

PANHELLENIC COUNCIL
BYLAWS
THE UNIVERSITY OF TEXAS AT ARLINGTON

ARTICLE 1 – FINANCES

1. The fiscal year of the Panhellenic Council shall be from May to April inclusive.
2. The signature of the President and/or the Treasurer and Panhellenic Advisor shall be required to bind the Panhellenic Council budget.
3. All checks issued on behalf of the Panhellenic Council shall be signed by the Panhellenic Advisor and counter-signed by the President or Treasurer.
4. All payments due to the Panhellenic Council shall be turned in to the Treasurer when due. Checks for payments shall be made payable to the UTA Panhellenic Council.
5. Membership dues:
 - a. The dues of each Panhellenic Council chapter shall be an assessment per member and per new member. Dues shall be \$10.00 per member and per new member in the fall and \$18.00 per member and per new member in the spring. Dues shall be calculated for fall based on the fall roster and for spring based on the spring roster.
 - b. There will be a \$25 dues fee assessed per chapter in the fall and spring semesters.
 1. Semester rosters will be due 2 weeks following recruitment
 2. Additional new members not included on roster will be charged to a separate invoice
 - c. The dues of each Panhellenic Council chapter shall be payable on or before the second month of each semester of school.
 - d. For each day a chapters dues check is late, a fine of \$5.00 per day will be added to the remaining balance.

ARTICLE II – SELECTION OF OFFICERS

1. Qualifications:
 - a. The same sorority shall not hold the office of President for 2 years consecutively, unless exceptions are granted by the executive board and PHC Advisor. The candidate for President must have served 1 year on the Panhellenic Council Executive Board prior to being elected. In the event that no candidates meet this requirement, a candidate for President must have served 1 year in Panhellenic as a delegate or chairperson prior to being elected.
 - b. For all other executive offices the position may be filled by any woman who meets the following 2 criteria:
 1. Belongs to a Panhellenic Council chapter.
 2. Is deemed qualified by the slating executive board.
 3. Recruitment Team must be present during the summer; this includes the President, Vice President, Recruitment, and Recruitment Counselor Coordinator.

- c. In the event of a vacancy in any of these offices, except President, the Executive Board with the approval of the Advisor shall appoint a replacement. This does not mean that the Executive Board has to elect or be open to take applications.
 - d. In the case of a Presidential vacancy, the Vice President shall assume office for the remainder of the President's term.
 - e. All officers shall remain in good standing with their chapter as well as the Panhellenic Council.
 - f. All officers shall maintain a 2.50 cumulative grade point average and a 2.25 semester grade point average for each semester.
 - g. All officers who during their term are eligible to receive chapter alumni status during their term may do so without in any way hindering their ability to perform their responsibilities of their Panhellenic Council office.
 - h. All Panhellenic Council officers shall serve on the Panhellenic side of Recruitment, and must deaffiliate from their respective chapter.
 - i. All officers must be enrolled as a UTA student throughout their term.
2. Procedures for election:
- a. Applications/letters for the Executive Board offices must be received from each delegate/candidate running for office and should be turned in to the Panhellenic Council Advisor. Application deadline will be determined by Panhellenic President and Advisor. The executive Board will interview each applicant during the month of October and then will prepare a slate by the end of that month.
 - b. At the time of the next Panhellenic meeting, the Executive Board will present the slate, and additional nominations may be taken from the floor. Nominations from the floor must have an application letter on file. If a woman does not submit a letter for the Panhellenic Council Slate of Elections, then she cannot run off the floor.
 - c. Slate will be voted on one week after its presentation to delegates and members will be installed during the last Panhellenic meeting.
 - d. Ingoing and outgoing officers will be expected to attend mandatory executive board training at the end of the fall semester once new board has been installed.
3. This election schedule allows ample planning time for all officers, to provide a training semester throughout the spring, and to allow time to attend SGLC late in the fall semester, Campus Activities and Community Programs Retreats in January and May, and any other opportunities that may arise. Chapter elections and Panhellenic Council elections need to be parallel for the most part.

ARTICLE III – OFFICER DUTIES

The President shall:

- 1. Have overall responsibility for the operation of the Panhellenic Council.
- 2. Call and preside at all regular and special meetings of the Panhellenic Council.
- 3. Preside at all meetings of the Panhellenic Council Executive Board.
- 4. Serve as ex-officio member of all Panhellenic Council Committees with voice but no vote.
- 5. Report as required to the National Panhellenic Conference Area Advisor.

6. Maintain a complete and up to date President's file which will include a copy of the current Panhellenic Council Constitution and Bylaws, a current budget, current correspondence from the National Panhellenic Conference Area Advisor, copies of the college Panhellenic Association Reports to the Area Advisor and other pertinent information.
7. Serve as a member of Judiciary Committee, voting only in case of a tie.
8. Other duties as assigned that relate to the position.
9. Performs incoming/outgoing officer installations.
10. Acts as member of the Recruitment Team.
11. Resides on the all-Greek Council as Co-President.
12. Attends various meetings (ie: President's Round Table meetings).
13. Must attend monthly President and Advisor meetings.

The Vice President shall:

1. Perform the duties of the President in her absence or inability to serve.
2. Chair the Panhellenic Judicial Board.
3. Coordinate monthly scholarship program (ie: Scholar of the Month).
4. Act as advisor and coordinate efforts for Gamma Sigma Alpha, the Greek Honor Society.
5. Coordinate the Greek Awards Ceremony with help of the Activities Chair.
6. Other duties as assigned that relate to the position.
7. Acts as member of the Recruitment Team.

The Recruitment Coordinator shall:

1. Plan and execute formal Recruitment in addition to overseeing all other activities pertaining to Recruitment.
2. Coordinate efforts of Recruitment Team Coordinator and committee.
 - a. The Recruitment Coordinator shall be responsible for the Greek Life Book.
3. Coordinate meetings with Panhellenic chapters before, during, and after Recruitment.
 - a. Include follow-up surveys for each chapter, pi chi, and new member.
4. Must create and maintain Recruitment budget with the Treasurer.
5. Other duties as assigned that relate to the position.

The Recruitment Counselor Coordinator shall:

1. Shall maintain the Counselor (pi chi's) Team and all related activities (ie: selection, meetings, training, and attendance).
2. Plan and execute PHC marketing efforts.
3. Assist Recruitment Coordinator.
4. Other duties as assigned that relate to the position.

The Activities Coordinator shall:

1. Plan and execute any and all Greek activities inclusive of Greek Week, New Member Presents, philanthropy projects and events.
2. Must attend weekly EXCEL meetings as the Panhellenic representative.
3. Must attend all President and Advisor meetings as needed for the Panhellenic representative.
4. Other duties as assigned that relate to the position.

The Recording/Corresponding Secretary shall:

1. Keep an up to date roster for the delegates of the Panhellenic Council and take roll at each meeting.
2. Keep full minutes of all meetings of the Panhellenic Council; this includes Recruitment meetings, as well as any other meeting deemed necessary.
3. Maintain a complete and up to date file, which will include the minutes of the meeting of the Panhellenic Council.
4. Be responsible for the official correspondence of the Panhellenic Council unless otherwise provided for.
5. Be responsible for all Panhellenic Council updates to include the Constitution and Bylaws revisions, and the Recruitment Compact.
6. Serve as ex-officio member of the Judiciary Committee and record all Proceedings, if requested by the chapter.
7. Other duties as assigned that relate to the position.

The Treasurer shall:

1. Be responsible for the general supervision of the finances of the Panhellenic Council.
2. Be responsible for the preparation of the annual budget and following its approval by the Panhellenic Council, provide a copy for each chapter.
3. Receive all payments due to the Panhellenic Council, collect all dues and fines, and give receipts.
4. Be responsible for the prompt payment of all bills of the Panhellenic Council.
5. Maintain up to date financial records, including Panhellenic Council and what is owed to Student Activities; provide a financial statement at the end of every month, as well as at the close of her term of office.
6. Take funds for fundraising projects, and designate where the proceeds will go.
7. Promote and collect chapter donations each week and coordinate with Vice President for Scholar of the Month.
8. Other duties as assigned that relate to the position.

The Marketing Coordinator shall:

1. Oversee all publicity for the Panhellenic Council inclusive of slide shows, fliers, banners, and press releases.
2. Coordinate marketing efforts with each individual officer to help promote PHC activities such as Recruitment, New Member Presentations, Greek Week and Awards
3. Coordinate with Recruitment Team for marketing needs during fall and spring semesters:
 - a. Responsible for securing sponsorships for recruitment including PHC brochure, meals, etc.
 - b. Responsible for selling ads to outside vendors and UTA organizations in order to fund the cost for the PHC brochure.
4. Advertisement of the Panhellenic Council throughout campus:
 - a. Responsible for networking and having a positive relationship with *The Shorthorn*.

- b. Use all marketing resources on campus (see Student Governance and Organizations for marketing checklist)
- 5. Responsible for signing PHC up for orientations, activities fair, display cases, hub and lamp post banners.
- 6. Serve as chair for the Public Relations committee.
- 7. Maintain up to date file of all marketing ideas and strategies carried out.
- 8. Other duties as assigned that relate to the position.

ARTICLE IV – DELEGATE RESPONSIBILITIES

- 1. Each new Senior, Junior, and Alternate Delegate for the ensuing year must sign a contract of Panhellenic Council obligations.
- 2. Each delegate must promote and participate in a fundraiser and service project for the Panhellenic Council; if the delegate can not participate they must find a replacement.
- 3. Each Alternate Delegate shall serve as an EX.C.E.L. delegate for their chapter and must attend assigned meeting, which will be every other week. Failure to attend a meeting without a substitute delegate will result in a \$5 fine (see ARTICLE XI #2 and #4).
- 4. Each delegate must serve on a standing committee (see ARTICLE #7).
- 5. Delegates will be responsible for turning information in to the appropriate officer by the appointed time. Failure to do so will result in a punishment decided by Executive Council.
- 6. The Executive members shall appoint an Interfraternity Council delegate. It shall be this person's responsibility to attend Interfraternity Council meetings to give a report in the Panhellenic Council meeting on pertinent information.

ARTICLE V – THE EXECUTIVE BOARD

The Executive Board shall:

- 1. Administer routine business between meetings of the Panhellenic Council when advisable and other such business that has been approved for action by the Panhellenic Council vote.
- 2. All action taken by the Executive Board shall be reported at the next regular meeting of the Panhellenic Council by the Secretary or respective officer, and inserted in the minutes of that meeting at the discretion of the Executive Board.

ARTICLE VI – JUDICIAL BOARD

All judicial matters of the Panhellenic Council shall be handled as described by the Panhellenic Council Code, including Justice selection and infractions.

ARTICLE VII – ADMINISTRATION OF MEMBERSHIP SELECTION

1. The National Panhellenic Conference quota-total system shall be followed.
2. Except during the formal Recruitment period, continuous open bidding shall be in effect during the college year for all eligible female students.
3. The preferential bidding system shall be used.
4. Every regularly enrolled woman pledged, initiated or affiliated with a chapter shall be counted as a member of that chapter.
 - a. An updated, current chapter roster should be filed no later than three weeks after Formal Recruitment.
 - b. Any de-pledging, termination or other changes in membership shall be reported to the President of the Panhellenic Council and the Advisor no later than 48 hours after it has occurred.

ARTICLE VII – EXTENSION

1. When all National Panhellenic Conference Member Sororities at The University of Texas at Arlington are close to or over total the Panhellenic Council shall consider raising total or adding another chapter.
2. The National Panhellenic Member Sorority for a chapter shall organize such a chapter through colonization.

ARTICLE IX – MEMBERSHIP ELIGIBILITY

1. A woman must be a full-time student, enrolled in at least 12-credit hour courses at UTA in order to be eligible for Recruitment.
2. A Panhellenic Council chapter may not issue an invitation to membership or formally pledge a woman during the summer.
3. Chapters shall follow University guidelines for pledging new members.
4. Chapters may initiate members when they meet all requirements set forth by the local and national sorority and provided new members are held accountable to Article X, Section 5 below.
5. In order to participate in Panhellenic, members of all Panhellenic Council member fraternities shall maintain a 2.00 cumulative AND semester grade point average. This includes but is not limited to Panhellenic sponsored events, fraternity philanthropic events, Greek Week, and intramurals. However, if a member completes a winter-session, Maymester or summer school and her grade(s) increases her cumulative or semester GPA above a 2.0, she may then be off of Panhellenic Probationary status and participate in the above listed events.
 - a. It is the chapter's responsibility to enforce these regulations with select persons.
 - b. If a member feels they have raised their GPA to a 2.0 they may appeal their probationary status to the Greek Advisor.

ARTICLE X – ATTENDANCE

1. If any meeting is missed by ANY (senior, junior, or alternate) delegate, without an alternate present, a fine of \$5.00 per delegate must be paid. An invoice of fall absences will be sent at the end of the semester to each chapter President.

2. If a delegate receives 2 unexcused absences per semester, with no alternate delegate present, a letter of explanation will be sent to the President of that chapter and a copy to their national in addition to the monetary fine of \$5.00. If three unexcused meetings are missed, with no alternate present, a request for a new representative will be sent to the President of that sorority and their national. The new delegate must be present at the second Panhellenic Council meeting after the sorority notification letter is sent. If any sorority does not have consistent delegates, a letter will be sent to the President of that sorority as well as to their national.
3. Any active or new member of a sorority may substitute for the missing delegate under the premise that she has obtained approval from a member of her sorority's executive council.

ARTICLE XI – RULES OF ORDER

Robert's Rules of Order, except in matters specifically provided for in the Constitution or Bylaws, shall govern the Panhellenic Council.

ARTICLE XII – PARTICIPATION

1. Chapters will not participate in a men's fraternity event or philanthropy event lasting more than 3 days total. Fraternity philanthropy projects that involve sorority competition must also meet the following requirements before being passed by Panhellenic member sororities:
 - A. In order to include monetary contribution in the competition, the fraternity must participate in raising proceeds in the same manner.
 - B. All monies/items raised must be donated to a public charity.
 - C. Event must be scheduled on the Greek calendar at least 4 weeks before the event.
 - D. An organization that wants Panhellenic to participate in their philanthropic activity must first meet with the Executive Board of Panhellenic four weeks prior to the event.
 - E. When proposed to Panhellenic, the fraternity must have a scheduled outline of events, times, and point schemes for sororities to take into consideration. This detailed proposal must include the name of the charity the money raised will be donated to. After Panhellenic approval, no changes can be made to the proposal.
2. Fraternity women will not participate in beauty contests sponsored by men's fraternities, which involve wearing swimsuits or inappropriate clothing. All costume ideas must pass the approval of the Panhellenic Executive Board.
3. Fraternity women will not participate in any philanthropic event which involves the use of an animal without the prior approval of the Panhellenic Executive Board and the Panhellenic Advisor.
4. Fraternities participating in any on campus or off campus mixer in which alcohol is being served must follow all University guidelines as well as State and local laws. If it is determined that alcohol is being provided illegally, the fraternity members must leave and the mixer is over. A mixer is defined as a mixing of women's fraternity and men's fraternity or any grouping of the same with a designated allotment of time and place. When the designated time is up, the mixer is over. All activities prior to and following a mixer shall be considered as a function of the mixer and the fraternities and sororities shall be held accountable.
5. Starting no later than January 1, 2001, members will not co-sponsor a function at any fraternity house if that function is not substance-free. Chapters will also enforce the following:

National Panhellenic Council member groups may only sponsor or co-sponsor a function with alcohol if that function occurs in a state licensed third-party vendor location or in an unlicensed location if the chapter, with the assistance of the Council, enforces the following measures: a hired state licensed bartender, wristbands for those 21 years of age and over, BYOB, and inclusion of alternative beverage(s). All Panhellenic Council members will fully support the fraternities that have chosen to go substance-free, and will encourage other fraternities to follow suit.

6. Greek Week teams shall be selected by chapter size, based on rosters in the Greek Life office. Rotation will be kept in mind.
7. The Panhellenic Council will not condone adult entertainment at Recruitment parties and open functions. Adult entertainment is defined as strippers and pornographic movies. Panhellenic member fraternities will not support a chapter that engages in this type of activity, and will not attend its functions (Recruitment, open parties, and mixers, etc.) Specifically, member chapters will not attend the next two events of the fraternity excluding philanthropic events.
8. All forms of hazing shall be banned. Hazing is defined as any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include creation of excessive fatigue, physical and psychological shocks, wearing 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 the regulations and policies of the educational mission the University of Texas at Arlington.
9. A Greek primary election may be held prior to each Student Congress general election. Primary planning may be the responsibility of the Interfraternity Council President and the Panhellenic Council President. The Interfraternity Council and Panhellenic Council officers shall organize Greek primary balloting, not the University employees. Panhellenic Council and Interfraternity Council possess the authority to NOT endorse a candidate chosen by the Greek primary.

ARTICLE XIII – RECRUITMENT

1. The Panhellenic Recruitment Compact shall be considered an extension of PHC Bylaws.
2. Any consequences for violation of the PHC Recruitment Compact shall follow
 - a. guidelines stated therein.
 - b. NPC Greenbook Unanimous Agreements Article VII, Section 2-5 (pages 29-31).

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