

UNIVERSITY OF CENTRAL FLORIDA PANHELLENIC ASSOCIATION BYLAWS

Article I. Name

The name of this organization shall be the University of Central Florida (hereinafter UCF) Panhellenic Association.

Article II. Object

The object of the UCF College Panhellenic Association (hereinafter CPH) shall be to develop and maintain women's sorority life and interfraternal relations at a high level of accomplishment and in so doing to:

- A. Consider the goals and ideals of member organizations as applicable to campus and personal life.
- B. Promote superior scholarship and intellectual development.
- C. Cooperate with member women's sororities and the university/college administration to maintain high social and moral standards.
 - a. All member women's sororities shall complete an annual Green Dot Bystander Intervention training hosted by UCF Victim Services.
- D. Act in accordance with National Panhellenic Conference (hereinafter NPC) Unanimous Agreements, policies, and best practices.
- E. Act in accordance with such rules established by the CPH as to not violate the sovereignty, rights, and privileges of member sororities.

Article III. Membership

Section 1. Membership Classes

There shall be three classes of membership: regular, provisional and associate.

- A. **Regular membership.** The regular membership of the CPH shall be composed of all chapters in good standing of NPC sororities at UCF. Regular members of the CPH shall pay dues as determined by the Panhellenic Council. Each regular member shall have a voice and one vote on all matters.
- B. **Provisional membership.** The provisional membership of the CPH shall be composed of all colonies in good standing of NPC sororities at UCF. Provisional members shall pay no dues and shall have a 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 sorority.
- C. **Associate membership.** Local sororities or inter/national or regional non-NPC member organizations may apply for associate membership of the CPH. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the Panhellenic Council. An associate member shall have a voice and one vote on all matters except extension-related matters. If they are not participating in the primary recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

Note: For chapters to be in good standing with Panhellenic, they must be in good standing with the UCF. Chapters on Interim Suspension and chapters that have been suspended by their inter/national organization or the university are not considered in good standing with Panhellenic, and thus lose their voting rights for the duration of their suspension.

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 CPH Bylaws, Standing Rules, Code of Ethics, University rules, UCF Office of Fraternity and Sorority Life (hereinafter OFSL) policies, UCF Greek Council rules, and any additional rules this CPH may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this CPH in conflict with the NPC Unanimous Agreements shall be void.

B. **Responsibilities of membership.** In conjunction with a duty of compliance, responsibilities of membership in the CPH include but are not limited to: paying invoices in a timely manner, providing a holistic developmental experience for chapter membership in accordance with the organization's inter/national standards, being an active participant in the CPH community through engagement in CPH and member programming, reporting violations of NPC Unanimous Agreements or CPH Bylaws to appropriate parties through the proper process, and maintaining high standards of academic success.

Article IV. Officers and Duties

Section 1. Officers

The officers of the CPH shall be:

- A. President
- B. Executive Vice President
- C. Vice President of Internal Recruitment
- D. Vice President of External Recruitment
- E. Vice President of Risk Management
- F. Vice President of Public Relations
- G. Vice President of Community Involvement
- H. Vice President of Leadership and Academic Development
- I. Vice President of Recruitment Guides (Head Rho Gamma)
- J. Vice President of Administration
- K. Vice President of Diversity, Equity, and Inclusion

The collection of all eleven officers may also be called the "Executive Board" within this document and in communication.

Section 2. Eligibility

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

- A. **Regular membership.** Members from women's sororities holding regular membership in the CPH shall be eligible to serve as any officer.
- B. **Provisional membership.** Members from women's sororities holding provisional membership in the CPH shall not be eligible to serve as an officer.
- C. **Associate membership.** Members from women's sororities holding associate membership in the CPH shall not be eligible to serve as an officer.

Candidates must be in good standing with their chapter, maintain a 2.75 overall GPA, and be free of University holds.

Candidates must have recruited for their chapter internally during the primary recruitment process.

Section 3. Selection of Officers

- A. Officers will be elected at least one week prior to the last Panhellenic meeting of the fall semester.
- B. All candidates must submit an application form consisting of an on-campus/Greek involvement resume, platform points, and completed application. The Panhellenic advisor(s) and the Panhellenic President are

responsible for releasing the Executive Board application and organizing the election process. The President shall preside as the chair during the election proceedings.

- a. Candidates may apply for an unlimited number of positions, but if willing, could be slated for any position.
 - b. There is no limit to the number of candidates.
 - c. Applications will be turned into the OFSL or electronically as dictated by the Panhellenic advisor(s) and the President. The applications will be checked to ensure that candidates are eligible to hold office.
- C. Officers will be selected by a Slating Committee.
- a. The Slating Committee will be composed of 2 members from each of the 12 Panhellenic chapters.
 - b. The Slating Committee members may consist of outgoing Executive Board members and general chapter members.
 - c. Representatives on the Slating Committee shall be knowledgeable of Panhellenic procedures and practices and have some experience working with the CPH.
 - i. The Slating Committee shall consider the qualifications of all candidates for elected officers and shall nominate at least one name for each elected officer position.
 - d. Slating Committee members must be present on the designated day for slating selections. The date for slating is at the discretion of the current Executive Board. Resumes and platform points from the candidates will be copied for each Slating Committee member.
- D. The slate of proposed candidates will be presented at the first Panhellenic meeting following the slating selection day. The slate will be confirmed by a majority vote from the Panhellenic delegates of all 12 chapters.
- E. Each candidate will sign up for a time slot to be interviewed by the Slating Committee. During the interview, each candidate will be asked questions.
- a. All candidates who apply will be required to attend an interview conducted by the Slating Committee.
 - b. Following all candidate interviews, the Slating Committee will meet to score/evaluate and review applicants and slate candidates for each position.
- F. Qualifications for each slated candidate will be provided along with the slate.
- G. **Slating Committee Procedures.** On the designated slating day, the representatives will move into an open debate for the candidates in order of officer positions. At the discretion of the committee members, a motion to move into pro-con-con-pro can be made at any time during debate. Following debate, slating will take place. Each chapter will have one vote per officer position, regardless of how many members from their chapter make up the Slating Committee. Ballots will be counted and tabulated by the current President and the Panhellenic advisor(s) who have no voice and no vote. After the ballots are tabulated, the forum will reconvene. In case of a tie, a revote will take place until there is a majority vote. Discussion and voting for each position will proceed in chronological order after each position on the slate is filled. The slate will be discussed as a whole after it is completed before finalization.
- H. Voting shall occur in a Panhellenic meeting. The slate shall be presented at the following Panhellenic meeting; the Panhellenic Delegates shall vote to approve the slate. Each organization shall have one vote. The slate shall be voted on as a whole and is approved with a majority of the voting delegates' votes.
- I. If the majority does not rule in favor of the slate, the Slating Committee will reconvene and create a new slate until it receives a majority vote.
- J. If there are vacancies on the slate after it has been passed by the chapters, the slating process should be repeated so that an officer may be slated and voted on by the CPH in the following meeting.

Section 4. Office-Holding Limitations

No more than two (2) members from the same women's sorority shall hold office during the same term.

Section 5. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin upon officer installation.

Section 6. Removal

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

Section 7. Vacancies

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

Section 8. Duties of Officers

A. The President shall:

- a. Have the overall responsibility of CPH's operations.
- b. Call and preside at all Executive Board meetings, Panhellenic Presidents' meetings, and special meetings of the CPH.
- c. Serve as ex-officio of all CPH committees, with the exception of the Judicial Board, with voice but no vote.
- d. Report as required by the NPC Area Advisor and Communicate regularly with the NPC Area Advisor.
- e. Have the authority to appoint with the approval of the Executive Board ad hoc committee chairs and various other appointed positions.
- f. Maintain a complete and up-to-date President's file with all pertinent materials.
- g. Attend All-Presidents meetings and report on behalf of the CPH.
- h. Attend Greek Council meetings and report on behalf of the CPH.
- i. Set the minimum number of office hours for the Executive Board and oversee the fulfillment of the expectations and responsibilities of the summer term.
- j. Set the expectations for orientation involvement for the Executive Board.
- k. Coordinate the planning of the fall and spring Executive Board retreats.
- l. Organize the election process and oversee the formation of the Slating Committee for the Executive Board in the spring semester.
- m. Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the NPC or the CPH.

B. The Executive Vice President shall:

- a. Perform the duties of the President in her absence, inability to serve, or at her call.
- b. Oversee all efforts to adjudicate alleged violations of NPC Unanimous Agreements, the CPH Bylaws and Standing Rules, Recruitment Guidelines, Code of Ethics, and/or other governing documents.
- c. Oversee the Panhellenic Judicial Board (hereinafter J. Board), serve as chairwoman, and preside over all judicial hearings.
- d. Revise the governing documents at least once annually with the assistance of the Executive Board, as described in Section 1 of Article XIV.
 - i. Correct grammatical, typographical, and like errors following the informal revision process in Section 2 of Article XIV.

- e. Approve all CPH philanthropy packets and the competition portion of the Interfraternity Council (hereinafter IFC) philanthropy packets.
 - f. Receive all infractions and coordinate mediations and Judicial Board hearings.
 - g. Host semesterly J. Board trainings.
 - h. Educate Rho Gammas, chapter members, and potential new members about judicial policies/procedures and the MRABA.
 - i. Follow and uphold all requirements and procedures listed in the J. Board procedures.
- C. **The Vice President of Internal Recruitment shall:**
- a. Oversee all logistical planning for the Primary Recruitment process.
 - b. Help in the selection process of the Rho Gammas.
 - c. Reserve all on campus room assignments, golf carts, tents, and radios for recruitment.
 - d. Host all recruitment chair workshops and serve as a liaison to the chapters.
 - e. Facilitate the selection of the Recruitment Team.
 - f. Organize and preside over all of the Recruitment Team meetings.
 - g. Facilitate the planning and execution of the recruitment contracts.
 - h. Educate the Panhellenic community on values-based recruitment.
 - i. Submit any recommendations for revisions to the Recruitment Guidelines to the Executive Board for approval.
 - j. Host all recruitment wrap-up meetings with recruitment chairs and advisor(s).
 - k. Keep complete and accurate records of recruitment information.
 - l. The Vice President of Internal Recruitment must have served as a Rho Gamma or member of Recruitment Team prior to entering the position.
- D. **The Vice President of External Recruitment shall:**
- a. Oversee all marketing and recruitment publication efforts for the recruitment process.
 - i. Plan all marketing efforts for the recruitment process alongside the Vice President of Public Relations.
 - b. Oversee recruitment registration.
 - c. Approve all publications, advertisements, banners, and signage promoting sorority recruitment.
 - d. Advertise the CPH through facilitating and participating in tabling events throughout the spring and summer semesters, leading up to Primary Recruitment.
 - e. Select the Primary Recruitment theme by the fourth week of the spring semester.
 - f. Oversee the purchasing of all promotional items and recruitment attire.
 - g. Help in the selection process of the Rho Gammas.
 - h. Submit any recommendations for revisions to the Recruitment Guidelines to the Executive Board for approval.
 - i. Collaborate with the OFSL staff to represent the CPH and the OFSL community at student orientation sessions.
 - i. Delegate who shall be present for them, either Recruitment Team members or Rho Gammas.
 - j. Serve as a liaison between potential new members and the Panhellenic community.
 - k. Present a full report, including recommendations, to the CPH based on an analysis of the recruitment statistics, recruitment style assessment and recruitment evaluations from new members, potential new members who withdrew, each member organization and chapter advisors.
- E. **The Vice President of Risk Management shall:**
- a. Act as a liaison between the other councils and UCF for National Hazing Prevention Week.
 - b. Organize and facilitate meetings with each chapter's risk management chairs once a month.
 - c. Provide workshops on various Risk Management issues throughout the semester.

- d. Plan and execute programs concerning women's issues in the Greek community.
- e. Secure police reservations for the week of Primary Recruitment.
- F. **The Vice President of Public Relations shall:**
 - a. Supervise and oversee all marketing activities and social media efforts.
 - i. Assist the Vice President of External Recruitment in marketing and publicizing recruitment.
 - b. Publicize all major events promoted by the CPH.
 - c. Be in charge of all external correspondence pertaining to the Panhellenic community.
 - d. Oversee all social media outlets pertaining to the CPH, including but not limited to Facebook, Twitter, Instagram, and the Panhellenic website.
 - e. Create and execute a marketing and communications plan for the CPH that targets appropriate audiences, including chapter members, potential new members, and alumnae.
 - f. Maintain a consistent brand image.
 - g. Plan and execute a Panhellenic Pride Week and National Panhellenic Badge Day programming.
 - h. Implement a positive and extensive Public Relations program.
 - i. Work with the Vice President of External Recruitment to oversee all social media sites to promote and advertise Primary Recruitment.
 - j. Make an updated calendar to be posted on the website with all philanthropic events—large or small scale.
- G. **The Vice President of Community Involvement shall:**
 - a. Organize and conduct meetings with the service chairs from every chapter once a month.
 - b. Establish and organize the involvement of Panhellenic members in monthly community service events as well as one large-scale philanthropy event each year.
 - c. Plan an event supporting the National Panhellenic Philanthropy, Circle of Sisterhood.
 - d. Encourage involvement in campus-wide service events.
 - e. Serve as a liaison to the committee on "Trick-or-Treat on Greek Street," otherwise known as the "TOTOGs" committee.
- H. **The Vice President of Leadership and Academic Development shall:**
 - a. Monitor the academic standing of the Panhellenic community to ensure that it does not fall below the all-women's average at the UCF.
 - b. Coordinate events and programs pertaining to leadership and/or academic development.
 - c. Facilitate meeting with the CPH chapter's academic chairs.
 - d. Keep chapters informed of special programs and scholastic deadlines.
 - e. Submit academic statistical reports to the NPC, upon request.
 - f. Award academic scholarships to Panhellenic women with high academic achievement.
 - g. Apply for regional and NPC awards pertaining to academic excellence and programming.
 - h. Coordinate all Junior Panhellenic Delegate meetings and programming.
- I. **The Vice President of Recruitment Guides (Head Rho Gamma) shall:**
 - a. Oversee the selection process of the Recruitment Guides (hereinafter Rho Gammas) and the disaffiliation process.
 - b. Recruit and train Rho Gammas.
 - c. Facilitate the educational process for the Rho Gammas including all Rho Gamma meetings, the Rho Gamma retreat, and any additional programming deemed necessary.
 - d. Conduct all educational programming and Rho Gamma curriculum during Spirit Week.
 - e. The Vice President of Recruitment Guides must have served as a Rho Gamma or member of the Recruitment Team prior to entering the position.
- J. **The Vice President of Administration shall:**
 - a. Be responsible for the general supervision of the CPH's finances.

- b. Receive all payments due to the CPH, collect all dues and give receipts.
 - c. Be responsible for the prompt payments of all bills of the CPH.
 - d. Maintain complete and up-to-date minutes of the CPH meetings and Executive Board meetings.
 - e. Serve as the liaison between the CPH and the Chapter's Panhellenic Delegates.
 - f. Submit the NPC annual report and conference awards applications.
- K. **The Vice President of Diversity, Equity, and Inclusion shall:**
- a. Promote inclusion within member chapters in order to make the Panhellenic community more welcoming and inclusive to individuals from diverse backgrounds.
 - b. Co-coordinate diversity and inclusion programming for chapter members.
 - c. Collaborate with the Vice President of Public Relations to create content on diversity and inclusion.
 - i. This entails ensuring diverse representation and accessibility with marketing materials.
 - d. Collect and distribute information about campus diversity and inclusion programming and resources.
 - e. Provide referral and support to member chapter's recruitment officers, new member education officers, and programming officers regarding diversity and inclusion education.
 - f. Research each month's holidays and history that celebrate Diversity and Inclusion. (e.g., Black History Month—February, Jewish American Heritage Month—May, Pride Month—June, National Hispanic Heritage Month—September, etc.)
 - g. Manage the coordination of the Panhellenic diversity and inclusion strategic plan.
 - h. Coordinate Panhellenic liaison applications, conduct interviews, and set a selection process to be utilized to fill the liaison positions to the Greek councils.
 - i. Oversee the Greek Liaisons—Diversified Greek Council (hereinafter DGC) chair, IFC chair, and National Pan-Hellenic (hereinafter NPHC) chair.

All Executive Board members must also perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the NPC or the CPH.

Section 9. Assistant Positions

Assistants are exempt from Sections 1, 3, 4, and 7 of Article IV. Officers and Duties. Sections 1, 3, and 7 are not applicable to assistant positions as these seek to inform and describe structures, selection processes, and responsibilities for the Executive Board.

- A. Assistant Vice President of Leadership and Academic Development
 - a. Work closely with the Vice President of Leadership and Academic Development to:
 - i. Coordinate events and programs that will benefit the Panhellenic community as well as assist in the creation of new member/interest training.
 - ii. Keep chapters informed of special programs and scholastic deadlines.
 - iii. Award academic scholarships to Panhellenic women with high academic achievement.
 - iv. Coordinate all Junior Panhellenic Delegate (hereinafter JPan) meetings and programming.
 - v. Perform all other duties as applicable to the position as prescribed by the Vice President of Leadership and Academic Development.

Note: Assistant positions are not officers on the Executive Board.

Article V. The College Panhellenic Association

Section 1. Authority

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

Section 2. Composition and Privileges

- A. **Composition.** The CPH shall be composed of one delegate and one alternate delegate from each regular, provisional, and associate member organization at the UCF as identified in aforementioned membership categories.
- B. **Privileges.** The delegates shall be the voting members of the CPH except as otherwise provided in these Bylaws and Standing Rules and shall fulfill the responsibility of serving as the voice of the CPH. Each chapter delegate serves as the one (1) vote on behalf of their organization.
- C. **Panhellenic Delegate alternates.** The alternate delegate may attend a CPH meeting with the delegate and shall have a voice but no vote unless the alternate delegate is acting in the absence of the delegate. If both delegate and alternate are absent, the vote may be cast by a member of the sorority, providing her credentials have been presented to the CPH President. The notice for this situation must be submitted a week before the vote is scheduled. Within this document, the CPH shall serve as reference to the Panhellenic Delegates and their respective rights and responsibilities.

Section 3. Selection of Delegates and Alternates

Delegates and alternates to the CPH shall be selected by their respective women's sorority chapters to serve for a term of one year commencing upon selection by the chapter.

Section 4. Delegate Vacancies

Should a delegate vacancy occur, it shall be the responsibility of the sorority affected to select a replacement no later than two (2) weeks and to notify the Vice President of Administration of her name, academic year, email address, and telephone number.

Section 5. Regular Meetings

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

Section 6. Annual Meeting

The annual meeting of the CPH shall be held during the fall semester. The purpose of the annual meeting shall be for the election of officers and any other business that may properly come before the delegates.

Section 7. Special Meetings

Special meetings of the CPH 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 sororities of the CPH. Notice of each special meeting of the CPH shall be sent to each member of the CPH at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 8. Quorum

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

Section 9. Vote Requirements

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

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the President, Executive Vice President, Vice President of Internal Recruitment, Vice President of External Recruitment, Vice President of Risk Management, Vice President of Public Relations, Vice President of Community Involvement, Vice President of Leadership and Academic Development, Vice President of Recruitment Guides, Vice President of Administration, and Vice President of Diversity, Equity, and Inclusion.

Section 2. Duties

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

Section 3. Regular Meetings

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

Section 4. Special Meetings

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

Section 5. Quorum

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

Article VII. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor(s) of the CPH shall be appointed by the OFSL.

Section 2. Authority

The Panhellenic advisor(s) shall serve in an advisory capacity to the CPH. The Panhellenic advisor(s) shall have voice but no vote in all meetings of the CPH and the Executive Board.

Article VIII. Committees

Section 1. Standing Committees

- A. **Standing Committees.** The standing committees of the CPH shall be the Judicial Board, Recruitment Team, and Greek Liaisons.
- B. **Term.** The standing committees shall serve during the term of office of the board which appoints them.
- C. **Eligibility.** Individuals who are in good standing and maintain a GPA in accordance with her chapter's bylaws are eligible to serve.

Section 2. Appointment of Committee Membership

The Executive Board shall appoint members and chairs of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member women's sororities as much as possible. The President shall be an ex-officio member of all committees except the Judicial Board.

Section 3. Judicial Board

The J. Board shall consist of:

- A. The Executive Vice President as the chair.
- B. The Assistant Executive Vice President as vice chair.
- C. One (1) representative from each regular member organization within the CPH to promote fair and equal representation while serving as a J. Board member for their organization.
- D. The CPH advisor(s) shall serve as a non-voting ex-officio member.
- E. The J. Board members shall participate in training to:
 - a. Be educated about the purpose of the board.
 - b. Learn the rules and regulations the Judicial Board will monitor.
 - c. Learn the procedures to be followed.
 - d. Learn proper questioning techniques.
 - e. Understand the rights of the charged organizations.
 - f. Learn how to evaluate evidence.
 - g. Discuss the process for deliberations and sanctioning.

The J. Board shall educate member fraternities about the CPH judicial procedure. It shall be the J. Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the Bylaws and Standing Rules, Recruitment Guidelines, and Code of Ethics that are not settled informally or through mediation. The hearing shall be conducted by the entire J. Board unless the CPH adopts rules for the hearing to be conducted by a committee of the select J. Board members. The members of the J. Board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Recruitment Team

The Recruitment Team shall consist of members appointed by the consensus of the Vice President of Internal Recruitment, Vice President of External Recruitment, and Vice President of Recruitment Guides. To be eligible, members of the Recruitment Team must have full availability for the period of time between the end of the spring semester and the beginning of the subsequent fall semester. Recruitment Team members must also be in good standing with their chapter and maintain no less than a 2.75 minimum UCF GPA. Additionally, all officers on the Executive Board are required to serve on Recruitment Team unless otherwise stipulated by the Panhellenic Vice President of Internal Recruitment.

Section 5. The Diversity and Inclusion Committee

The Diversity and Inclusion Committee shall consist of the Vice President of Diversity, Equity, and Inclusion as the chair and liaison from each Panhellenic organization. The liaison should attend regular meetings held at the discretion of the Vice President of Diversity, Equity, and Inclusion and inform the Vice President of Diversity, Equity, and Inclusion of all

diversity, equity, and inclusion programs that the chapter will host; and inform her of any themes for planned social functions and other events to ensure that it upholds the standards of the Panhellenic community.

Section 6. Greek Liaisons

The DGC Liaison shall:

- a. Serve as the connection between Panhellenic and the DGC.
- b. Be responsible for attending the DGC meetings, implementing new ways for better relations between councils.
- c. Work closely with the DGC Executive Board to keep both updated on events in both councils.

The IFC Liaison shall:

- a. Serve as the connection between Panhellenic and the IFC.
- b. Be responsible for attending the IFC meetings implementing new ways for better relations between councils.
- c. Work closely with the IFC Executive Board to keep both updated on events in both councils.

The NPHC Liaison shall:

- a. Serve as the connection between Panhellenic and the NPHC.
- b. Be responsible for attending the NPHC meetings, implementing new ways for better relations between councils.
- c. Work closely with the NPHC Executive Board to keep both updated on events in both councils.

Section 7. Other Committees

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

Article IX. Finances

Section 1. Fiscal Year

The fiscal year of the CPH shall be from January 1st to December 31st inclusive.

Section 2. Contracts

Dual signatures of the President and Vice President of Administration shall be required to bind the CPH on any contract.

Section 3. Checks

All checks issued on behalf of the CPH shall bear dual signatures. The following shall be authorized to be one of the two required signatures: President, Vice President of Administration.

Section 4. Payments

All payments due to the CPH shall be received by the Vice President of Administration, who shall record them. Checks for payments shall be made payable to the UCF College Panhellenic Association.

Section 5. Membership Dues

- A. CPH dues shall be paid yearly as invoiced by the NPC office.
- B. **Amount.** CPH membership dues shall be an assessment per active member and new member. The amount of such dues shall be a flat rate of fifty dollars (\$50.00) per chapter and an additional nine dollars (\$9.00) per active member and new member.

- a. Dues are assessed in accordance with chapter rosters updated with the OFSL. Chapter rosters must be up to date by the second Panhellenic meeting in January to ensure an accurate number of members billed. No updates shall be assessed.
- C. **Time of Payment.** Dues must be paid by the last Panhellenic meeting in February.
 - a. The dues of each CPH member sorority shall be invoiced and payable before the second to last regularly scheduled CPH meeting in February of the fiscal year. Invoices will be assessed and delivered by the Vice President of Administration.
- D. **Fines and Penalties.** If a chapter fails to pay membership dues by the last meeting in February, the chapter will be assessed a fifty dollar (\$50.00) fine. If a chapter fails to pay their membership dues by the first meeting in March, the chapter will be denied a vote until their account is fully paid, including fines.
 - a. Fines will be assessed by the Vice President of Administration.

Section 6. Fees and Assessments

- A. The CPH shall have the authority to determine fees and assessments as may be considered necessary.
 - a. Fees and assessments will be invoiced by the Vice President of Administration.

Article X. Extension

Section 1. Extension

Extension is the process of adding an NPC women's sorority. The CPH shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

Section 2. Voting rights

Only regular members of the CPH shall vote on extension matters.

Article XI. Violation Resolution

Section 1. Violation

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these Bylaws and Standing Rules, Recruitment Guidelines, and/or the Code of Ethics 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 CPH shall follow all judicial procedures found in NPC Unanimous Agreement VII.

- A. **Mediation.** Mediation is the first step of the judicial process. The CPH shall follow all NPC Unanimous Agreements concerning the judicial process.
- B. **Judicial Board hearing.** When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The CPH shall adopt procedures in the Standing Rules for this purpose that are consistent with the NPC Unanimous Agreements.
- C. **Appeal of Judicial Board decision.** A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenic's Judicial Appeals Committee. The CPH shall follow all NPC Unanimous Agreements concerning the appeals process.

Article XII. Hazing

Per the Unanimous Agreements, the NPC and the CPH support all efforts to eliminate hazing. All forms of hazing shall be banned.

Article XIII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the CPH when applicable and when they are not inconsistent with the NPC Unanimous Agreements, these Bylaws and Standing Rules, or any special rules of order the CPH may adopt.

Article XIV. Amendment of Governing Documents

Section 1. Formal Amendment

These Bylaws and Standing Rules, Recruitment Guidelines, and/or Code of Ethics may be amended at any regular or special meeting of the CPH by a two-thirds vote, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting, allowing an opportunity for chapter input.

Section 2. Informal Amendment

Grammatical, typographical, and like errors may be corrected without the invocation of the formal amendment process, as described in Section 1 of this Article. The Executive Vice President will be responsible for formally notifying the Panhellenic community and chapters by presenting these changes at a regularly scheduled General Body Meeting and through email. Chapters will have the opportunity to provide feedback to these changes. Should no feedback exist, the changes shall stand as written. These revisions should be uniformly reflected across all platforms in which these bylaws are available, and the Executive Vice President is responsible for the upkeep and accuracy of these documents.

Article XV. Dissolution

This CPH shall be dissolved when only one regular member exists at the UCF. In the event of the dissolution, none of the assets of the CPH shall be distributed to any members of the CPH, but after payment of all debts, its assets shall be given to the NPC.

UNIVERSITY OF CENTRAL FLORIDA PANHELLENIC ASSOCIATION STANDING RULES

Greek Rank Resolution

This resolution is extended to the Greek community stating that the CPH will not condone any site of this nature or any like-minded website. Any chapter who acts out or is caught using this website will be sentenced to a Panhellenic Judicial Hearing. We recommend chapters to come up with action plans regarding the use of this website and how it affects our community. If any member of the Panhellenic community is proven to be negatively writing about others in this community, the chapter president should take actions to make sure this does not happen again. We encourage you all to come with a specific plan or punishment to be taken when events like these may occur.

Panhellenic Pride Week

There shall be no Panhellenic sponsored events during Panhellenic Pride Week, typically held in the fall semester, so long as the semester calendar comes out within the first two weeks of school by the Executive Board. This is to allow all Panhellenic women to participate in events put on by the Vice President of Public Relations with no conflicts provided by any chapter(s) in the CPH. The only exception may be sisterhood pairing events on days during the week where no Panhellenic Pride Week events are scheduled.

Philanthropy Restriction

Section 1. Participation & Expectations

- A. Panhellenic organizations are not allowed to host and/or participate in any Greek organization philanthropy event that has more than four expectations of participating organizations; excluding Circle of Sisterhood, Pack to Attack Hunger, IFC Executive Board Philanthropies, and UCF philanthropies.
- B. Expectations are considered but not limited to events, partial proceeds, banners, signature campaigns, serenades, fashion shows, carwashes, food events, donation drives, social media campaigns, decoration competitions, dance competitions, and any additional task imposed on an organization. Apparel, registration fees, monetary donation campaigns, and event ticket sales are not considered expectations.
 - a. Any questions on whether something is considered an expectation should be directed to the Vice President of Community Involvement.
- C. Chapters may not receive wet events as reward for winning a philanthropic event.
- D. If organizations are found guilty of breaking this amendment they will be subject to a Judicial Board Hearing.

Section 2. Approval

1. All philanthropy competition packets must be submitted via email to the Executive Vice President. The Executive Vice President shall have a minimum of three (3) and a maximum of five (5) business days to complete her review of the packet and confirm whether or not the packet is in accordance with Section 1 of this Standing Rule.
2. If the packet is found to be in agreement with the Philanthropy Restriction Standing Rule, the Executive Vice President shall notify the proper chapter delegate that the packet is approved and ready for distribution to other chapters. If it is found to violate the Philanthropy Restriction Standing Rule, the Executive Vice President shall notify the proper chapter delegate of the violation and remand the packet for revision as it is unapproved.
 - a. Unapproved packets may be revised and sent back to the Executive Vice President in accordance with Section 1 of the Philanthropy Restriction Standing Rule. The Executive Vice President shall follow the procedures of Sections 1-2 of the Philanthropy Restriction Standing Rule.

Panhellenic Judicial Affairs

1. The name of the judicial body of the CPH shall be the "Judicial Board." The J. Board is composed of twelve (12) collegians from each member organizations, the Executive Vice President acting as the chair of the J. Board, and the CPH advisor(s) as a non-voting ex-officio member.
2. **Membership of the J. Board**
 - a. The membership of the J. Board shall consist of the members from all twelve (12) of the chapters, with the Assistant Executive Vice President, who shall preside as vice chair of the J. Board, counting as one of the twelve (12) members, and the Executive Vice President, who shall preside as the chair of the J. Board.
 - i. The Assistant Executive Vice President, who is the vice chair of the J. Board, cannot be from the same chapter as the Executive Vice President, who is the chair of the J. Board.
 - b. At a hearing of the J. Board there shall be no more than six (6) members who sit on a
 - c. hearing at one time. The six (6) members who sit on a hearing shall be on a rotation excluding the members who are a member of the chapter that is either the accused or accuser.
 - d. The attendance of six (6) members at a hearing shall constitute a quorum.
 - e. Should the case brought before the J. Board involves the chapter in which the Executive Vice President is a member, she shall step down as the chair of the J. Board for the remainder of the

case. The President shall then fill the position of the J. Board chair. If the Panhellenic President is a member of a chapter that is either the accused or the accuser, the succession of the chair position would then go to the next Executive Board member in the order listed on the Panhellenic Meeting Agenda.

- f. Voting members shall be the six (6) members sitting on the hearing, and in the case of a tie, the Executive Vice President or Executive Board member serving as the chair of the J. Board. Non-voting members shall be the CPH advisor(s) or a designee(s)
- g. No sorority may have more than one member on the J. Board, excluding the Executive Vice President or Executive Board member serving as the chair.
- h. In the event that a member position becomes vacant, the chapter is responsible for filling the vacancy in a timely manner.

3. Duties of Members

- a. The Executive Vice President shall:
 - i. Coordinate training sessions of the J. Board members alongside the CPH advisor(s).
 - ii. Be educated in the process listed in Unanimous Agreement VII, CPH Judicial Procedure, as well as provide involved chapters with a copy of Unanimous Agreement VII, the Judicial Procedures stated in the Bylaws and Standing Rules, and the CPH Judicial Procedure outline in the Manual of Information.
 - iii. Preside at all meetings and hearings except for those in which the chapter of her membership is in question.
 - iv. Announce final ruling and vote count and keep confidential all matters relating to the judicial proceedings.
 - v. Serve as the chair of the meeting, should refrain from debate and vote only in the instance of a tie.
 - vi. Within twenty-four (24) hours of the completion of the judicial hearing, she shall send a copy of the College J. Board Hearing Summary Report to the accused chapter with the minutes attached. She should send only the copy of the CPH J. Board Hearing Summary Report to the NPC delegate, CPH advisor(s), Inter/National President, and NPC Area Advisor.
- b. The Assistant Executive Vice President shall:
 - i. Take minutes of the proceedings and send them to the Executive Vice President and the CPH advisor(s). She shall also maintain a copy of the minutes for a period of one (1) week after the resolution of a case in the event of an appeal being filed.
- c. The members shall:
 - i. Hear and decide all cases brought before the J. Board.
 - ii. Attend all functions associated with the office.
 - iii. Keep confidential all matters relating to the proceedings.
 - iv. Perform any other tasks as agreed by the J. Board, which will enhance its performance as a viable body.

4. J. Board duties

- a. Handles all alleged violations of NPC Unanimous Agreements and the CPH Bylaws and Standing Rules, Recruitment Guidelines, Code of Ethics, and any other governing documents that are not settled in the mediation process.
- b. Educates member sororities about the J. Board.
- c. Participates in training designed to educate J. Board members about the purpose of the board, the rules and regulations the J. Board monitors, the procedures to follow, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. These training sessions should take place at the beginning of every semester.

- d. Conducts a fair hearing with impartial J. Board members following Unanimous Agreement VII. CPH Judicial Procedure.
 - e. Maintains confidentiality throughout the judicial process.
- 5. Powers of the J. Board**
- a. The J. Board shall have the responsibility to adjudicate violations involving the CPH and member chapters. The J. Board shall have jurisdiction over chapters violating the UCF Golden Rule, NPC Unanimous Agreements, CPH Bylaws and Standing Rules, Recruitment Guidelines, and Code of Ethics.
 - b. The Panhellenic J. Board shall hold accountable all parties of a co-sponsored event.
- 6. Charges**
- a. Any accused party may be charged before the J. Board for any of the following violations:
 - i. Violation of the Bylaws and Standing Rules.
 - ii. Violation of the Recruitment Guidelines.
 - iii. Violation of the Code of Ethics.
 - iv. Actions detrimental to the best interests of the Panhellenic community.
 - v. Any action that has been referred to the J. Board by the Director of Greek Life or his/her designee(s).
- 7. Infraction Procedure**
- a. All the NPC judicial forms shall be used to ensure proper documentation and adherence to the NPC Unanimous Agreements.
 - b. Sororities are encouraged to resolve alleged infractions as soon as possible through informal discussion with the involved parties before an infraction is filed.
 - c. Should the informal mediated discussions (as outlined in the NPC Manual of Information) be unsuccessful, the judicial process will be set in motion by the filing of a violation report form for an alleged infraction. An infraction can only be filed against a chapter and not against any individuals. Violations must be reported on the CPH Violation Report form available on the NPC website or from the CPH.
 - d. Proper Reporting Authority
 - i. Infractions, excluding recruitment infractions, may only be reported and signed by one of the following people:
 - 1. Chapter president on behalf of her chapter
 - 2. Chapter executive officer/board member on behalf of her chapter
 - 3. Executive Board member
 - 4. OFSL advisor
- 8. Timing**
- a. The CPH Violation Report shall be completed and presented to the President in a timely manner, but no more than thirty (30) calendar days from the date of the alleged infraction. (including university breaks)
 - b. If the President is unavailable or the violation is against her sorority, the report shall be presented to the CPH advisor(s).
 - c. The President and the CPH advisor(s) shall review the CPH Violation Report to ensure that it is filled out completely.
- 9. Handling of the Infraction**
- a. The President or the CPH advisor(s) shall retain the CPH Violation Report and is made available upon request to the accused sorority.
 - b. The President or CPH advisor(s) shall send a copy of the CPH Violation Report to the NPC Area Advisor within seven (7) days.

- c. The President shall notify the accused sorority in writing by delivering the CPH Infraction Notice to that chapter president within seven (7) days of receiving the CPH Violation Report.
- d. Upon receipt of the CPH Infraction Notice, the accused sorority shall contact the President within seven (7) days to schedule mediation. Mediation shall be held unless the accused sorority chooses to proceed directly to a judicial hearing.
- e. If a mediation has not taken place within 2 months after the 7 days in which your chapter has been notified of the infraction your chapter must pay the full amount of the fine given.

10. **Judicial Board Procedures**

- a. The following shall serve as procedural rules for the operation of the J. Board.
- b. The Executive Vice President or chair of the J. Board should create the agenda using the Judicial Board Hearing—Order of Events outlined in the Manual of Information.
- c. Documentation of all judicial proceedings shall be retained by the CPH advisor(s) for a time period of three (3) years.
- d. When the decision is read, information regarding the appeals process using the CPH Appeal Notice to the accused chapter shall be provided.

Mandatory Meetings

1. Any meeting hosted by an Executive officer must have appropriate chapter representation in attendance. A mandatory meeting is defined as follows:
 - a. The officer has given at least two weeks' notice prior to the date of the meeting.
 - b. The meeting is officer specific, and requires that certain individuals from each chapter are present.
 - c. It is a standing meeting that occurs regularly. (i.e., Panhellenic meetings)
2. Failure to attend a mandatory meeting without an excused absence will result in a \$25.00 fine to the chapter.
 - a. For events deemed as mandatory by the Executive Board, fines will be issued based on the percentage not in attendance. (e.g., 20% attendance required, only 18.7% shows up. Round 18.7 to 18%. \$25 fine per percentage point. \$50 fine incurred)
3. Absences will be excused at the discretion of the officer conducting the meeting.
 - a. In order to have an absence excused, written notification must be submitted to the officer hosting the meeting at least 24 hours before the scheduled meeting time.
 - b. Chapter officers are able to send another authorized chapter representative in their place. The chapter officer must inform the officer of the alternate chapter representative 24 hours prior to the beginning of the meeting. If appropriate notification of the alternate is given, no fine will be assessed.

Sisterhood Pairing

1. Each chapter is assigned a "sister chapter" once a semester in the fall and spring semesters. The obligation of each paired chapter is to co-host a sisterhood event with each other during the assigned semester.
 - a. Evidence of the event must be presented to the council in the form of the Panhellenic Delegates' reports at the following Panhellenic meeting and by posting about the event on social media.
 - b. The assignments are chosen at random on a rotating basis by the Panhellenic executive board and are announced at the last Panhellenic meeting of the previous semester.
 - i. The only exception to randomized pairs may be if an intentional pair is the outcome of a judicial case or mediation.
 - c. The Panhellenic Vice President of Community Involvement will oversee this program.

- d. If this program is not upheld by each pairing, then the Executive Vice President and Panhellenic J. Board reserve the right to sanction and, or fine, each chapter involved.

Sweetheart Competitions

1. In accordance with the Unanimous Agreement X, Section II, the CPH renounces participation in men's fraternity Sweetheart Competitions.
 - a. Any chapter accused of having participated in these competitions will face informal mediation or a hearing with the J. Board.
 - b. Chapters are responsible for the actions and involvement of their own members.

CPH Recruitment Hybrid and Virtual Modalities Guidelines

In the event that the CPH or the NPC foresees the inability of the University to hold an in-person Primary Recruitment, the following modes of Primary Recruitment are to be followed respectively:

- A. **Hybrid Modality:** Chapters are able to recruit in a partially virtual, partially in-person setting conditional on the following criteria:
 - a. Chapters in good and regular standing must have a previously approved location to host recruitment events.
 - b. The UCF permits the CPH to hold the entire Primary Recruitment process, and all of its rounds, virtually.
 - c. University, local, state, and national health and safety guidelines are met at all times throughout the Primary Recruitment process.
 - d. The day receiving the highest priority to be held in-person is to be Preference Day—contingent on all University, local, state, and national health guidelines.
 - e. All of the CPH's Bylaws and Standing Rules, Recruitment Guidelines, Code of Ethics, and the NPC's Unanimous Agreements are to be upheld and implemented.
- B. **Virtual Modality:** Chapters are to recruit in a completely virtual setting, whilst adhering to the following criteria:
 - a. If the Hybrid Modality is not permitted as per University, local, state, or national guidelines, the CPH will conduct a virtual Primary Recruitment.
 - b. It's to the current Executive Board's discretion to choose the virtual platform to be implemented in the virtual recruitment process.
 - c. All of the CPH's Bylaws and Standing Rules, Recruitment Guidelines, Code of Ethics, and the NPC's Unanimous Agreements are to be upheld and implemented.