

# BYLAWS OF THE UNIVERSITY OF GEORGIA PANHELLENIC ASSOCIATION

## Preamble

Believing the promotion of positive fraternity life to be of the utmost importance to the individual welfare and development of Greek women at The University of Georgia, and believing in the spirit of mutual goodwill and cooperation between various groups on our campus to be essential for the preservation of the unity and solidarity of our campus life, we the Panhellenic Council do establish these bylaws of the Panhellenic Association.

## Article I. Name

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

## Article II. Object

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

1. To foster the spirit of friendliness, cooperation, and goodwill among member groups of the Panhellenic Association along with non-sorority members.
2. To promote and recognize intellectual accomplishment, sound scholarship, the fellowship of sisterhood, and leadership.
3. To cooperate with University administration in the maintenance of high scholastic, moral, and altruistic standards.
4. To compile rules governing all aspects of the Panhellenic Association of The University of Georgia.
5. To act in accordance with the philosophy and policies of the National Panhellenic Conference.
6. To act in accordance with rules established by the Panhellenic Council as do not violate the sovereignty, rights and privileges of member fraternities.
7. To consider the goals and ideals of member groups of the Panhellenic Association continually applicable to campus and personal life.

## Article III. Membership

### Section 1. Membership classes

There shall be two classes of membership: regular and provisional

A. The regular membership of the The University of Georgia Panhellenic Association shall be composed of all chapter members in good standing with NPC fraternities at The University of Georgia.

- |                             |                              |                      |
|-----------------------------|------------------------------|----------------------|
| 1. Phi Mu - 1921            | 10. Alpha Chi Omega – 1938   | 19. Alpha Phi - 2018 |
| 2. Chi Omega - 1922         | 11. Pi Beta Phi - 1939       |                      |
| 3. Alpha Gamma Delta - 1923 | 12. Kappa Kappa Gamma - 1948 |                      |
| 4. Kappa Delta - 1924       | 13. Zeta Tau Alpha - 1949    |                      |
| 5. Sigma Delta Tau - 1924   | 14. Sigma Kappa - 1964       |                      |
| 6. Alpha Delta Pi - 1933    | 15. Delta Gamma – 1968       |                      |
| 7. Delta Delta Delta - 1934 | 16. Gamma Phi Beta - 1983    |                      |
| 8. Alpha Omicron Pi - 1935  | 17. Delta Zeta - 1987        |                      |
| 9. Kappa Alpha Theta - 1937 | 18. Delta Phi Epsilon – 2015 |                      |

B. The provisional membership of the Panhellenic Association shall be composed of all colonies of NPC fraternities at The University of Georgia. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC fraternity.

Section 2. Privileges and responsibilities of membership

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

Article IV. Officers and Duties

Section 1. Officers

The officers of The University of Georgia Panhellenic Council, which shall constitute the Executive Board of the Panhellenic Association, shall be President, Vice-President for Recruitment, Vice-President for Administration, Vice-President for Recruitment Counselors, Vice-President of Panhellenic Standards, Vice-President of Finance and Correspondence, and Vice-President of Public Relations.

Section 2. Eligibility

The officers, with the exception of Vice-President for Recruitment and the Vice-President for Recruitment Counselors as described in the Bylaws, shall have been delegates, alternate delegates, or presidents from fraternities holding regular membership in The University of Georgia Panhellenic Association.

Section 3. Selection of officers

The requirements of officers shall be the following:

A. Each officer must have at minimum an overall grade point average of 2.8 and maintain this during her term in office. Should this requirement be violated, the officer shall be asked to resign by the

Vice President of Panhellenic Standards.

- B. Each officer, with the exception of the Vice President for Recruitment and Vice President for Recruitment Counselors, must have served on the Council for at least one year to be eligible to hold an Executive Board position.
  - a. The Vice President for Recruitment Counselors may also be chosen from among the recruitment counselors and chapter recruitment chairs
  - b. The Vice President for Recruitment may also be chosen from among the chapter recruitment chairs, presidents, and recruitment counselors.

The nomination of officers shall be the following:

- A. Candidates must submit an application nominating themselves for office.
- B. All candidates considered eligible for office will be interviewed by the current Executive Officers and the Panhellenic Advisor.
- C. Candidates then will present a speech of candidacy to the Council, and each member of the Council will submit a recommend slate to the current Executive Board.

#### Section 4. Office-holding limitations

- A. A sorority may not be represented more than once on the current executive board.
- B. Panhellenic executive officers shall not serve as the regular delegates from their respective sororities.

A sorority may not hold more than one standing committee office. If a co-chair system is used, then this rule is not in effect.

#### Section 5. Nominating procedure

- A. The current Executive Board will create the slate referencing the recommended slates of the Council.
- B. Slated Candidates must accept their position before the slate is to be released to the council.
- C. Council will be notified of the Slate before the next Panhellenic Council meeting. The Slate must be approved by a majority affirmative vote (10) of the Panhellenic Council.
- D. If the slate is not approved, each position will be voted on individually. Each member group has one vote.

#### Section 6. Term

The Panhellenic Executive officers shall be elected for a term of office of one calendar year, beginning the start of Spring Semester and concluding the end of Fall Semester.

#### Section 7. Removal

Any Panhellenic Executive Officer can be removed for just cause by Judicial Proceedings.

#### Section 8. Vacancies

- A. Panhellenic Council election must be held to fill a position vacated by an executive officer, with the exception of the office of the President. Only members of the Council will be eligible to fill the

vacancy.

- B. If the person holding the office of the President cannot complete her term, the person holding the office of Vice President for Recruitment shall assume her duties.

#### Section 9. Duties of officers

- A. The duties of the President shall include the following:
- To maintain overall responsibility for the operation of Panhellenic Council.
  - To call and preside over all meetings of the Association and its Council.
  - To sign all contracts and obligations of the Council.
  - To ensure that each officer understands and performs her duties as established in the Bylaws.
  - To appoint any committee deemed necessary.
  - To serve as an official representative of the Panhellenic Association.
  - To undersign all Panhellenic Association releases.
  - To serve as an ex-officio member of all Council committees with voice but no vote.
  - To report as required to the National Panhellenic Conference Area Advisor and to the National Panhellenic Conference as appropriate.
  - To serve on campus committees as needed.
  - To assist the Vice President of Recruitment in the recruitment process.
  - To maintain quality relationships with presidents of all campus fraternities.
  - To assist Vice President of Panhellenic Standards in any Judiciary Proceedings.
  - To meet regularly with the NPHC, MGC and IFC council presidents.
  - To perform all other duties as needed.
- B. The duties of the Vice President for Recruitment shall include the following:
- To prepare all recruitment materials, to notify all potential members about Recruitment, and to complete Fall Recruitment as soon as feasible prior to the commencement of Fall semester.
  - To perform the duties of the President when she is absent.
  - To update recruitment rules annually so that they may be in accordance with changes in Recruitment and then be presented to the Council for a vote.
  - To arrange for and preside over orientations with potential members.
  - To be responsible for any Recruitment periods designated by the Council.
  - To be responsible for Recruitment procedures and operations.
  - To schedule Recruitment, including days of recruitment events, times of events, and rotation of events.
  - To conduct Recruitment Chairperson workshops and have any individual meetings with sororities necessary to discuss any aspect of recruitment.
  - To perform all other duties as needed.
- C. The duties of the Vice President for Administration shall include the following:
- To serve as a liaison between the Executive Board and the directors of standing committees and liaisons.
  - To see that committee directors and liaisons understand and execute their official duties.

- To call for meetings of the standing committees and liaisons when deemed necessary.
  - To be mainly responsible for Panhellenic philanthropy with the aid of a standing committee.
  - To meet with committee directors and liaisons on a regular basis regarding approval and planning of upcoming events.
  - To attend and assist in all committee sponsored events.
  - To perform all other duties as needed.
- D. The duties of the Vice President for Recruitment Counselors shall include the following:
- To select and train the Recruitment Counselors with the aid of the Executive Board and the Panhellenic Advisor.
  - To see that the Recruitment Counselors understand their official duties connected with Recruitment.
  - To monitor the recruitment counselor program throughout formal recruitment.
  - To work with the Vice President of Recruitment for successful operations of Fall Recruitment.
  - To perform all other duties as needed.
- E. The duties of the Vice President of Panhellenic Standards shall include the following:
- To review and update the by-laws annually.
  - To conduct organizational development, risk-management, and other appropriate educational programming for Greek women.
  - To interpret and address violations of the Bylaws and all rules and policies passed under them, along with Recruitment Rules during formal Recruitment as well as the regular school year.
  - To carry out all necessary correspondence relating to judicial matters.
  - To be knowledgeable about judicial procedures as prescribed by NPC and modify The University of Georgia's procedures accordingly.
  - To coordinate roundtable discussions with the executive board positions for all sororities.
  - To oversee the award banquet application process for Scholastic Achievement (highest GPA), Advisor of the Greek, Outstanding Service Award, and Professor of the Year on behalf of Panhellenic nominations.
  - To perform all other duties as needed.
- F. The duties of the Vice President of Finance and Correspondence shall include the following:
- To keep a record of the minutes of each executive board and Council meeting.
  - To be the authority for excusing all absences and tardiness.
  - To keep current statistics concerning the number of initiated members and pledges of each member of the Association.
  - To set reasonable fines as a disciplinary measure for a chapter's tardiness in turning in materials to Panhellenic. This would apply to chapter rosters, scholarship rosters, chapter dues, and other materials that are of importance to the Council. The manner and amount in which the fines are to be levied must be announced prior to any due dates.
  - To report action taken by the Executive Board and insert the report into the minutes of the meeting at which it is announced.

- To be responsible for the general supervision of the finances of the Panhellenic Council.
  - To collect all payments, dues, assessments and the like due to the Panhellenic Council.
  - To be responsible for the prompt payment of all bills accruing to the Panhellenic Council.
  - To plan and coordinate the House Director's Luncheon prior to formal recruitment if needed.
  - To conduct New Member Educator Workshop and have any individual meetings with sororities as necessary to Bid Day.
  - To perform all other duties as needed.
- G. The duties of the Vice President of Public Relations shall include the following:
- To maintain correspondence with campus and community publications about Panhellenic events.
  - To work on publications that will increase awareness about Panhellenic including The Pointer for fall recruitment.
  - To manage the social media accounts associated with the Panhellenic Council.
  - To work on generating positive publicity for sororities and Panhellenic through social media, publications, and other campus and community events.
  - To seek assistance and form committees as needed for Panhellenic publications and outreach.
  - To perform all other duties as needed.

## Article V. The Panhellenic Council

### Section 1. Authority

The administrative body of the Panhellenic Association shall be the Panhellenic Council.

The duties of the Panhellenic Council shall include the following: to administer all business related to the overall welfare of the Panhellenic Association, to compile rules governing the Panhellenic Association, including recruitment, new member programs, risk management, scholarship and other appropriate areas which do not violate the sovereign rights and privileges of member fraternities and to allow groups to achieve parity as quickly as possible at the conclusion of primary recruitment, the UGA Panhellenic Association shall automatically reset total within 72 hours after the completion of the primary recruitment period. Total will be determined by the average chapter size (ACS) rounded down to the nearest whole number or the median chapter size (MCS).

### Section 2. Composition and privileges

The Panhellenic Council membership shall be composed of one delegate, one alternate delegate, and President per NPC fraternity at The University of Georgia. The chapter delegate acting in official capacity, associate member groups, and alumnae advisors shall have voice at Panhellenic Council meetings.

### Section 3. Selection of delegates and alternates

The delegates shall be selected by the Fraternity they are to represent to serve a term of one year.

#### Section 4. Delegate vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to select a replacement within two weeks and to notify the Panhellenic Council Vice President of Finance & Correspondence of her name and contact information. A representative from the fraternity must assume delegate duties for her chapter until the position is officially filled.

#### Section 5. Regular meetings

The regular meetings of the Panhellenic Council shall be held weekly, the night and time to be determined by the officers with the consent of a majority of the Council delegates. Sororities shall rotate as hostesses to the Council. The location of the called meetings shall be determined by the Vice President of Finance and Correspondence. Delegates and Assistant Delegates are allowed up to two regular meeting absences per term of office. A member of their sorority must represent them in their absence. More than two absences will result in dismissal from the Council. Additional required meetings will occur as needed. Chapters that do not attend required meetings without the permission from the officer organizing the meeting will incur a \$100 fine and the loss of one social. The second absence from a meeting by a chapter will result in a \$200 fine and the loss of two socials. The third absence results in a \$300 fine and the loss of three socials, and continue in that pattern. Absences will be added upon throughout the calendar year and will start over each January.

#### Section 6. Special Meetings

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

#### Section 7. Quorum

Three-fourths of Council membership shall constitute a quorum.

#### Section 8. Vote requirements

- A. The voting body of the Panhellenic Association shall be the Council.
- B. If a delegate is absent, the vote of her fraternity shall be cast by a representative from her fraternity.
- C. Regular member fraternities shall have one vote.
- D. A majority affirmative vote shall be required for all business matters.
- E. Two-thirds of the voting members of NPC member groups shall be required to establish recruitment rules.

- F. Any matters requiring a vote of the Council that does not have a specific vote requirement should be determined by a two-thirds vote.

## Article VI. The Executive Board

### Section 1. Composition

The composition of the Executive Board shall be the President, Vice-President for Recruitment, Vice-President for Administration, Vice-President for Recruitment Counselors, Vice-President of Panhellenic Standards, Vice-President of Finance and Correspondence, and Vice-President of Public Relations.

### Section 2. Duties

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

### Section 3. Regular meetings

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

### Section 4. Special meetings

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

### Section 5. Quorum

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

## Article VII. Panhellenic Advisor

### Section 1. Appointment

The Panhellenic Advisor of The University of Georgia Panhellenic Association shall be chosen by the administration of The University of Georgia.

### Section 2. Authority

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

## Article VIII. Committees



Section 1. Standing Committees

- A. The Executive Board shall appoint such standing committees and special officers as may be necessary to carry out the work of the Panhellenic Council.
- B. The standing committees of the Panhellenic Council shall be the following: Programming, Scholarship, Junior Panhellenic, Campus Involvement, Student Pantry, and Community Service.
- C. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

Section 2. The primary duties of the Programming Committee shall be the following:

- A. Responsible for educational programs that all New Members of UGA sororities are required to attend.
- B. Help to organize and facilitate Sister Sorority Events and making sure that these events take place throughout the semester.
- C. Coordinate Panhellenic new member day(s) for new member classes of each sorority.
- D. Any other internal programming for the Council.

Section 3. The duties of the Scholarship Committee shall be the following:

- A. To promote excellence in scholastic areas and aim to continue to increase the all-Greek women's average.
- B. Provide activities recognizing scholastic achievement.
- C. Develop and coordinate faculty and staff appreciation events.

Section 4. The duties of the Junior Panhellenic Committee shall be the following:

- A. Junior Panhellenic introduces the new members of each sorority to the Panhellenic Council and Greek System
- B. In the fall, this committee runs Junior Panhellenic meetings and is responsible for their committees and activities.

Section 5. The duties of the Community Service Committee shall be the following:

- A. To keep the Panhellenic delegates aware of other programs available on the UGA campus and in the community through the Panhellenic Participation Program (PPP).
- B. To attend these various programs as a Panhellenic delegate promoting Greek spirit in as many ways as possible on campus.

Section 6. The duties of the Student Pantry Committee shall be the following:

- A. Responsible for all daily activities and programs for the UGA Student Food Pantry.

Section 7. The duties of the Campus Involvement Committee shall be the following:

- A. To create and implement a spring philanthropy event for the Council
- B. To work with other organizations and philanthropies on campus and in the Athens area to create a positive, philanthropic environment

Section 8. The Panhellenic President, through consultation with the Executive Board and Panhellenic Advisor, shall make all other special appointments.

#### Article IX. Finances

##### Section 1. Fiscal Year

The fiscal year of The University of Georgia Panhellenic Association shall be from

##### Section 2. Contracts

The signature of the Panhellenic Advisor or the President shall be required to bind the Panhellenic Association on any contract as per University guidelines.

##### Section 3. Checks

The Panhellenic executive board shall be made aware of all checks issued on behalf of the Panhellenic Association and its Council.

##### Section 4. Payments

All payments due to The University of Georgia Panhellenic Association shall be received by the Vice-President of Finance and Correspondence who shall record them. Checks for payments shall be made payable to the Panhellenic Council. Receipts will be required for all Council expenditures.

##### Section 5. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. Each fraternity shall pay dues of \$100.00 per semester plus \$7.00 per member per semester for the operating expenses of the Panhellenic Association and its Council.

##### Section 6. Fees and assessments

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

#### Article X. Extension

##### Section 1. Extension

When all NPC chapters at The University of Georgia are close to or over total, the Panhellenic Council shall consider adding another chapter.

##### Section 2. Voting Rights

The University of Georgia Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines. If the decision is made to add another chapter, it must first be approved by a three-fourths vote of the Panhellenic Council.

## Article XI. Agreements, Rules, and Policies

Section 1. All NPC member groups of the Panhellenic Association of The University of Georgia shall act in accordance with rules and policies established by the National Panhellenic Conference in the Unanimous Agreements.

Section 2. All Panhellenic Association of The University of Georgia rules and policies shall be in harmony with those currently established by NPC, both separately and together.

Section 3. The Panhellenic Association and its Council may take no action which will infringe on the sovereignty, rights or privileges of individual member groups.

## Article XII. 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 Georgia 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 Georgia 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 Georgia Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.
- B. Judicial Board Hearing. If no agreement is met during the mediation, the second step is for a judicial hearing to occur. This can be called by a member of the accused fraternity, the Panhellenic Executive Council, or the Panhellenic Advisor as needed. The hearing shall abide by the rules and regulations of NPC. Each chapter is to appoint one person from their current executive board for equal representation of all organizations. The Vice President of Panhellenic Standards oversees the process, with input from the Panhellenic President.

## Article XII. Chapter Membership

### Section 1. Chapter Membership Selection

- A. The National Panhellenic Conference quota-total system shall be followed.
- B. The preferential bidding system shall be followed.
- C. Snap bidding is an option for chapters that did not fill quota. Snap bidding follows the completion of quota additions. If quota additions are not used, then snap bidding immediately follows bid matching.
- D. Continuous Open Bidding (COB) shall be in effect during the academic year, except during Summer semester and Fall Recruitment, for all eligible women.
- E. A chapter that is unable to fill quota during Fall Recruitment may do so during COB (informal recruitment) even if it puts the chapter over total.
- F. Membership selection, new member programs, and initiation shall be at the discretion of the individual fraternities in accordance with NPC Unanimous Agreements and University policies.

### Section 2. Membership Acceptance

- A. No woman may receive a bid, written or oral, from a sorority, or in any way indicate intent to join a group prior to the first day of classes at The University of Georgia.
- B. Once a formal Membership Recruitment Acceptance Binding Agreement (MRABA) is signed, it is binding. If a potential member receives a bid from one of her preferential sororities but does not join, she is ineligible to accept a bid from any fraternity on the same campus other than one from which she received the bid.
- C. If a potential member accepts a bid from one of her preferential sororities but does not join, the sorority involved may extend a bid in Continuous Open Bidding (COB) to fill the quota space.
- D. A woman who joined at another school is eligible to participate in formal recruitment at The University of Georgia regardless of her pledging date at the first school.
- E. Sororities shall submit membership cards to the Panhellenic Advisor for each woman immediately after acceptance of the bid/invitation. This includes acceptances during formal Recruitment and COB (informal recruitment).

### Section 3. Chapter Membership Totals

- A. For reporting purposes, members of a chapter shall include every active member and pledge. Active membership is defined to include any woman who pays local chapter dues. Any student who is gone from campus an entire year should not be counted on the chapter roll or included in chapter total. Any student off campus for only one semester must be counted on the chapter roll and included in chapter total. This applies equally to student teaching, study abroad, etc.
- B. There is to be no "social" membership to Panhellenic groups. Social memberships indicate a person pays reduced due for membership, is not initiated, does not vote, but can attend social events.
- C. A student new member on one campus who transfers to another campus shall lose her pledge affiliation to that particular fraternity.

### Article XIII. Hazing

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

### Article XIV. Revision, Amending, and Ratification

Section 1. These Bylaws of the Panhellenic Association of The University of Georgia may be revised by a two-thirds affirmative vote of the voting members of the Panhellenic Council. Revisions include but are not limited to the minor structural changes on this document as may be needed in the future.

Section 2. These Bylaws may be amended by two-thirds affirmative vote of the voting members of the Panhellenic Council of The University of Georgia. Notice of the amendment must have been given in writing at the preceding regular meeting. Amending includes but is not limited to those major changes in the regulations and policies established in the Bylaws.

Section 3. These Bylaws of the Panhellenic Association shall be ratified by two-thirds affirmative vote of the Panhellenic Council. These Bylaws shall supersede all previous Bylaws.

### Article XV. Dissolution

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