



## **2022 University of San Diego Panhellenic Association Bylaws**

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## Article I. Name

The name of this organization shall be the University of San Diego Panhellenic Association, also referred to as the Panhellenic Council or College Panhellenic.

## Article II. Object

The object of the College Panhellenic Association shall be to:

- Conduct the business of the College Panhellenic only during the campus academic year.
- Promote the growth of individual chapters and the sorority community.
- Organize and sponsor a membership recruitment program.
- Encourage the highest possible academic, social and moral standards.
- Coordinate activities, establish orderly procedures, and provide community programming.
- Adjudicate all matters related to the NPC Unanimous Agreements, College Panhellenic bylaws and/or other governing documents, College Panhellenic membership recruitment rules, College Panhellenic code of ethics and College Panhellenic standing rules.
- Actively support the mission of its host institution.
- Promote good public relations.
- Give service to the community and campus.
- Promote friendship, harmony, and unity among members, chapters, faculty, staff, administrators, and campus groups.

## Article III. Membership

### A. Membership Classes

- a. There shall be three classes of membership: regular, provisional and associate. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these University of San Diego Panhellenic Association Bylaws. Any rules adopted by this Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.
1. **Regular membership.** The regular membership of the University of San Diego Panhellenic Association shall be composed of all chapters of NPC sororities at the University of San Diego.
  - a. Regular members of the Panhellenic Council shall pay dues as determined by the Panhellenic Council. Each regular member shall have voice and one vote on all matters.
2. **Provisional membership.** The provisional membership shall be composed of all new establishments of NPC sororities at the University of San Diego.
  - a. Provisional members shall pay no dues and shall have voice but no vote on all matters.
  - b. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC fraternity/sorority.
3. **Associate membership.** Local sororities as well as national or regional non-NPC member groups may apply for associate membership of the University of San Diego Panhellenic Association.
  - a. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council.
  - b. Associate members shall pay dues as determined by the Panhellenic Council.

- c. An associate member shall have voice and one vote on all matters except extension-related matters regarding regular membership, and:
  - i. If not participating in the primary recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total.
  - ii. 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.
- d. To petition for Associate Membership, a sorority shall:
  - i. Be willing to comply with the purposes, regulations and agreements adopted by the University of San Diego College Panhellenic Association.
  - ii. Be willing to play an active role in Panhellenic meetings and participate in activities sponsored by Panhellenic.
  - iii. Meet all financial obligations.
  - iv. Meet all requirements stated by Panhellenic for extension.
  - v. Meet all University qualifications for recognition:
    - 1. The associate group shall consist of no less than four enrolled University of San Diego students, who meet Panhellenic Council standards for initiation, with two-thirds (2/3) eligible and planning to return to University of San Diego the following semester, before it shall receive consideration for PHC membership.
  - vi. A two-thirds (2/3) majority vote of the Panhellenic Council is required for entry into the Panhellenic Council under associate status.
  - vii. If approval of associate status is granted, a letter will be sent to the petitioning organization containing the recommendation of the Fraternity and Sorority Life Advisor, including, but not limited to, the conditions of the extension, as well as the requirements for installation of an active chapter.
- e. The privileges and responsibilities of associate members include:
  - 1. The selection of a delegate, who will attend Panhellenic Council meetings regularly and vote on all topics except for those governing recruitment and extension.
  - 2. The ability to serve on committees.
  - 3. Subjection to judiciary proceedings.
  - 4. The ability to participate in all Panhellenic programming.

#### Article IV. Governance

##### Section 1. Authority

- A. The governing body of the University of San Diego Panhellenic Association shall be the Panhellenic Council.
  - a. The duty of the Panhellenic Council is to conduct all business related to the overall welfare of the University of San Diego Panhellenic Association, including but not limited to: semesterly review and adjustment of campus total as needed; determination of the cost of dues; approval of the annual budget; consideration of member extension; establishment

of a calendar of events; coordination of community-wide programming; and establishment of recruitment rules and recruitment style.

- b. 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 organizations.

## Section 2. Composition and Privileges

- A. The University of San Diego Panhellenic Council shall be composed of one delegate from each member women's organization.
- B. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws.
  - a. If the delegate is absent, the vote may be cast by a substitute member of the sorority.

## Section 3. Delegates and Duties

- A. The Panhellenic Association recommends that all chapter delegates and alternates (or "junior delegates") to the Panhellenic Council be selected by their respective women's fraternity chapters to serve for a term of one year, commencing upon selection by the chapter, by the end of the Fall academic semester through the next calendar year.
- B. When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within two weeks, to notify the Vice President of Communications, and to ensure that the chapter will continue to be represented at Council meetings until the role has been filled.
- C. In addition to attendance at all Panhellenic Council meetings, delegates shall:
  - a. Uphold all NPC Unanimous Agreements, policies, and procedures.
  - b. Understand local College Panhellenic Association policies and procedures.
  - c. Know when to consult her sorority's NPC delegate for assistance and advice regarding Panhellenic concerns.
  - d. Be prepared and knowledgeable about Panhellenic concerns, the views of her member organization and chapter, and how to voice concerns to the Council.
  - e. Present regular College Panhellenic Association reports at chapter meetings.

## Section 4. Regular Meetings

- A. Regular meetings of the Panhellenic Council shall be held at a time established at the beginning of each academic term.
- B. Meeting locations will be reserved by the Office of Fraternity and Sorority Life and will be communicated to the Panhellenic Council by the Vice President of Communications.

## Section 5. Special Meetings

- A. 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 San Diego Panhellenic Association.
  - a. 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 a waiver.

#### Section 6. Quorum

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

#### Section 7. 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. Two-thirds vote of the Panhellenic Council shall be required to approve a re-establishment plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.

### Article V. Executive Board

#### Section 1. Composition

- A. The officers of the University of San Diego Panhellenic Association shall be President, Vice President of Administration, Vice President of Public Relations, Vice President of Community Wellness, Vice President of Recruitment Operations, Vice President of Recruitment Programming, Vice President of Diversity Equity & Inclusion, Vice President of Programming.

#### Section 2. Duties

- A. The Executive Board shall administer routine business between meetings of the Panhellenic Council.

#### Section 3. Regular Meetings

- A. 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

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

#### Section 6. Selection of Officers

- A. The Executive Board officer positions in the University of San Diego Panhellenic Association shall be filled by an election process. Eligible candidates shall have been a member in good standing for a minimum of one semester prior to their election with a cumulative GPA of 2.80 to be maintained throughout their term. All eligible candidates must be in good standing with their individual chapter and The University of San Diego.
- B. See the Standing Rules for nomination, interview, slating, and special election procedures.

## Section 7. Officer Term

1. The officers shall serve for a term of one year up until formal officer transition determined by the Panhellenic President and Panhellenic Advisor.
  - a. Members of the Panhellenic Recruitment Team (President, VP Recruitment Operations, VP Recruitment Programming) will serve until completion of recruitment duties through the start of the spring semester that follows primary recruitment.

## Section 8. Officer Responsibilities

### **President** - the Panhellenic President shall:

- a. Call and preside at all regular and special meetings of the University of San Diego Panhellenic Association and Panhellenic Council executive board. Facilitate meetings in a way that is inclusive and transparent, and promotes community and togetherness.
- b. Serve as the primary liaison to the University administration. This includes but is not limited to monthly meetings, campus committees, parent and family events, and deepening relationships with campus partners such as the Associated Student Government and identity-based centers at USD.
  - i. If not able to attend, they will appoint a person to do so.
- c. Report as required to the National Panhellenic Conference Area Advisor. Connect and foster relationships with other College Panhellenic Councils to use one another as resources and support.
- d. Maintain current copies of the following: University of San Diego Panhellenic Association bylaws and standing rules; the Panhellenic Association procedures; the Panhellenic Association budget; correspondence and materials received from the NPC area advisor; all College Panhellenic reports to NPC; College Panhellenic action plans; and other pertinent materials. Offer transparency to the Panhellenic community by publishing these documents as appropriate and creating opportunities for community feedback and evaluation.
- e. Serve as a member of the Panhellenic Recruitment Team during the planning and implementation of primary and informal recruitment processes. Work with the Recruitment Team to collectively reduce barriers to entry and exploring membership.
- f. Collaborate and meet regularly with Interfraternity Council leadership and Lettered Multicultural Council leadership on issues or events that affect the at-large Fraternity and Sorority Life community.
- g. Coordinate an executive board election and transition process that creates equitable opportunities for Panhellenic involvement and diverse leadership. Provide further education and transparency about what serving on Panhellenic Council means.
- h. Conduct an annual Panhellenic evaluation with the support and guidance of the Panhellenic Advisor, including space within the executive board for peer evaluation and critical feedback.
- i. Serve as a visionary for the Panhellenic Council, prioritizing team-building and relationship-building within the executive board, delegates, and Panhellenic community.

- j. Perform all other duties as assigned and support all initiatives and events put on by the Panhellenic Council executive board.

**VP Admin** - the Vice President of Administration shall:

- a. Perform the duties of the President in her absence, inability to serve, or at her request.
- b. Assist the Office of Fraternity and Sorority Life in investigating incidents of alleged misconduct among chapters of fraternities and sororities.
  - i. Serve as an ex-officio, non-voting member of the Fraternity and Sorority Life Standards Board (FSLSB) and perform any other judicial duties that are further defined in the Fraternity and Sorority Life guidelines.
  - ii. Receive and investigate all recruitment infraction complaints before/during/after primary recruitment, and handle those complaints according to the procedures outlined in the USD Panhellenic Standing Rules and the NPC Manual of Information, in conjunction with the Vice President of Recruitment Operations.
  - iii. Serve as chairperson for the Panhellenic Judicial Board.
- c. Serve as treasurer for the Panhellenic Association.
  - i. Create and manage the annual Panhellenic budget with the support of the Panhellenic Advisor, including but not limited to:
    - 1. Supervising financial transactions of the University of San Diego Panhellenic Association such as collection of Council dues and timely payment of all Panhellenic expenses.
    - 2. Maintaining current financial records and monthly financial reports at regular Panhellenic Association meetings.
    - 3. Supporting fundraising and other Panhellenic financial activities.
    - 4. Submitting and presenting Panhellenic requests for funds from the ASG Budget Committee, or designating another exec member to do so.
- d. Work with Panhellenic President and Panhellenic Advisor on revising the Panhellenic Association bylaws on a yearly basis.
- e. Perform all other duties as assigned and support all initiatives and events put on by the Panhellenic Council executive board.

**VP PR** - the Vice President of Public Relations shall:

- a. Serve as the Panhellenic secretary and historian by archiving, transcribing, and sending out all Panhellenic Council meeting minutes to all members of the Panhellenic Council executive board, Panhellenic delegates, Fraternity and Sorority Life staff, Interfraternity Council president, Lettered Multicultural Council co-presidents, and the National Panhellenic Conference Area Advisor.
- b. Send weekly updates and communications to Panhellenic delegates regarding Panhellenic Council meeting invitations, expectations, votes, and opportunities for feedback.
- c. Create and/or share digital and physical marketing materials for upcoming Panhellenic events, Panhellenic leadership opportunities, and relevant programming hosted by a diverse range of USD student organizations, departments, or community partners.

- d. Engage in proactive and appropriate outreach to USD community members of diverse racial, ethnic, gender, cultural, ability, sexuality, faith/spirituality, and class identities to increase access to at-large Panhellenic programming, share information at Council meetings, or otherwise communicate and engage with the Panhellenic community.
- e. Work with the Panhellenic Recruitment Team to develop recruitment marketing plans that are inclusive of, empowering for, and informed by women with marginalized identities.
- f. Manage the digital presence of the Panhellenic Council, including the Panhellenic website and social media platforms (primarily Instagram):
  - i. Utilize alt text, captions, color contrast, and other accessibility features
  - ii. Genuinely represent diverse identities and experiences within Panhellenic with consideration to issues of tokenization, hypervisibility, and invisibility
  - iii. Regularly update dates, facts, links, and contact information
  - iv. Respond in a timely manner to direct messages, questions, or other communications routed through social media platforms
  - v. Follow appropriate data security practices for account information and integrity
- g. Design Panhellenic apparel and promotional items for the executive board and Panhellenic Council at large, prioritizing diverse artists/content creators as well as support for local and/or BIPOC-owned businesses.
- h. Design the fall Panhellenic PR apparel item.
- i. Create multiple avenues and platforms for Panhellenic women with marginalized identities to engage in authentic storytelling about their experiences, and to receive compensation for their vulnerability and/or education of others.
- j. Maintain accurate financial records for Panhellenic expenses related to communications, marketing, and public relations, including an archive of previous vendors and orders.
- k. Perform all other duties as assigned and support all initiatives and events put on by the Panhellenic Council executive board.

**VP Recruitment Ops** - the Vice President of Recruitment Operations shall:

- a. Lead the Panhellenic Recruitment Team and Panhellenic recruitment committee, as well as providing guidance and support to the chapter recruitment chairs/teams.
- b. Work to provide a safe and inclusive environment for all PNMs and active members during recruitment by upholding Panhellenic's code of ethics.

- c. Plan and implement the primary and informal Panhellenic recruitment processes throughout the academic year.
- d. Call and preside over the Panhellenic Recruitment Committee which consists of all Panhellenic chapter recruitment chairs. Facilitate meetings in a way that is inclusive and transparent, and promotes community and togetherness.
- e. Maintain accurate financial records related to recruitment expenses, ensuring that payments are processed in a timely manner and that chapter recruitment chairs are practicing fiscal responsibility and good stewardship of University resources.
- f. Coordinate training and education for chapter recruitment chairs, including:
  - i. Diversity and inclusion education with respect to race, sexuality, gender, accessibility/disability, class, faith/spirituality, and additional social identities.
  - ii. Technical support related to social media, student organization platforms, shared recruitment software, and other aspects managed by the Panhellenic Council.
  - iii. Expectations for positive 365 recruitment, the recruitment infraction process, and Panhellenic Association recruitment rules.
- g. Work with the chapter recruitment chairs, recruitment advisors, and the Panhellenic Advisor to revise the Panhellenic Association Recruitment Rules with attention to the experiences and treatment of women with marginalized identities throughout recruitment.
- h. Maintain relationships with the Interfraternity Council, Lettered Multicultural Council, and National Pan-Hellenic Council organizations while respecting the autonomy of their chapters' respective membership recruitment and intake processes.
- i. Secure all space reservations (in-person and/or virtual) for Panhellenic recruitment processes, as well as facilities/catering arrangements through UC Operations and Banquets and Catering.
- l. Engage in annual review of Panhellenic recruitment processes based on an analysis of recruitment statistics and evaluations from new members, potential new members who withdrew, each member organization, chapter advisors and recruitment chairs, and Panhellenic Recruitment Team.
- m. Perform all other duties as assigned and support all initiatives and events put on by the Panhellenic Council executive board.

**VP Recruitment Programming** - the Vice President of Recruitment Programming shall:

- a. Serve as a member of the Panhellenic Recruitment Team and Panhellenic recruitment committee, as well as providing guidance and support to the Director of Recruitment Counselors and recruitment counselors. Work with the Recruitment Team to collectively reduce barriers to entry and exploring membership.
- b. Work to provide a safe and inclusive environment for all PNMs and active members during recruitment by upholding Panhellenic's code of ethics.
- c. Foster diversity and inclusion through intentional pre-recruitment programming for potential new members across racial, ethnic, religious, class, ability, and sexual identities.
- d. Develop and coordinate recruitment information sessions that include but are not limited to information on intersession housing, membership costs, recruitment attire, mental health resources, and finding belonging on campus.

- e. Maintain relationships with the Interfraternity Council, Lettered Multicultural Council, and National Pan-Hellenic Council organizations while respecting the autonomy of their chapters' respective membership recruitment and intake processes.
- f. Support potential new members during recruitment processes, which may include proactively implementing necessary accommodations, finding alternative communities on campus, and making appropriate referrals to campus partners.
- g. Engage in annual review of Panhellenic recruitment processes based on an analysis of recruitment statistics and evaluations from new members, potential new members who withdrew, each member organization, chapter advisors and recruitment chairs, and Panhellenic Recruitment Team.
- h. Create purposeful and representative marketing and PNM educational materials with the Vice President of Communications for recruitment events, with the goal of making Panhellenic recruitment information more accessible for more potential new members.
- i. Perform all other duties as assigned and support all initiatives and events put on by the Panhellenic Council executive board.

**VP Community Wellness** - the Vice President of Community Wellness shall:

- a. Serve as the Panhellenic liaison between the Center for Health and Wellness Promotion and the Office of Fraternity and Sorority Life, particularly in facilitating community discussions and education on issues of health and wellness.
- b. Partner with relevant organizations to help coordinate initiatives for National Hazing Prevention Week, Alcohol Awareness Week, Domestic Violence Awareness Week, Healthy Relationships Week, Eating Disorders Awareness Week, Suicide Prevention Week, Sexual Assault Awareness Month, and/or other nationally recognized and/or high-risk times of the year.
- c. Review relevant data and information regarding risk and safety issues for collegiate women, including the National College Health Assessment (USD Health Survey).
- d. Act as lead coordinator for at-large Panhellenic new member education, which may include hosting roundtables or other opportunities for chapter new member educators to work together, as well as creating or sharing educational materials with new members.
  - i. Identify gaps in new member education provided at the chapter level and work to address gaps with chapter leaders.
  - ii. Provide follow-up support to assist women in the transition from potential new member to new member to active member.
- e. Create and/or promote opportunities for affinity spaces and community care, including but not limited to:
  - i. Hosting discussion/support groups for women with marginalized identities
  - ii. Promoting relevant programs from student organizations or campus partners
  - iii. Offering proactive support in response to triggering events
- f. Maintain an updated database of culturally relevant and identity-specific resources available through USD and/or the local community.
- g. Perform all other duties as assigned and support all initiatives and events put on by the Panhellenic Council executive board.

**VP DEI** - the Vice President of Diversity Equity & Inclusion shall:

- a. Act as the Panhellenic liaison for diversity and inclusion initiatives on campus by reaching out to university organizations and departments to form partnerships for community events and education.
- b. Act as the lead coordinator for diversity and inclusion chairs or heads of relevant committees within all Panhellenic chapters.
  - i. Help to provide resources, training, and education to all diversity and inclusion chairs/committees.
  - ii. Encourage education of members on past and present racial injustices/systemic racism specifically in Fraternity and Sorority Life.
- c. Serve as a resource and support for the Panhellenic Council executive board in fulfilling their individual and collective leadership responsibilities with a social justice approach.
- d. Work with the Panhellenic President and Panhellenic Advisor to conduct an annual audit of the Panhellenic Council executive board position descriptions, as well as the application, interview, and selection/slating processes, with a race-conscious lens.
- e. Educate Panhellenic sorority women on effective strategies for bystander intervention and confronting microaggressions. Work with the Office of Fraternity & Sorority Life to increase the ease and transparency of reporting and responding to microaggressions and other social justice issues witnessed, committed, and experienced within the community.
- f. Help to support Panhellenic leaders at the Council, committee, and chapter levels in educating membership on marginalization and cultural appropriation, and in implementing social event themes cognizant of these dynamics.
  - i. Organize regular social justice discussions for continuous education and accountability of the Panhellenic Executive Board
  - ii. Schedule social justice meetings meant specifically to delegate tasks and engage in dialogue about Panhellenic's Social Justice Action Plan and any other relevant social justice topics, programs, and events
- g. Work with the Panhellenic Council executive board to establish and maintain a racial justice task force focused on sustainable changes within the community.

**VP Programming** - the Vice President of Programming shall:

- a. Serve as the Panhellenic point person for cross-Council and community-wide student programming, including:
  - i. Coordinating Panhellenic chapter representation on related committees, including cross-Council programs, Panhellenic programs, and philanthropy/changemaking
  - ii. Planning and distributing a calendar of events for the Panhellenic community
  - iii. Ensuring that appropriate University policy is followed related to event registration and approval processes as well as fundraising activities
  - iv. Encouraging different marketing methods, types of events, and ways to participate in order to increase accessibility within programming offered
  - v. Budgeting and maintaining accurate financial records of Panhellenic's role in collaborative or community-wide events

- vi. Reserving space (in person or virtual) for programming
- vii. Obtaining permits, licenses, insurance, participation waivers, and other documentation or consultation as needed to manage risk
- viii. Distributing evaluations upon the conclusion of programming in order to gather feedback and identify areas of growth and improvement
- b. Collaborate with the Interfraternity Council and Lettered Multicultural Council on programming while respecting the autonomy of their respective communities.
- c. Maintain long-term programming committees with adequate chapter representation, including but not limited to:
  - i. Cross-Council and community-wide events such as FSL Fest
  - ii. Panhellenic events such as Fireside Chat
  - iii. Sister sorority programming
  - iv. Philanthropic, service, and changemaking activities
- d. Select annual sister-sorority pairings and support collaborative programming.
- e. Plan and coordinate Panhellenic spirit programming.
- f. Identify ways the Panhellenic Council can support programs and initiatives hosted by student organizations outside of Fraternity and Sorority Life.
- g. Work with the Panhellenic Vice President of Public Relations to highlight and document impactful programming and changemaking efforts within the community.
- h. Perform all other duties as assigned and support all initiatives and events put on by the Panhellenic Council executive board.

## Article VI. Panhellenic Advisor

### Section 1. Appointment

- A. The Panhellenic Advisor(s) of the University of San Diego Panhellenic Association shall be appointed by the University of San Diego administration.

### Section 2. Authority

- A. The Panhellenic Advisor shall serve in an advisory capacity to the University of San Diego Panhellenic Association. The Panhellenic Advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board.

## Article VII. Committees

### Section 1. Standing Committees

- A. The standing committees of the University of San Diego Panhellenic Association shall be the Fraternity and Sorority Life Standards Board (FSLSB), Panhellenic Judicial Board, the Sexual Assault Task Force, Panhellenic Recruitment Committee, and Panhellenic programming committee(s).
- B. Term. 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

- A. The Executive Board shall appoint members and chairpersons of all standing and special committees, except as provided otherwise in these bylaws, and, in making these appointments, recognize fair representation from member organizations as much as possible.

## Section 3. Fraternity and Sorority Life Standards Board (FSLSB) and Panhellenic Judicial Board

- A. The Fraternity and Sorority Life Standards Board and Panhellenic Judicial Board shall consist of the Executive Vice President as chair and hearing board officers as appointed by application.
- B. The Hearing Board officers shall participate in training to be educated about the purpose of the board, the rules and regulations of both FSLSB and Panhellenic Judicial Board, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, deliberations and sanctions, and principles of self-governance and restorative justice.
- C. All chapters must have at least two standing hearing board officers.
  - a. Failure to meet this expectation may result in a Panhellenic Judicial Board Hearing.
- D. The Fraternity and Sorority Life Standards Board shall function as outlined in the Fraternity and Sorority Life (FSL) Guidelines. The duty of this board is to deal with alleged violations of the Constitution, Bylaws, University Policy and Standing Rules, FSL Guidelines, and any other Panhellenic standing rules and guidelines as they relate to USD policy.
- E. Panhellenic Judicial Board shall function as outlined by NPC policy that can be found in the Panhellenic standing procedures.
  - a. This board operates in accordance with the NPC policies on mediation. The duty of the board is to educate member organizations about policies and resolve alleged violations of recruitment rules, code of ethics, Panhellenic Association bylaws and standing rules.
  - b. The Judicial Board shall consist of the Executive Vice President as chair, and five members from the College Panhellenic Association member organizations who have been trained as FSLSB hearing board officers.

## Section 4. Panhellenic Recruitment Committee

- A. The Panhellenic Recruitment Committee shall consist of a Vice President of Recruitment Operations, Vice President of Recruitment Programming, Panhellenic President (ex-officio) and one representative from each regular, provisional and associate women's-only member organization (if participating in the primary recruitment process).
  - a. 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 primary membership recruitment period.
  - b. After each primary membership recruitment period, the Vice President of Recruitment Operations with the support of Panhellenic Recruitment Team 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 organization and chapter advisor.

- B. Alumnae and chapter advisors may attend meetings of the committee with advance notice. The alumnae advisors shall have voice but no vote.

#### Section 5. Sexual Assault Task Force

- A. The Sexual Assault Task Force will be comprised of the Vice President of Health and Wellness as the Panhellenic chairperson and may include additional members of the Panhellenic Council organizations. Their purpose will be to lead community discussions regarding sexual assault awareness and prevention, in accordance with the Statement on Sexual Assault.
  - a. All Panhellenic chapters are expected to adhere to the attendance policies set forth by the Vice President of Health and Wellness in partnership with the Office of Fraternity and Sorority Life and the Center for Health and Wellness Promotion.

#### Section 6. Other Committees

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

### Article VIII. Finances

#### Section 1. Fiscal Year

- A. The fiscal year of the University of San Diego Panhellenic Association shall be from January 1 to December 31, with the exception of the Panhellenic Recruitment budget which operates from the end of one primary recruitment process through the end of the next primary recruitment process.

#### Section 2. Contracts

- A. The signature of the Panhellenic President and the Executive Vice President shall be required to bind the University of San Diego Panhellenic Association.

#### Section 3. Checks

- A. All checks issued on behalf of the University of San Diego Panhellenic Association shall be issued by the University of San Diego from the Panhellenic Association student organization agency account. Check requests require the signature of the Assistant Director of Fraternity and Sorority Life and/or Panhellenic Advisor.

#### Section 4. Payments

- A. All payments due to the University of San Diego Panhellenic Association shall be given to the Executive Vice President who shall record and deposit them accordingly. Checks for payments shall be made payable to the University of San Diego Panhellenic Council. Online transactions may also be processed through the Associated Student Government e-storefront.

#### Section 5. Dues

1. NPC College Panhellenic dues shall be paid annually, as invoiced by the NPC office.
2. University of San Diego College Panhellenic dues shall be paid semesterly to the Executive Vice President, as invoiced by the Panhellenic Council executive board, unless otherwise determined.

3. Panhellenic Association membership dues shall be an assessment per member and new member.
  - a. In a regular academic semester, the amount of such dues shall be \$15.00 per member and \$25.00 per new member, unless otherwise approved by the Council.
  - b. The dues of each Panhellenic Association member fraternity shall be payable at the beginning of each semester following the reset of chapter total.

#### Section 6. Fees and Assessments

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

### Article IX. Extension

#### Section 1. Extension is the process of adding an NPC women's fraternity.

- A. The University of San Diego Panhellenic Association shall follow all NPC Unanimous Agreements, NPC extension guidelines found on the NPC website and in the Manual of Information, and USD Fraternity and Sorority Life extension protocol.

#### Section 2. Voting rights

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

### Article X. Violation Resolution

#### Section 1. Violations

- A. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or recruitment rules of the University of San Diego Panhellenic Association, shall be considered a violation.
- B. Concerns regarding potential violations may be shared with the Panhellenic President, Panhellenic Advisor, or Fraternity and Sorority Life.
- C. Members are first encouraged to resolve alleged violations through informal discussion with the involved parties.

#### Section 3. Judicial Process

- A. If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The University of San Diego Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.
  - a. Mediation is the first step of the judicial process.
  - b. When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing.
  - c. A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeal Committee.

### Article XI. Hazing

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

- a. Hazing Policy: The State of California, the University of San Diego, and the Office of Student Affairs have expressly and repeatedly asserted their opposition to hazing and pre-initiation activities which do not contribute to the positive development and welfare of pledges and members.
- b. Hazing is defined as: "any action taken or situation created, intentionally, whether on or off University premises, to produce mental or physical discomfort, embarrassment or ridicule. Such activities and situations include but are not limited to: paddling in any form; creation of excessive fatigue; physical and psychological shocks; kidnaps, treasure hunts, scavenger hunts, road trips or any other such activities; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the University of San Diego."

#### Article XII. Inclusion Statement

- A. University of San Diego College Panhellenic Association does not categorically deny membership to an individual, based on race, color, religion, age, national origin, ancestry, sexual orientation, gender identity and expression, military or veteran status, the presence of a disability, genetic information, familial status, political affiliation or participation in protected activities (additional considerations interpreted through Title IX of the Educational Amendments of 1972).

#### Article XIII. Parliamentary Authority

- A. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the University of San Diego 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 San Diego Panhellenic Association may adopt.

#### Article XIV. Amendment of Bylaws

- A. These bylaws may be amended at any regular or special meeting of the University of San Diego Panhellenic Council by a two-thirds vote, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting to allow for chapter input.

#### Article XV. Dissolution

- A. This Association shall be dissolved when only one regular member exists at the University of San Diego. 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.