadership, service, and mutual respect, as well as the values of the member chapters. |
| Section 2 | The Panhellenic Association will serve to unify our chapters and to hold every member chapter accountable for the decisions they make. |
| Section 3 | The Panhellenic Association will cooperate with member fraternities and the University of California, Berkeley administration in concern for and maintenance of high social and moral standards. |
| Section 4 | The Panhellenic Association will act in accordance with National Panhellenic Conference Unanimous Agreements and policies. |
| Section 5 | The Panhellenic Association will act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member fraternities. |

Article III. Membership

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

- Section 1. The **regular membership** of the University of California, Berkeley Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference fraternities at the University of California, Berkeley. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and one vote on all matters.
- Section 2. Local sororities or national or regional non-NPC member groups may apply for **associate membership** of the University of California, Berkeley 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 and are outlined below. 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.
- A. To petition for Associate Membership to the College Panhellenic Association, a sorority shall:
1. Be willing to comply with the purposes, regulations and agreements adopted by the University of California, Berkeley College Panhellenic Association as set forth in its Bylaws.
 2. Be willing to play an active role in Panhellenic meetings and participate in activities sponsored by Panhellenic.
 3. Meet all financial obligations.
 4. Meet all University qualifications for recognition and be willing to accept University recognition.
 5. Meet all requirements stated by Panhellenic for expansion.
 6. The associate group shall consist of no less than four enrolled University of California, Berkeley students, who meet PHC standards for initiation, with two-thirds (2/3) eligible and planning to return to University of California, Berkeley, the following semester, before it shall receive consideration for PHC membership.
- B. A two-thirds (2/3) majority vote of the PHC is required for entry into the PHC under associate status.
- C. If approval of associate status is granted a letter will be sent to the petitioning organization containing the recommendation of the LEAD Center Advisor, including, but not limited to, the conditions of the expansion, as well as the requirements for installation of an active chapter.
- D. The Privileges and responsibilities of associate members include:
1. The selection of a delegate, who will attend Panhellenic Association meetings regularly and 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

2. Members from associate member chapters may serve as Officers of the Panhellenic, excluding President, Vice President of Membership, Head Recruitment Counselor, and Executive Vice President.

3. The ability to serve on committees.

4. Subjection to judiciary proceedings.

5. Payment of dues (set by the Panhellenic Executive Vice President).

6. The ability to participate in all Panhellenic and fraternity/sorority programming such as Greek Week, awards programs, etc.

- E. The College Panhellenic will monitor associate members' adherence to the requirements for their continued status

Section 3. Privileges and Responsibilities of Membership

- A. **Duty of compliance.** All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these University of California, Berkeley Panhellenic Association bylaws, code of ethics and any additional rules this Panhellenic Association may adopt, including, but not limited to the All-Greek Social Code, the PHC Appendix to the All-Greek Social Code, Recruitment Rules and Procedures, and risk-management policies, unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.

- B. **Social Media General Guidelines.** Chapters and individual members are encouraged to avoid negative publicity on the Panhellenic community. Chapter members may not have any party related pictures in photos accessible to the public. This applies to chapter member's public social media accounts where they are easily defined as a Panhellenic sorority woman. This rule does not apply to private social media accounts.

1. This includes, but is not limited to, red cups, SOLO cups of any kind, Dixie shot glasses, alcohol bottles or cans, illegal substances, or flasks.
2. Social media captions cannot reference explicit illegal drinking, substances, or partying.
3. Failure to comply with this rule:
 - a. First offense: The Panhellenic VP of Community Relations will clarify the Panhellenic bylaw to the chapter member and the photo must be removed from the public profile within 48 hours of notification. If the photo is not removed within 48 hours, a \$10 fine will be sent to the chapter on behalf of the offender. This fine is able to be disputed on a case-by-case basis.
 - b. Second offense: If there is repeated offense by a chapter member, the member's Chapter President and Communications Representative will be called to a mediation, along with previously stated fine and request for removal.

Section 4. Chapter membership as regards total is outlined below.

- A. Every currently enrolled undergraduate student who is a new member or initiated member of a member chapter shall be counted as a member of the Panhellenic Association and therefore counted towards her chapter's membership total. Unless official documentation is filed with the LEAD Center, members granted inactive or alumnae status by an individual or national organization shall be counted toward the chapter's membership total.
- B. Every currently enrolled undergraduate transfer student who is a new member or initiated member of a member chapter shall be counted as a member of the Panhellenic Association and therefore counted towards her chapter's membership total (affiliated to be defined as meeting the constitutional requirement of the individual member chapter).

Section 5. PHC member organizations are required to register their organizations as student organizations and adhere to the University Recognition Agreement through the LEAD Center at the University of California, Berkeley.

Article IV. Officers and Duties

Section 1. The Officers of the University of California, Berkeley Panhellenic Association shall be President, Executive Vice President, Vice President of Risk Management, Vice President of Membership, Vice President of Programming, Vice President of Community Relations, Vice President of Scholarship, Vice President of Philanthropy, Vice President of Sustainability, Vice President of Community Development, Head Recruitment Counselor, and Vice President of Personal Health and Wellness.

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 California, Berkeley Panhellenic Association shall be eligible to serve as any officer.
- B. **Associate membership.** Members from associate member chapters may serve as Officers of the Panhellenic Association, excluding President, Vice President of Membership, Head Recruitment Counselor, and Executive Vice President.

Section 3. Selection of Officers

- A. The election of the Panhellenic Officers (who together comprise the Executive Council) shall take place annually, during the month of November. The exact date of the election shall be determined by the outgoing Panhellenic President.
- B. Selection of Officers of the College Panhellenic Association at the University of California, Berkeley shall be held by an election and slating process.

- C. Candidates must attend a mandatory information session with the current Panhellenic Executive Council in order to be eligible to run.
 - a. If the candidate cannot attend the information session, they must schedule a meeting with the current Panhellenic Executive Council member whose position they wish to run for.
- D. Application Process
 - a. Panhellenic Chapters are required to have at least 3 members from their organization apply to the Panhellenic Executive Council.
 - b. Current Panhellenic Executive Council Officers that are eligible to run for the next Panhellenic Executive Council (i.e. junior academic standing) must remove themselves from involvement in the application process.
- E. Each applicant must go through a nomination process conducted by the nomination committee, which consists of the current Panhellenic Delegates not running for the next Panhellenic Council.
 - a. If the Panhellenic Delegate will be running for a Panhellenic Council position for this upcoming term, they must notify the current Panhellenic Executive Vice President of a replacement member of their chapter. This chapter member must currently sit on their chapter's executive council.
 - b. Each candidate will have a 20 - 30 minute interview with the nomination committee.
 - c. The nomination committee will then choose the top 2 candidates for each position to be presented to the elections committee.
 - d. If an applicant does not apply for a specific position but the nomination committee believes she is better fit for another position, the committee may ask the applicant during the nomination interview if she would be interested in another position.
- F. Interviews and speeches by candidates for Panhellenic Officer positions shall be given at the election meeting. The elections committee shall be present. The committee will consist of the Panhellenic Chapter Presidents that have served within the term of the previous Panhellenic Executive Council.
 - a. If a Panhellenic Chapter President is unable to attend, they must inform the current Panhellenic Executive Vice President of a replacement member of their chapter. This chapter member must currently sit on their chapter's executive council.
- G. The slate of officers shall be prepared the night of the election meeting by the Panhellenic Chapter Presidents in the presence of the LEAD Center Advisor.
 - a. Only Panhellenic Chapter Presidents and the LEAD Center Advisor will be present during deliberations.
 - b. If the Elections Committee does not believe either of the candidates presented by the nominations committee should be slated, they can leave that position unslated, which would lead to a Special Election for that position.
 - i. A member of the nomination or elections committee will be ineligible to apply for a position during Special Elections.
- H. Once the slate has been prepared, the current Panhellenic Advisor will contact all slated candidates to offer them the position they have been slated

for. If a slated candidate does not accept the position they are offered, the Panhellenic President and the LEAD Center Advisor will:

- a. Present the slate with a vacancy and fill the vacant position by election at the earliest opportunity,
 - b. Place another candidate on the slate in the vacant position, or
 - c. Use her own discretion in handling the situation with input from the LEAD Center Advisor.
- I. Once the Panhellenic Advisor has received confirmation that the candidates have accepted their slated positions, the slate is presented to each organization via their Panhellenic Chapter President for approval.
 - J. Approval of the slate requires a majority vote of all organizations in good standing. This vote may be taken at the next Panhellenic Council meeting immediately following the elections meeting, or by paper ballot coordinated by the Panhellenic President.

Section 4. **Office-Holding Limitations.** No more than two (2) members from the same women's fraternity shall hold office during the same term.

Section 5. **Term.** The officers shall serve for a term of one year or until their successors are selected. The term of office will begin no later than two weeks before the end of the calendar year.

Section 6. **Removal.** Any issues with officers may be addressed through a formal complaint submitted to the President, EVP, and/or Advisor. If a second complaint is filed, the issue will be brought in front of the Panhellenic Council for Discussion. Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.

Section 7. **Vacancies.** Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.

Section 8. **Absences.** In the event of an officer's absence from an event or meeting, the President shall assume responsibilities or appoint another officer to execute the functions of that position. In the event of the President's absence, the Executive Vice President or designee shall assume responsibilities related to her role. All members of the Executive Council must attend all meetings and Panhellenic sponsored events. Officers may use up to two excused absences for meetings. After two missed meetings, the officer in question will be brought up for discussion among the executive council.

Section 9. **GPA Requirement.** Panhellenic Executive Officers must maintain a 2.9 GPA to be eligible and maintain their positions on the Executive Council. Failure to meet the aforementioned GPA will result in a discussion among the Executive Vice President and/or President/Advisor.

Section 10. Duties of Officers

- A. The **President** shall:

1. Serve as the Chairwoman of the Panhellenic Executive Council and Panhellenic Council.
2. Have the privilege to designate a meeting as mandatory and impose appropriate penalties for non-attendance through consultation with her Executive Council.
3. Preside at all regular and special meetings of Panhellenic Executive Council and the Panhellenic Council.
4. Serve as an ex-officio member of all Panhellenic Association committees.
5. Communicate regularly with the Panhellenic advisor and the NPC Area Advisor.
6. Be familiar with the NPC Manual of Information and all governing documents of this association.
7. Ensure that the NPC annual report is completed.
8. Serve as the sole representative of the Panhellenic community to any and all outside organizations and bodies and remain dissociated when dealing with press agents.
9. Be responsible for the performance of all Panhellenic Executive Council officers.
10. Meet as needed with the Interfraternity Council President (IFC), National Pan-Hellenic Council (NPHC) President, and Multi-Cultural Greek Council (MCGC) President to promote and achieve mutual goals.
11. Maintain a complete and up-to-date President's file which will include a copy of the current College Panhellenic Association Bylaws, and Standing Rules, the current Panhellenic Association budget, the current NPC Manual of Information and related material, current correspondence and materials received from NPC Area Advisor, and copies of the College Panhellenic Report to the Area Advisor.
12. Complete the College Panhellenic Association recognition process with the University
13. Conduct mid-term evaluation meetings for each Panhellenic Executive Council officer at the end of the spring semester or beginning of the fall semester.
14. Perform all other duties as assigned.

B. The Executive Vice President shall:

1. Perform the duties of the President in her absence.
2. Shall be familiar with the NPC Manual of Information and all governing documents of this association.
3. Serve as the Chairwoman of the Panhellenic Judicial Committee.
 - a. Be responsible for carrying out all of the duties of the chair as stated in the National Panhellenic Conference Manual of Information.
 - b. Provide applicable training and ensure that any necessary meetings occur with the members of the Judicial Committee.
4. Ensure annual review of PHC policies and procedures.
5. Be responsible for handling any internal conflicts or violations that occur within Panhellenic Executive Council.
6. Be responsible for developing a team atmosphere within Panhellenic Executive Council and Panhellenic Council through holding retreats and various other developmental or team-building programs.
7. Supervise the finances of the University of California, Berkeley Panhellenic Association.
 - a. Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each University of California, Berkeley Panhellenic Association member fraternity.

- i. She shall present this information in February of each year at a Panhellenic Council meeting so that it may be approved by a majority vote.
 - ii. Receive all payments due to the Panhellenic Association, collect all dues and give receipts and assess late fees when appropriate.
 - iii. Pay promptly the annual NPC dues and all bills of the University of California, Berkeley Panhellenic Association.
 - iv. Maintain up-to-date financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
- 8. Serve as part of the Panhellenic Recruitment Team with specific responsibility for handling of Recruitment infractions and applicable/necessary judicial action/processes
- 9. Be responsible for conducting the Panhellenic Executive Council elections process.
- 10. Write a formal evaluation at the conclusion of each semester.
- 11. Perform all other duties as assigned.

C. The **Vice President of Risk Management** shall:

- 1. Act as third-in-command and perform the duties of the President in the situation that neither the President nor the Executive Vice President is able to serve.
- 2. Work closely with the IFC Vice President of Risk Management to work with and educate members of the Greek community on aspects of risk management.
- 3. In collaboration with the IFC Vice President of Risk Management, process and review all event registration forms and send a weekly report to all pertinent parties listing all registered & approved events.
- 4. She will send out a report at the beginning of each semester outlining all chapters that are currently on social probation due to sanctioning from Judicial Committee or the Center for Student Conduct.
 - a. She will send out additional reports as necessary to update this information.
- 5. Keep records of the Risk Management Policies of each Panhellenic-affiliated sorority.
- 6. Responsible for facilitating social chair and/or risk management roundtable meetings at her discretion.
- 7. Hold meeting once a month attended by Panhellenic President and all Panhellenic chapter presidents to discuss current risk management concerns. The chapter's risk manager may attend the meeting if the chapter president is unable to attend.
 - a. If Panhellenic chapters are witnessing problematic behavior with a specific IFC chapter, the level of Panhellenic chapter involvement with the IFC chapter in question may be voted on by the Panhellenic chapter presidents. The Panhellenic chapter presidents may decide to (1) educate their members on these concerns at their next chapter meeting, and/or (2) remove the IFC chapter from all Panhellenic social calendars. Which action(s) will be taken will be determined by majority vote (tie to be decided by PHC President). VP of Risk Management will then share this decision via email with Interfraternity Council Vice President of Risk

Management and President of Fraternity Chapter that has been removed for the calendar month, effective once email is sent.

- i. Social events include, but are not limited to, exchanges, accepting “bids,” philanthropy events, etc.
 - ii. If concerns regarding an IFC chapter are decided to be shared amongst all general members at chapter meeting, all Panhellenic chapter presidents must send proof that these concerns were discussed within two weeks of notice to the Panhellenic Vice President of Risk Management.
 - iii. If an IFC chapter is voted to be removed from all Panhellenic social calendars, Panhellenic presidents will have the opportunity to vote to re-include this fraternity in future events at the next month’s meeting. Further, the fraternity president will have the opportunity to write a letter to PHC chapter presidents, sent via PHC VP of Risk Management, outlining improvements in the chapter, to be shared at next meeting.
8. Be responsible for compiling a roster of all fraternity and sorority social chairs, in conjunction with the IFC Risk Management Vice President, and facilitating social chair roundtable meetings at her discretion.
9. Publish and/or update a Risk Management Handbook at the beginning of each semester.
10. Serve as a liaison between the Greek community, the City of Berkeley, and the University on issues concerning social activities and other chapter-sponsored events.
 - a. This includes, but is not limited to, attending neighborhood association meetings and City Partners Meetings, and Emergency Preparedness meetings.
11. Appoint and oversee an Assistant VP Risk Management to help and execute duties of VP Risk Management.
 - a. The assistant must be chosen within the first month of the VP of Risk Management’s term.
 - b. The assistant will attend all Panhellenic Delegates meeting
12. Serve as a part of the Panhellenic Recruitment team.
13. Write a formal evaluation at the conclusion of each semester.
14. Perform all other duties as assigned.

D. The Vice President of Membership shall:

** Note: It is **recommended** that the Panhellenic Vice President of Membership have experience in the planning and implementation of recruitment, having served as either the Vice President of Membership or Assistant Vice President of Membership for her own chapter or as the Assistant Vice President of Membership for the Panhellenic Council.*

1. Be responsible for all aspects of planning and implementing an annual Fall Primary Recruitment, Continuous Open Recruitment, and informal Spring Recruitment (if necessary).
2. Be responsible for revising the current Recruitment Rules and Procedures as needed in coordination with the Recruitment Committee, made up of chapter Vice Presidents of Membership and their advisors.
3. Propose dates of recruitment, duration of events, registration fees, Recruitment Rules, and other facets of recruitment to the Recruitment Committee.
4. Collaborate with the Primary Panhellenic Advisor, Executive Vice President, and Head Recruitment Counselor to develop and manage the associated recruitment finances and budget(s).
5. Coordinate regular meetings with the Recruitment Committee to effectively and efficiently decide and plan all aspects of Primary Recruitment.
6. Be responsible for effective implementation all NPC Recruitment Guidelines
7. Be responsible for educating chapters on Continuous Open Recruitment/Bidding methods and procedures
8. Be responsible, in conjunction with the Head Recruitment Counselor, for identifying and coordinating opportunities for new member development within the Panhellenic community. In doing so, she will work with the Head Recruitment Counselor to plan and execute at least one new member program each semester.
9. Assist, in conjunction with the Head Recruitment Counselor, individual chapters with membership retention.
10. Dedicate ample time prior to Primary Recruitment remain in Berkeley during the summer months and meet with the Head Recruitment Counselor and Panhellenic Advisor to insure that planning and associated tasks are completed successfully.
11. Establish and articulate working roles for the Recruitment Team during recruitment.
12. Appoint and oversee an Assistant Vice President of Membership to help execute Panhellenic recruitment.
 - a. The assistant must be chosen within the first month of the VP of Membership's term.
 - b. The assistant will attend all Panhellenic Delegate meetings.
13. Be granted a \$1,000 stipend at the end of her term. She may petition to receive the stipend prior to the summer of her term.
14. Work in conjunction with the Head Recruitment Counselor and Primary Panhellenic Advisor in putting together Primary Recruitment evaluation(s) to determine recommendations for the following recruitment year. She shall solicit feedback from new members via an online survey, and the recruitment team by facilitating open discussions in Executive Council meetings.
15. Work with the Vice President of Community Relations regarding the publicity of Fall Primary Recruitment.
16. Go through ICS training during the summer.
17. Perform all other duties as assigned.

E. The **Vice President of Programming** shall:

1. Responsible for planning Panhellenic-focused educational and community-building events.
2. Must attend all CalGreeks Programming Council meetings, providing advice and input on behalf of Panhellenic when needed.
3. Must attend all CalGreeks Programming Council Mandatory Events, according to Article V, Section A in the CalGreeks Programming Council Constitution.
4. Help Executive Council Officers in planning events (i.e. Recruitment, Philanthropy, Risk Management, Scholarship, Wellness, etc.)
 - a. Additionally, collaborate with VP of Risk Management and VP of Community Development to plan events related to educational requirements for the Panhellenic community.
5. Must create a schedule of all programming events at the beginning of each semester and run schedule through Executive Council.
6. Plan Fall Pre-Recruitment events in conjunction with the Panhellenic Vice President of Membership.
7. Serve as part of the Panhellenic Recruitment Team.
8. Write a formal evaluation at the conclusion of each semester.
9. Perform all other duties as assigned.

F. The **Vice President of Communications** shall:

1. Keep an up-to-date roll of the members of Panhellenic Council and call roll at all meetings.
2. Record minutes of all meetings of the University of California, Berkeley Panhellenic Council and the Executive Council.
3. Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
4. Ensure that meeting minutes are sent to the NPC area advisor and posted appropriately to the NPC portal
5. Shall be familiar with the NPC Manual of Information and all governing documents of this association.
6. Be responsible for developing a comprehensive public relations strategy in conjunction with the appropriate officers.
7. Be responsible for advertising programming and the accomplishments and achievements of the Greek community, in cooperation with IFC, MCGC, and NPHC.
 - a. Advertising includes, but is not limited to, the preparation of press releases. The Panhellenic Executive Council must approve press releases and any advertising prior to distribution.
8. Be responsible for managing the CalPHC website and making changes/updates.
9. Oversee the monthly production of the Panhellenic calendar and the Panhellenic Blog.
10. Keep full minutes of all Panhellenic meetings and a record of all action taken by Panhellenic Executive Council.

- a. These records will be available on the CalGreeks website and forwarded on to the NPC Area Advisor and LEAD Center Advisor.
11. Hold a roundtable with Chapter Communications Officers to construct social media community guidelines at the beginning of each semester.
12. Keep an ongoing record of any press coverage.
13. Serve as part of the Panhellenic Recruitment Team.
14. Act as external liaison with outside organizations, groups, and councils.
15. Write a formal evaluation at the conclusion of each semester.
16. Perform all other duties as assigned.

G. The Vice President of Scholarship shall:

1. Coordinate with the LEAD Center to compile and publish grade reports each semester. Each grade report will remain published for three years.
2. Award chapters and individuals for exceptional scholarship. This includes managing the application process for campus semesterly Panhellenic Scholarships.
3. Work on relationships with faculty and alumni.
4. Work with chapter Scholarship Chairs to build productive academic programming.
 - a. This includes but is not limited to, bi-weekly Panhellenic study hours, a monthly scholarship newsletter, etc.
5. Apply for National Scholarships/Awards for the Council.
6. Research/publish Scholarship opportunities for Panhellenic members.
7. Serve as part of the Panhellenic Recruitment Team.
8. Write a formal evaluation at the conclusion of each semester.
9. Perform all other duties as assigned.

H. The Vice President of Philanthropy shall:

1. Be responsible for the planning community-wide philanthropy and service activities in conjunction with pertinent officers from IFC, NPHC, and MCGC.
2. Plan and execute a minimum of one service and one philanthropic Panhellenic- or Greek community- wide event per semester during her term.
3. Chair a committee made up of all chapter Philanthropy Chairwomen and coordinate monthly roundtable meetings for this committee.
4. Serve as part of the Panhellenic Recruitment Team.
5. Collect pertinent data (such as participation rates, dollars raised, etc.) and encourage sorority participation in CalGreeks philanthropy and service projects.
6. Serve as part of the Panhellenic Recruitment Team
7. Write a formal evaluation at the conclusion of each semester, detailing data collected surrounding philanthropy and service events in the Panhellenic community.
8. Perform all other duties as assigned

I. The Vice President Community Development shall:

**Note: It is strongly recommended to have a background in social research, or 2 years of direct experience (extracurricular or work experience) with underserved communities, disabilities, racial justice, LGBTQ+ rights.*

1. Measure Panhellenic community climate yearly.
2. Facilitate safe space discussions.
3. Ensure cross-council collaboration.
4. Coordinate/partner with outside entities and other members of the Executive Council in order to plan community development education.
5. Serve on Recruitment team, specifically in regards to issues and incidents of diversity and inclusion and education.
6. Focus on disability accessibility, recruitment accessibility for potential new members, diversity inclusion, and social comfort.
7. Write a formal evaluation at the conclusion of each semester.
8. Chair the Community Development committee and coordinate bi-monthly roundtable meetings for this committee.
9. Collaborate with VP Programming to plan at least one event related to educational requirements each semester.
10. Attend training facilitated by the Restorative Justice Center, along with her committee members
 - a. It is recommended within the two months of the candidate's elected term.
11. Perform all other duties as assigned.

J. The Head Recruitment Counselor shall:

**Note: It is strongly recommended that the Head Recruitment Counselor have previous Recruitment Counselor experience.*

1. Develop and execute the Fall and Spring Recruitment Counselor training programs.
2. Coordinate the Recruitment Counselor selection process.
3. Supervise the Recruitment Counselors throughout their term.
4. Work with the Vice President of Membership and Primary Panhellenic Advisor regarding the administrative details of the Primary Recruitment process.
5. Work with the Vice President of Community Relations regarding the publicity of Fall Formal Recruitment.
6. Be responsible, in conjunction with the Vice President of Membership, for identifying and coordinating opportunities for new member development within the Panhellenic community. In doing so, she will work with the Vice President of Membership to plan and execute at least one new member program each semester.
7. Work in conjunction with the Vice President of Membership and Primary Panhellenic Advisor in putting together a formal recruitment evaluation to determine recommendations for the following recruitment year.
8. Dedicate ample time prior to Primary Recruitment remain in Berkeley during the summer months and meet with the Head Recruitment Counselor and Panhellenic Advisor to insure that planning and associated tasks are completed successfully.
9. Be granted a \$1,000 stipend at the end of her term. She may petition to receive the stipend prior to the summer of her term.
10. Write a formal evaluation at the conclusion of each semester.
11. Perform all other duties as assigned.

K. The Vice President of Sustainability shall:

1. Chair a committee made up of all chapter Sustainability Directors and coordinate

- roundtable meetings for this committee at least once a month.
- 2. Ensure that all housed chapters are in compliance with CalGreeks, university and municipal sustainability mandates.
- 3. Work to increase general sustainability within the community by organizing sustainability efforts with each chapter to reduce their carbon footprint and operate efficiently.
- 4. Organize sustainability-oriented education and programming for the community.
- 5. Collaborate with other Executive Council officers to ensure their events (including, but not limited to: Fall Primary Recruitment, Game Days, etc.) have a reduced environmental impact.
- 6. Generally act as a resource for Panhellenic chapters and a community authority on all things related to sustainability.
- 7. Serve as part of the Panhellenic Recruitment Team.
- 8. Write a formal evaluation at the conclusion of each semester.
- 9. Perform all other duties as assigned.

L. The Vice President of Personal Health and Wellness shall:

** Note: It is strongly recommended that the VP of Personal Health and Wellness have some experience applicable to personal and community wellness. This includes but is not limited to: experience as a chapter health worker, involvement in chapter risk management, having relevant formal or informal education, involvement in student organizations focused on mental health, and/or other applicable experience/passion.*

- 1. Be a resource to members within our community dealing with societal and greek-wide issues, specifically, but not limited to, mental health and personal well-being.
- 2. Be trained in restorative justice practices by the Restorative Justice Center on campus within the first 6 weeks of the start of the calendar year.
- 3. Host consistent, discussion-based programming to continue dialogue around healthy femininity, cultural competence, and the empowerment of women through knowledge and practice of shared principles of community.
- 4. Attend PHC Health Worker training at the beginning of the Spring semester to familiarize themselves with the specific roles of Health Workers and the resources they provide to chapters individually.
- 5. Conduct key informant interviews/consultations with Director of Health Promotion/Health Worker Program at the Tang Center, LEAD Center Advisors, and transitioning Greek Council Presidents to identify priority health issues for their term and create programming accordingly.
- 6. Attend PHC Health Worker Weekly Discussion Sections at least once per month.
 - a. Attendance should include a brief meeting with the Director of the Health Worker Program and the Panhellenic Health Worker Coordinators to catch up on and align respective projects.
- 7. Be responsible for providing a calendar of campus events and a resource guide focused on promoting personal health and well-being.
- 8. Serve as part of the Panhellenic Recruitment Team with specific responsibility for planning mental health and personal well-being education, as well as coordinating safe places for potential new members..

9. Be responsible for verifying attendance at Social Risk Training and educational requirements as outlined in the PHC Appendix to the All Greek Social Code.
10. Collaborate with VP Programming to plan at least one event related to the advancement of personal health and wellness each semester.
11. Perform all other duties as assigned.

Article V.- The Panhellenic Council

Section 1. Authority

The governing body of the University of California, Berkeley 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 California, Berkeley Panhellenic Association including, but not limited to: annually review and adjust total as needed; 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 California, Berkeley Panhellenic Council shall be composed of one (1) delegate from each regular and associate member group at University of California, Berkeley as identified in Article III. Only currently registered students at the University of California, Berkeley will be considered active members in this registered student organization, and only active members will be considered eligible to vote. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws.

Section 3. Selection of Delegates

Delegates to Panhellenic Council shall be selected by their respective women's fraternity chapters to serve for a term of one year commencing no later than two (2) weeks before the end of the calendar year. It is strongly suggested that delegates should be initiated members of their chapter for at least one academic school year.

Section 4. Delegate Vacancies.

When a delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to select a replacement within four (4) weeks and to notify the Panhellenic Council Vice President of Community Relations and President of her name, email address and telephone number. When a meeting of Panhellenic Council occurs while a delegate vacancy exists, an alternate delegate of the fraternity concerned shall fulfill the duties of the delegate in all cases, except that of president. The vice president shall fulfill the duties of president.

Section 5. Regular Meetings

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

Section 6. Special Meetings

Special meetings of the Panhellenic Council may be called by the president when necessary.

Section 7. Quorum

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

Section 8. Vote Requirements

A. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.

B. A two-thirds vote of the Panhellenic Council shall be required to approve a plan of reestablishment, to establish membership recruitment rules, 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.)

Section 8. Affinity Groups

Panhellenic will support all functions of the CalGreeks Programming Council, the CalGreeks Alcohol Taskforce, and Greeks Against Sexual Assault, including any financial, sharing of information, and participatory support.

Article VI.-The Executive Council

Section 1. Composition

The composition of the University of California, Berkeley Panhellenic Association Executive Council shall be the President, Executive Vice President, Vice President of Risk Management, Vice President of Membership, Vice President of Programming, Vice President of Community Relations, Vice President of Scholarship, Vice President of Philanthropy, Vice President of Community Development, and Head Recruitment Counselor.

Section 2. Duties

The Executive Council shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council through the secretary, the Executive Council shall also report all action it has taken and record the action in the minutes of that meeting.

Article VII.- LEAD Center Advisor

Section 1. Appointment

The LEAD Center Advisor will be appointed by the University of California, Berkeley administration.

Section 2 The advisor shall serve in an advisory capacity to the University of California, Berkeley Panhellenic Association and its Panhellenic Council. The advisor shall have voice but no vote in all Panhellenic Council meetings.

Article VIII.- Committees

Section 1. Standing Committees

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

Section 2. Judicial Committee

The Judicial Committee shall consist of the executive vice president as chairman and 14 members. The members will consist of the Judicial Committee delegate elected or appointed by each chapter. The LEAD Center advisor shall serve as a nonvoting ex-officio member. The Judicial Committee members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Committee will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Committee shall educate member fraternities about the Panhellenic judicial procedure. It shall be the Judicial Committee'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 California, Berkeley Panhellenic Association that are not settled informally or through mediation. The entire Judicial Committee shall conduct the hearing unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Committee. The members of the Judicial Committee shall maintain confidentiality throughout and upon completion of the judicial process.

Section 3. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of a chairman and one representative from each regular member chapter. The representative will be the chapter member in charge of recruitment. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. 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.

Section 5. Sustainability Committee

The Sustainability shall consist of one sustainability representative from each chapter. The committee shall review and develop sustainable practices for the community. The committee shall give regular reports on their progress.

- Section 6. Community Development Committee
The Community Development Committee shall consist of one community development representative from each chapter. The committee shall act as a resource for issues pertaining to diversity, inclusivity, and accessibility for the Panhellenic community.
- Section 7. Other Committees
Other 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 California, Berkeley Panhellenic Association shall be from January 1st to December 31st inclusive.
- Section 2. Contracts
Dual signatures of the Executive Vice President and LEAD Center advisor shall be required to bind the University of California, Berkeley Panhellenic Association to any contract.
- Section 3. Checks
All checks issued on behalf of the University of California, Berkeley Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: Executive Vice President, LEAD Center Advisor
- Section 4. Payments
All payments due to the University of California, Berkeley Panhellenic Association shall be received by the Executive Vice President, who shall record them. Checks for payments shall be made payable to the University of California, Berkeley 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 per member and new member.
 - 1. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
 - 2. Women abroad will not be assessed semester dues.
 - 3. Women graduating in the Fall will be assessed dues for the Fall semester, and women graduating in the Spring will be assessed dues for both the Fall and Spring semesters, regardless of alumni or inactive status as designated by the chapter
 - 4. \$1.00 per member per semester will be assessed on top of Panhellenic semester fees for participation in the Student Housing Emergency Preparedness program.
 - 5. \$1.00 per member per semester will be allocated from Panhellenic dues to the CalGreeks Programming Council.
- Section 6. Fees and Assessments

- A. The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.
- B. Chapters are responsible for turning in any payments, along with any other required materials, on the date and time set by the Executive Vice President. Checks received after this deadline are subject to late payment fees of \$10 per check per day. Fees will continue to accrue until the official payment and late fee are paid to the Executive Vice President.

Article X.- Extension

- Section 1. Extension is the process of adding an NPC women's fraternity. The University of California, Berkeley 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 California, Berkeley 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 California, Berkeley 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 California, Berkeley 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 Panhellenic Judicial Appeal Committee. The University of California, Berkeley Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

Article XII.- Hazing

- Section 1. Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned.

- Section 2. All forms of hazing are strictly prohibited.
- Section 3. Hazing is defined as any action taken or situation created, whether on or off. fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include but are not limited to the creation of excessive fatigue, physical and psychological shocks, wearing apparel publicly which is conspicuous and not normally in good taste, engaging in public stunts and jokes, morally degrading or humiliating games and activities, late night sessions which interfere with scholastic activities, or any other activity which is not consistent with the regulation and policy of the University of California and/or National Organizations.

Article XIV.- Amendments of Bylaws

- Section 1. These bylaws may be amended at any regular or special meeting of the University of California, Berkeley 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 XV.- Dissolution

- Section 2. This Association shall be dissolved when only one regular member exists at the University of California, Berkeley. 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.