ARTICLE I. FINANCE

(1) FISCAL YEAR. The fiscal year of the University of San Diego Panhellenic Association shall be from June first to May thirty-first inclusive.

(2) CONTRACTS. The signature of the President and of the Recording Secretary/Treasurer shall be required to bind the University of San Diego Panhellenic Association. All contracts related to the University of San Diego shall only be entered into with the signature of the Dean of Students or their designee.

(3) CHECKS. All checks issued on behalf of the University of San Diego Panhellenic Association shall be issued by the University of San Diego from the Panhellenic Association account. Check requests require the signature of the Panhellenic Advisor.

(4) PAYMENTS. All payments due to the University of San Diego Panhellenic Association shall be given to the Recording Secretary/Treasurer who shall record them. Checks for payments shall be made payable to the University of San Diego.

(5) MEMBERSHIP DUES.

(a) Amount. The dues of each Panhellenic Association member fraternity shall be an assessment per member and new member. The amount of such dues shall be $10.00 per member and $25.00 per new member.

(b) Time of Payment. The dues of each Panhellenic Association member fraternity shall be payable at the beginning of each semester, three weeks after the first day of classes for that semester.

ARTICLE II. SELECTION OF OFFICERS

(1) The Executive Board positions in the University of San Diego Panhellenic Association shall be held by a slating process. Eligible candidates shall have been a member in good standing (new member or active) for a minimum of one semester prior to their election.

(2) The nominating committee shall be made up of a member of each National Panhellenic Conference fraternity chapter, as well as a member of each non-NPC group, at the University of San Diego, the Panhellenic President, and the Panhellenic advisors, ex-officio. They will accept applications and interview candidates. They will extend a slate of officers to be voted on by the Panhellenic delegates, following chapter approval, and approved by a majority vote.

(3) The slating process will be concluded by early December. In the event that an office remains unfilled at the end of the slating process, the application deadline may be extended to allow a search for applicants for the position.

(4) The term of office shall begin at the end of December and shall be held for one calendar year.

(5) Each September, the Panhellenic Council will establish the actual dates for the transition period. Newly elected and appointed officers are expected to attend a leadership training retreat, the Association of Fraternal Leadership Values West Conference, and a diversity/inclusion retreat.
ARTICLE III. OFFICER DUTIES

The President shall:

(1) Have overall responsibility for the operation of the Panhellenic Association and the Panhellenic Council.

(2) Call and preside at all regular and special meetings of the University of San Diego Panhellenic Association.

(3) Call and preside at all meetings of the Panhellenic Council Executive Board.

(4) Sign all contracts involving the University of San Diego Panhellenic Association.

(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 University of San Diego Panhellenic Association Constitution, By-Laws and Standing Rules; the current Panhellenic Association budget; the current NPC Manual of Information and related materials; current correspondence and materials received from her current NPC Area Advisor; her copies of the College Panhellenic Reports to the Area Advisor and other pertinent materials.

(7) Serve as Chairperson of the Greek Discipline Board.

(8) Assist the Panhellenic Advisor in investigating incidents of alleged misconduct among member fraternities, assist the Panhellenic Advisor in resolving complaints against member fraternities, determine whether a discipline case is to be referred to the Greek Discipline Board, prepare a written report to the Greek Discipline Board detailing all facts uncovered in preliminary investigations, and to serve as an ex-officio, non-voting member of the Greek Discipline Board. Judicial duties are further defined in the USD Greek Discipline Board procedures.

(9) Coordinate the responsibilities and duties of the junior delegates.

(10) Assist the Vice President of Membership during the Formal Recruitment immediately following installation.

(11) Perform all other duties usually pertaining to this office.

The Vice President of Programming shall:

(1) Perform the duties of the President in her absence, inability to serve or at her call.

(2) Serve as Director of Panhellenic Council educational programming, which duties will include all aspects of organizing and coordinating educational program nights for member fraternities, the New Member Conference, the Greek Leadership Conference and the New Member Induction Ceremony.

(3) Serve as co-chair of the Greek Week committee, in charge of all aspects of planning and implementing an annual Greek Week in conjunction with her IFC counterpart.

(4) Work with the Interfraternity Council Vice President of Programming to plan IFC/Panhellenic socials.

(5) Work in conjunction with her IFC counterpart in planning and implementing a Diversity and Inclusion workshop during the month of March.
Perform all other duties related to this office.

The Vice President of Membership shall:

1. Be responsible for all aspects of planning and implementing an annual formal Recruitment in January and continuous open bidding throughout the academic year.

2. Propose type of events, dates of Recruitment, duration of events, registration fees, standing Rules for Membership Selection, and other facets of Recruitment to the Panhellenic Recruitment Committee and to Panhellenic Council for approval.

3. Establish invitation deadlines and bid-matching procedures and deadlines with the assistance of the Panhellenic Advisor.

4. Work with the Panhellenic Secretary/Treasurer and the Panhellenic Advisor to develop an annual Recruitment budget, to make expenditures in a fiscally responsible manner, and to make chapter fee schedules available to the Recruitment participants.

5. Meet weekly (or regularly) with chapter Recruitment chairwomen (Panhellenic Recruitment Committee) throughout the school year, to revise the Standing Rules for Membership Selection, to plan all aspects of formal Recruitment, and to develop harmonious relationships between chapters in the membership selection process.

6. The Vice President of Membership must reside in San Diego during January to prepare for Recruitment.

7. Receive and investigate all complaints of Recruitment infractions during formal Recruitment, and handle those complaints according to procedures outlined in the USD Panhellenic Standing Rules for Membership Selection.

8. Make all reservations for rooms on campus for formal Recruitment and formal Recruitment workshops.

9. Make all catering arrangements for formal Recruitment.

10. Serve as liaison between member fraternities and the University staff with regard to Recruitment logistics.

11. Check each room used for Recruitment prior to events beginning for the day, to confirm set up, decorations within limits of the rules and catering. Check each room at the end of each round of events, to make sure that no damages have occurred and that the room is left in excellent condition.

12. Oversee all aspects of Sigma Rho Chi selection and training, under the guidance of the Panhellenic Advisor, including arrangements for the Sigma Rho Chi retreat and housing during formal recruitment.

13. Perform all other duties related to this office.

The Assistant Vice President of Membership, Vice President Public Relations shall:

1. Serve as Chairperson of the Public Relations Committee.

2. Be responsible for the preparation and distribution of a Panhellenic faculty/staff newsletter each semester. This entails collecting current information from the sororities to include in the newsletter. Be responsible for all aspects of planning and implementing an annual Panhellenic faculty/administration appreciation week.
Be responsible for updating the Panhellenic website on an as-needed basis.

Develop a semesterly Public Relations action plan for the presentation to the Council by the third week of classes each semester.

Be responsible for the development of all publicity materials with regard to Recruitment, including a Recruitment handbook, application, posters, banners, etc.

Aid in the installation and training of all Sigma Rho Chis, along with the Vice President, Membership and Panhellenic Advisor.

Coordinate all Sigma Rho Chi duties during formal Recruitment, which is to include the assistance with Recruitment publicity.

Develop and print a Sigma Rho Chi manual for USD Sigma Rho Chis, to be distributed during training.

Perform other duties related to this office.

The Vice President of Community Service and Philanthropy shall:

Be responsible for planning and implementation of all-Greek Community Service and Philanthropy projects throughout the semester.

Be in contact with the Community Service Chairs of each chapter of the Panhellenic Association.

Serve as the liaison to the University of San Diego Community Service Department.

Coordinate the ongoing service opportunities, for the sororities throughout the semester.

Serve as the Chairwoman of the St. Jude Board, including selection of chairs, planning budget, all permits and reservations, and implementation of the Up ‘Til Dawn event or any other St. Jude related programming.

Perform other duties as related to this office.

The Vice President of University Relations shall:

Be responsible for attending all Associated Students-led meetings where Panhellenic has an official voting seat, including but not limited to: Senate and Inter-Club Council, et cetera.

Represent Panhellenic at Inter-Club Council, Budget Committee meetings as necessary.

Act as liaison to all USD Faculty/Staff and University-sponsored programs, et cetera.

Perform other duties as related to this office.

The Secretary–Treasurer shall:

Keep an up-to-date roll of the members of the Panhellenic Council and call it at all Council meetings.

Keep current statistics concerning the number of new members and initiated members of each Panhellenic Association member fraternity.
(3) Keep full minutes of all meetings of the University of San Diego Panhellenic Association and its Panhellenic Council and a record of all action taken by the Executive Board. Distribute copies of minutes to all member fraternity presidents, the Panhellenic delegates, the junior delegates, the Panhellenic Executive Board, to the Panhellenic Advisor and to the NPC Area Advisor.

(4) Maintain a complete and up-to-date file, which will include the minutes of the University of San Diego Panhellenic Association and its Panhellenic Council from date of its organization; copies of all contracts made by the Panhellenic Council; current correspondence.

(5) Be responsible for the official correspondence of the Panhellenic Council unless provided for otherwise.

(6) Sign Panhellenic Association contracts when authorized to do so.

(7) Be responsible for the general supervision of the finances of the University of San Diego Panhellenic Association.

(8) Be responsible for the preparation of the semesterly budget and, following its approval by the Panhellenic Council, for providing a copy for each University of San Diego Panhellenic Association member fraternity.

(9) Receive all payments due to the Panhellenic Association, collect all dues and give receipts, as requested.

(10) Be responsible for the prompt payment of all bills of the University of San Diego Panhellenic Association.

(11) Maintain up-to-date financial records, give a financial report at each regular meeting of the Panhellenic Council and a semester report at the close of each semester.

(12) Perform all other duties usually pertaining to this office.

ARTICLE IV. THE EXECUTIVE BOARD

The Executive Board shall:

(1) Appoint all Standing and Special Committees and their Chairpersons and, in making these appointments, recognize representation from all member fraternities.

(2) Administer routine business between meetings of the Panhellenic Council when advisable and such other business as has been approved for action by Panhellenic Council vote.

(3) All action taken by the Executive Board shall be reported at the next regular meeting of the Panhellenic Council through the Secretary/Treasurer, and the action shall be recorded in the minutes of the meeting.

ARTICLE V. STANDING COMMITTEES

(1) The Standing Committees of the University of San Diego Panhellenic Council shall be: Discipline, Membership Selection, and Public Relations.

(2) The Standing Committees shall serve for a term of one year for membership selection and public relations, such term of office to begin no later than six weeks after the installation
of officers. The discipline committee shall serve a term of September to May. A Committee chairperson or member may be appointed to serve for a further term of office.

(3) Immediately following the selection of officers for the ensuing year, the President-elect shall call a meeting of the Executive Board to care for the appointment of the Committee Chairpersons and members.

(4) Greek Discipline Board and Panhellenic Discipline Board

(a) Greek Discipline Board. The Greek Discipline Board shall function as outlined in the Greek Guidelines. The duty of this board is to deal with alleged violations of the Constitution, Bylaws, University Policy and Standing Rules and Recruitment regulations as they related to USD policy.

(b) Panhellenic Discipline Board. The Panhellenic Discipline Board shall function as outlined by NPC policy. This Board is in accordance with the NPC policies on mediation. The duty of the board is to deal with alleged violation of recruitment rules and policies.

(5) Membership Selection Committee.

(a) Membership. The Membership Selection Committee shall consist of the Vice President of Membership as the chairperson at least one representative from each National Panhellenic Conference fraternity chapter at the University of San Diego, and the Panhellenic Advisor, or his/her designee, as an ex-officio member. Meetings of the membership selection committee are open to chapter advisors and to chapter officers who would like to attend.

(b) Duties. This Committee shall be responsible for all Panhellenic Council matters related to Membership Selection. This Committee shall be responsible for reviewing and developing the USD Panhellenic Rules of Recruitment and Recruitment Rules of Operation, submitting them for discussion and approval to the Panhellenic Council (before the end of the spring term), and distributing copies of them when approved to the delegates of the member fraternities. Following each Membership Selection period, the Chairperson of this Committee shall present a full report, including recommendations to the Panhellenic Council.

(6) Public Relations Committee.

(a) Membership. The Public Relations Committee shall consist of the Assistant Vice President of Membership, Recruitment Relations as the chairperson, one member from each National Panhellenic Conference fraternity chapter at the University of San Diego, and the Panhellenic Advisor, or his/her designee, as an ex-officio member.

(c) Duties. This committee shall be responsible for all forms of publicity dealing with the University of San Diego Panhellenic Association. This committee shall work closely with the Executive Board and all committees to make certain that the news media is kept informed of favorable publicity about the Panhellenic Association and its member fraternities. This committee will be responsible for developing a newsletter once each semester for the USD faculty/administration and for planning the annual Panhellenic faculty/administration appreciation week.

(7) Philanthropy and Community Service/St. Jude Children’s Hospital Letter Writing Committee
(a) Membership. The Philanthropy and Community Service/ St. Jude Children’s Hospital Letter Writing Committee shall consist of the Vice President of Philanthropy and Community Service as the chairperson, one member from each National Panhellenic Conference fraternity chapter at the University of San Diego, and the Panhellenic Advisor, or his/her designee, as an ex-officio member.

(b) Duties. This committee shall be responsible for all events related to philanthropy and community service planned and implemented by the Panhellenic Association of the University of San Diego. This committee shall work closely with the Executive Board and all committees to make certain that there is the least amount of overlapping of philanthropic programming as possible.

ARTICLE VI. ADMINISTRATION OF MEMBERSHIP SELECTION

(1) One formal Recruitment shall be held during the academic calendar year.

(2) The National Panhellenic Conference quota-total system shall be followed.

(3) Except during the formal Recruitment period, continuous open bidding shall be in effect during the college year (fall through spring) for all eligible women students.

(4) If a chapter has not filled basic quota during formal Recruitment, they may do so in continuous open bidding even though it puts them over total.

(5) The preferential bidding system shall be used.

(6) All membership selection events must be held on campus as availability permits.

(7) Every regularly enrolled woman (new member, initiated or affiliated member) in a chapter shall be counted in the chapter total.

(a) A list of pledged, initiated and affiliated members shall be filed with the President of the Panhellenic Association and with the Panhellenic Advisor within three weeks after the first day of classes for each semester.

(b) Any depledging, termination or other change in membership shall be reported to the President of the Panhellenic Association and the Panhellenic Advisor no later than twenty-four hours after it has occurred.

(8) Summer contacts. The Membership Selection Committee shall keep in contact over the summer months to formulate plans and to take care of any other matters that arise over the summer months. There will be no set format. Each spring new arrangements will be agreed upon. Prospective members may be contacted by the Panhellenic Council during the summer.

ARTICLE VII. REQUIREMENTS FOR PLEDGING AND INITIATION

(1) A University of San Diego Panhellenic Association member fraternity may not issue an invitation to membership, or formally pledge a woman during the summer vacation period.

(2) A student must be a University of San Diego full time student (12 units) with a cumulative GPA of 2.5 or higher to be eligible for Recruitment. Students must also have completed at least 12 units at the University of San Diego or 24 transfer units to be eligible for Recruitment.
A new member may be initiated whenever she has met the requirements of the fraternity to which she is pledged.

**ARTICLE VIII. VIOLATIONS**

(1) Any dispute arising out of the violations of the Panhellenic Association rules and regulations shall be adjusted through the process outlined in the USD Panhellenic Council Judicial Procedures (for disputes not related to membership selection) or the process outlined in the Standing Rules for Membership Selection (for violations to those standing rules).

**ARTICLE IX. RULES OF ORDER**

The University of San Diego Panhellenic Association and its Panhellenic Council shall be governed by Robert's Rules of Order newly revised except for matters specifically provided for in the Constitution, By-Laws and Standing Rules.

**ARTICLE X. AMENDMENTS**

(1) These By-Laws may be amended by a two-thirds majority vote of the voting members of the Panhellenic Council provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

(2) Amendments to the By-Laws may not supersede the Constitution.