



**Bylaws of the University of Maryland Panhellenic
Association**
At College Park

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Table of Contents

Article I. Preamble 4

Article II. Name 4

Article III. Object 4

Article IV. Membership 4

 Section 1. Membership classes4

 Section 2. Privileges and responsibilities of membership5

 Section 3. Dues6

 Section 4. Fees and assessments6

Article V. Officers and Duties 6

 Section 1. Officers6

 Section 2. Duties of officers6

 Section 3. Eligibility 11

 Section 4. Slating Procedure 11

 Section 5. Selection of Officers 11

 Section 6. Office-holding limitations 12

 Section 7. Term 12

 Section 8. Removal 12

 Section 9. Vacancies 12

 Section 10. Disaffiliation 12

 Section 11. Social Event Monitoring 13

 Section 12. Executive Board Member Scholarships 13

Article VI. The Panhellenic Delegates 13

 Section 1. Authority 13

 Section 2. Composition and privileges 13

 Section 3. Selection of delegates and alternates 14

 Section 4. Delegate vacancies 14

 Section 5. Duties and responsibilities 14

 Section 6. Regular meetings 14

 Section 7. Annual meeting 14

 Section 8. Special meetings 14

 Section 9: Means of Communication 14

 Section 10. Quorum 14

 Section 11. Vote Requirements 15

Article VII. The Executive Board 15

 Section 1. Composition 15

 Section 2. Duties 15

 Section 3. Regular meetings 16

 Section 4. Special meetings 16

 Section 5. Quorum 16



Article VIII. The Panhellenic Advisor	16
Section 1. Appointment.....	16
Section 2. Authority.....	16
Article IX. Committees.....	16
Section 1. Standing committees	16
Section 2. Applications and Appointment of committee membership.....	17
Section 3. Judicial Board	17
Section 4. Recruitment Committee.....	17
Section 5. Other committees	18
Article X. Finances	18
Section 1. Fiscal Year	18
Section 2.	18
Section 3. Checks	18
Section 4. Payments.....	18
Section 5. Dues.....	18
Section 6. Fees and Assessments.	19
Article XI. Extension	19
Section 1. Extension	19
Section 2. Voting rights.....	20
Section 3. Consideration.....	20
Article XII. Violation Resolution	20
Section 1. Violation	20
Section 2. Informal resolution	20
Section 3. Judicial process	20
Article XIII. Hazing.....	21
Article XIV. Inclusion Statement.....	21
Article XV. Parliamentary Authority.....	21
Article XVI. Amendment of Bylaws	21
Article XVII. Statement on Unrecognized Groups.....	21
Article XVIII. Philanthropy	22
Article XIX. Statement on the use of Gender-Neutral Pronouns.....	22
Article XX. Dissolution.....	22



BYLAWS OF UNIVERSITY OF MARYLAND COLLEGE PANHHELLENIC ASSOCIATION

Article I. Preamble

The Panhellenic Association of the University of Maryland is dedicated to building trusting relationships based on transparency, responsibility, and mutual respect. Our mission is guided by innovation and our fundamental values of friendship, leadership, service, integrity, diversity and community.

Article II. Name

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

Article III. Object

The object of the College Panhellenic Association shall be to:

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

Article IV. Membership

Section 1. Membership classes

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

- A. **Regular membership.** The regular membership of the University of Maryland College Panhellenic Association shall be composed of all installed chapters of NPC sororities at University of Maryland. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council.
- B. **Provisional membership.** The provisional membership of the University of Maryland College Panhellenic Association shall be composed of all newly established chapters of NPC sororities at University of Maryland. Provisional members shall pay no dues and shall have voice but no vote



on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.

- C. **Associate membership.** The associate membership of the University of Maryland College Panhellenic Association shall be composed of women's-only local sororities or inter/national or regional non-NPC member organizations. 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 voice and one vote on all matters except extension-related matters. If the associate chapter does not participate in the primary recruitment process, the associate chapter shall not have a vote on recruitment rules and the establishment or the modification of 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. Any eligible organization that wishes to obtain an Associate membership within the Panhellenic Council is required to fulfill the application including a letter describing the organization's intent to join the Panhellenic Council, as well as the documents listed below:
- a. Organization
 - i. Evidence of status as a registered student organization at the University of Maryland
 - ii. Letter of endorsement from their inter/national headquarters (if applicable)
 - iii. Name and contact information of the chapter/Faculty Advisor
 - b. Current membership list
 - c. Current constitution and bylaws
 - d. Insurance policy (if applicable)
 - e. Chapter documents
 - f. Policies and Programs
 - i. Inter/national risk management policy
 - ii. Scholarship program
 - iii. Outline of member education program
 - iv. Outline of plans for community service and philanthropic events
 - v. Outline of the recruitment/retention plan
 - g. An organization seeking Associate membership within the Panhellenic Council is required to submit the application to the Panhellenic Executive Board prior to its presentation to the Legislative Body for voting
 - h. Following review by the Executive Board and delegates, the application for membership must be approved by a two-thirds vote of the Panhellenic Council Legislative Body

Section 2. Privileges and responsibilities of membership

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

Chapter Responsibilities

A person who has pledged a National Panhellenic Conference chapter on one campus and has not been initiated may pledge to any other chapter at the University of Maryland if such pledging does not violate NPC Ruling.



Each chapter is responsible for submitting membership lists each semester. Membership lists shall consist of those members who are active or recently pledged members in their respective chapters. Membership lists must be turned into the Panhellenic Advisor one week following the first Legislative meeting of each semester. Penalty for late submission results in a \$75 fine each late day.

Section 3. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. College Panhellenic Association membership dues shall be an assessment per member and new member.
 - The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
 - The dues of each College Panhellenic Association member sorority shall be payable on or before the date dictated by the Vice President of Administrative Affairs at the beginning of each semester.
 - If dues are not paid by this date, the Vice President of Administrative Affairs will notify the chapter and will send out an invoice with the appropriate fine.

Section 4. Fees and assessments

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

Article V. Officers and Duties

Section 1. Officers

The officers of the University of Maryland College Panhellenic Association shall be President, Vice President of Accountability, Vice President of Recruitment, Vice President of Administrative Affairs, Vice President of Risk Management, Vice President of Community Affairs, Vice President of Membership Development, Vice President of Public Relations, Vice President of Diversity & Inclusion, and Vice President of Health and Wellness.

Section 2. Duties of officers

- A. The duties of the group are the following:
 - The Executive Board will meet weekly prior to the Panhellenic Council meetings to set the meeting's agenda and discuss current business. Additionally, all officers will attend weekly meetings of the Panhellenic Council.
 - The Executive Board will administer the routine business between meetings of the Panhellenic Council.
 - The Executive Board will decide upon any questions not answered by the Constitution or Bylaws of the Panhellenic Association at the University of Maryland via an informal voting process facilitated by the President.
 - The Executive Board will administer Recruitment.
 - All officers will maintain complete and current records of council business, as well as assume responsibility for transitioning new officers.
 - All officers will promote a positive image of Panhellenic through Positive Panhellenic Contact year-round.



- In an effort to increase chapter participation and accountability, the Panhellenic Executive Board reserves the right to fine chapters not in accordance with attendance quotas set forth by the executive board. Attendance requirements will be given three weeks in advance for the fine to be in effect.

B. The President shall:

- Preside at all meetings of the Panhellenic Presidents.
- Preside at all meetings of the Executive Board.
- Serve as an ex-officio member of all Panhellenic Association committees.
- Communicate regularly with the Panhellenic advisor.
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Ensure that the NPC annual report is completed.
- Communicate regularly with the NPC area advisor.
- Maintain PHA's recognition status with the university (SORC, etc.).
- Maintain current copies of the following: University of Maryland Panhellenic Association Bylaws and standing rules; the Panhellenic Association budget; contracts executed on behalf of the Panhellenic Association; correspondence and materials received from the NPC area advisor; all College Panhellenic reports to NPC; and other pertinent materials.
- Train the newly elected President.
- Perform all other duties as assigned.

C. The Vice President of Accountability shall:

- Perform the duties of the president in their absence.
- Serve as the chair of the Judicial Board and preside over meetings of the Judicial Board.
- Select a Judicial Board consisting of one member from each chapter with regular membership, as described in Article III, Section 1A.
- Maintain the Panhellenic Association Judicial Policy.
- Conduct Judicial mediation or Judicial Processes in accordance with the PHA/IFC Social Judicial Policy as appropriate.
- Inform the Panhellenic Association of all Interfraternity Council member chapters that are on probationary status.
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Plan values clarification and other accountability related programming.
- Train the newly elected Vice President of Accountability.
- Perform all other duties as assigned.

D. The Vice President of Recruitment shall:

- Select and preside over the recruitment cabinet and team and ensure that they function efficiently.
- Preside over recruitment meetings attended by a representative of each member chapter.
- Coordinate all planning and procedures of recruitment.
- Keep files on the proceedings concerning recruitment.
- Create, propose, and maintain a reasonable recruitment agreement for each primary recruitment season to be voted on by chapter recruitment chairs.
- Regularly inform the Panhellenic Association, Panhellenic Chapter Advisors, and the Department of Fraternity and Sorority Life of all recruitment related matters.



- Coordinate and conduct Greek Life information sessions at summer freshmen/transfer orientations with representatives from the Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC), and Multicultural Greek Council (MGC).
- Coordinate and organize Meet the Greeks within the first month of the fall semester with representatives from the Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC), and Multicultural Greek Council (MGC).
- Shall be familiar with the NPC Manual of Information and all governing documents of this association.
- Train the newly elected Vice President of Recruitment.
- Perform all other duties as assigned.

E. The Vice President of Administrative Affairs shall:

- Supervise and assess the finances of the University of Maryland Panhellenic Association.
- Prepare the annual budget and, after its approval by the Panhellenic Delegates, provide a copy to each University of Maryland Panhellenic Association organization.
- Receive all payments owed to the Panhellenic Association, collect all dues, and provide receipts.
- Pay promptly the annual NPC dues and all bills of the University of Maryland Panhellenic Association.
- Maintain updated financial records; give a financial report at each regular meeting of the Panhellenic Delegates and an annual report at the close of their term of office.
- Keep an updated roster of the members of Panhellenic Delegates.
- Record minutes of all regular and special meetings of the University of Maryland Panhellenic Association.
- Maintain a complete and updated file that includes the minutes of all meetings from the date of organization and current correspondence.
- Send meeting minutes to the NPC area advisor.
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Ensure that the Bylaws are updated, as necessary.
- Train the newly elected Vice President of Administrative Affairs.
- Perform all other duties as assigned.

F. The Vice President of Risk Management shall:

- Oversee a committee with Social and Risk Management Chairs from each member chapter.
- Educate the community on issues surrounding alcohol, drugs, sexual assault, and mental health.
- Help plan and coordinate Tailgate activities with IFC, including attending weekly meetings with other stakeholders.
- Host monthly meetings with Risk Management Chairs of each chapter.
- Develop sexual assault prevention programming.
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Train the newly elected Vice President of Risk Management.
- Perform all other duties as assigned.



G. The Vice President of Community Affairs shall:

- Select and preside over the External Affairs committees.
- Oversee Philanthropy Chairs from member chapters.
- Represent the Panhellenic Association at SGA meetings.
- Represent the Panhellenic Association in all matters pertaining to the organization and execution of Homecoming Week, Greek Weekend, and Spring Fest.
- Coordinate community service opportunities including the Clean City Project.
- Be responsible for sustainability initiatives and all other housing projects.
- Coordinate community service opportunities including the Clean City Project.
- Be familiar with the NPC Manual of Information and all governing documents of this association and university.
- Train the newly elected Vice President of Community Affairs.
- Perform all other duties as assigned.

H. The Vice President of Membership Development shall:

- Coordinate and execute Emerging Greek Leaders Retreat with the IFC Vice President of Membership Development.
- Host Junior PHA meetings and events every semester.
- Organize the fall and spring speakers for the community.
- Coordinate PHA Pride Week during the Fall Semester.
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Train the newly elected Vice President of Membership Development.
- Create and promote Panhellenic Association scholarships to member chapters and select scholarship recipients.
- Coordinate activities pertaining to the promotion of superior scholarship as a basic intellectual achievement.
- Plan and coordinate the Panhellenic Pairs program.
- Oversee Academic Chairs from member chapters.
- Perform all other duties as assigned.

I. The Vice President of Public Relations shall:

- Preside over the Public Relations cabinet.
- Oversee Public Relations chairs or other relevant officers from each member chapter and hold monthly meetings.
- Enforce that Panhellenic Values are upheld in all chapter-related social media and apparel.
- Oversee Greek Alumni Network Initiatives.
- Serve as the representative for the University of Maryland Alumni Association.
- Organize alumni programming events.
- Develop and maintain the Panhellenic Association website and social media accounts.
- Manage all publicity of the Panhellenic Association including advertisements, press releases, and editorial comments; including serving as the Panhellenic liaison to The Diamondback and other on- and off-campus publications.
- Survey relevant constituency groups every year to identify perceptions of the Greek community.
- Be familiar with the NPC Manual of Information and all governing documents of this association.



- Work with and assist the Vice President of Recruitment in marketing for recruitment and recruitment-related events.
- Train the newly elected Vice President of Public Relations
- Perform all other duties as assigned.

J. The Vice President of Diversity & Inclusion shall:

- Be knowledgeable about diversity and inclusion issues.
- Seek out information and resources about diversity and inclusion on campus.
- Act as point person for diversity and inclusion information and resources for council
- Serve as consultant for the council executive board to ensure each member is keeping inclusion in mind when programming.
- Attend regular meetings with the Department of Fraternity and Sorority Life's Diversity and Inclusion Graduate Coordinator.
- Attend bi-weekly meetings with the Vice Presidents of Diversity and Inclusion from Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC), Multicultural Greek Council (MGC), and Diversity and Inclusion Graduate Coordinator.
- Lead bi-weekly meetings with Diversity and Inclusion chairs.
- Serve as support for Diversity and Inclusion chairs' programming efforts.
- Attend Syndesis, the annual social justice retreat.
- Coordinate training & workshops for chapters, related to cultural appropriation, privilege/oppression, equity, etc.
- Host at least one council program each semester.
- Train the newly elected Vice President of Diversity and Inclusion.
- Perform all other duties as assigned.

K. The Vice President of Health and Wellness shall:

- Coordinate Hazing Prevention Week and all associated activities during the fall semester.
- Train Social and Risk Management Chairs on the Social Event Monitoring Policy each semester.
- Make sure chapters are following the Social Event Monitoring Policy.
- Oversee the Social Event Monitoring Program.
- Hire graduate student monitors.
- Train graduate student monitors and Executive Board members on Social Event Monitoring.
- Create a Social Event Monitoring schedule, which shall include all Thursday, Friday, and Saturday nights when school is in session, every night of Homecoming Week, Greek Week/Spring Fest, and all other dates determined necessary.
- Develop programming opportunities for the council according to the dimensions of wellness.
- Act as a resource for health and wellness concerns including sexual health, mental health, hazing prevention, disordered eating, substance abuse, etc.
- Plan and coordinate Mental Health Awareness Month and all associated activities during the spring semester.
- Serve as the formal representative for the Mental Health Coalition, Alcohol and Other Drugs Committee, and other committee deemed appropriate.
- Collaborate with and oversee wellness chairs and/or mental health chairs for member chapters.
- Train the newly elected Vice President of Health and Wellness.



- Perform all other duties as assigned.

Section 3. Eligibility

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

- Individuals must belong to an NPC chapter that has regular membership in this Panhellenic Association, as described in Article IV, Section 1.
- The individual may not currently serve on their chapter's executive board.
- The individual must agree to serve the entire term and not study abroad during the Fall and Spring semesters of their term.
- The individual must have been a member of their chapter for at least one year prior to the date of their installation.
- The individual must have a minimum cumulative GPA of 3.0.
- The individual must agree to fulfill executive board responsibilities, including several SEM walks per semester, performing tailgate, and risk management responsibilities.
- A chapter must be represented in this Panhellenic Association for one year before a member of that chapter may hold an office.
- Only initiated undergraduate members may hold office.

Section 4. Slating Procedure

The slating committee shall be composed of the present Executive Board and the Department of Fraternity and Sorority Life advisor for the Panhellenic Association. Any present Executive Board member who applies for a position on the upcoming board will not be eligible to sit on the committee.

- One week before the election date, the slating committee shall email their proposed slate of the incoming board to chapter Presidents and Delegates. The slating committee shall be charged with the entire duty of choosing new officers through applications, recommendations, and interviews.
- Applicants who filled out a complete Panhellenic Executive Board application and attended an interview with the Slating Committee but were not placed on the Slate for voting can run from the floor provided they give at least three days' notice to the chair of the committee.

Section 5. Selection of Officers

The offices of President, Vice President of Accountability, Vice President of Recruitment, Vice President of Administrative Affairs, Vice President of Risk Management, Vice President of Community Affairs, Vice President of Membership Development, Vice President of Public Relations, Vice President of Diversity & Inclusion, and Vice President of Health and Wellness of the University of Maryland College Panhellenic Association shall be elected by ballot, except if there is only one nominee for an office that nominee shall be declared elected.

For any positions where there is more than one nominee the election process will proceed as follows:

- The present President will preside over the entirety of the election and in doing so provide an overview of the election process, chapter responsibilities, and candidate expectations.
- Candidates for positions that have more than one nominee will be voted on individually in the following order: President, Vice President of Accountability, Vice President of Recruitment, Vice President of Administrative Affairs, Vice President of Risk Management, Vice President of Community Affairs, Vice President of Membership Development, Vice President of Risk Management, Vice President of Public Relations, Vice President of Diversity & Inclusion and Vice President of Health and Wellness.



3. Candidates will be required to provide a maximum 3-minute speech. Speeches will be delivered in the following order: slated candidate followed by all opposing candidates in alphabetical order by last name. Opposing candidates will be required to leave the room during each candidate(s) speech.
4. Each chapter delegate shall be a voting member during the election process. Should they not be able to perform their duties, an alternate delegate may be sent in their place (preferably a member of the chapter's executive board).
5. In the event of a tie vote for election of new officers, each candidate will be given an additional one-minute speech and a second ballot will be cast by the delegates. In the event of a tie on the second ballot, the slated candidate will be elected to the position. In the event that the slated candidate is not one of the remaining candidates due to the run-off procedure, the outgoing Executive Board will cast a tie-breaking vote.

Section 6. Office-holding limitations

No more than two members from the same women's sorority shall hold office during the same term unless the Panhellenic Association votes to abstain from the requirement. The slating committee will take all other instances into consideration.

Section 7. Term

- A. The officers shall serve for a term of one year or until their successors are selected.
- B. The term of office will begin upon formal installation which will take place following the conclusion of formal recruitment. Each officer must be an active member in good standing of their organization for the entirety of their term.

Section 8. Removal

Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Executive Board. In the event that an officer is removed, the terms of their scholarship will be reviewed on a semester-by-semester basis. The expectation being that they will forfeit their scholarship for any uncompleted semester(s).

Section 9. Vacancies

Vacancies shall be filled as follows:

- A. Applications will be sent out to the community.
- B. Interviews shall be conducted by members of the Panhellenic Executive Board.
- C. The position shall be slated.
- D. Chapters shall be given the opportunity to vote.

Should there not be enough time for an adjunct election process, the vacant positions shall be filled during the next Panhellenic Executive Board election and the vacant positions shall be installed immediately following their election.

Section 10. Disaffiliation

Panhellenic Executive Board Officers shall disaffiliate from their respective chapters beginning on a date determined by the Vice President of Recruitment until the end of the primary recruitment period. During



these times, officers will not wear chapter paraphernalia. At no time shall a Panhellenic officer wear chapter paraphernalia to a Panhellenic, or Department of Fraternity and Sorority Life event.

Section 11. Social Event Monitoring

The Panhellenic Executive Board is responsible for serving as liaisons to the social event monitors during the times designated by the Vice President of Risk Management. Two missed sessions due to absence without finding a replacement will result in said executive board member forfeiting all scholarship funds provided as a member of the Panhellenic Association Executive Board. Each executive board member shall refrain from using alcohol or any illegal substances during the nights they are scheduled to walk. Anytime an officer reports to their scheduled walk under the influence of alcohol, or any other illegal substance will be considered an absence. The Vice President of Accountability is excused from walking SEM as to remain impartial for hearings that may occur.

Section 12. Executive Board Member Scholarships

The members of the Panhellenic Association Executive Board are granted a scholarship to be used only for chapter dues or University of Maryland tuition in the amount of the average of all chapter dues for the semester. Executive board members will receive one half after the spring semester to be applied to the following semester, and one half after the Fall semester to be applied to the following Spring semester. In the event that a board member is graduating at the conclusion of the Fall term, the member can write a letter of appeal to the Judicial Board to receive the scholarship at the beginning of the Fall semester. This appeal is subject to the approval of the majority of the Judicial Board. These scholarship funds are subject to forfeiture for neglecting duties as outlined in Article V, Section 9 upon a proposal by an executive board member and a hearing by the Judicial Board concluding in a $\frac{2}{3}$ vote of Judicial Board members. The Vice President of Accountability will moderate the hearing but will not have a final vote. If the Vice President of Accountability is the subject of the hearing the President will moderate and also not have a final vote.

Article VI. The Panhellenic Delegates

Section 1. Authority

The governing body of the University of Maryland College Panhellenic Association shall be the Panhellenic Delegates. It shall be the duty of the Panhellenic Delegates to conduct all business related to the overall welfare of the University of Maryland Panhellenic Association including, but not limited to: annual review of the parameters as adopted in the recruitment rules for the evaluation and/or adjustment of total as needed, determination of dues, approval of the annual budget, consideration of extension, setting a calendar of events, determining programming, and establishing recruitment rules and recruitment style. The Panhellenic Delegates shall also have the authority to adopt rules governing the College Panhellenic Association that do not violate the sovereignty, rights, and privileges of the member sororities.

Section 2. Composition and privileges

The University of Maryland Panhellenic Delegates shall be composed of one member from each regular, provisional, and associate women's-only member organization at University of Maryland as identified in Article IV. The delegates shall be the voting members of the Panhellenic Association except as otherwise



provided in Article IV of these bylaws. In the event that a delegate is absent, an alternate member of the chapter may attend the meeting in their place and act as the voting member should a vote be conducted.

Section 3. Selection of delegates and alternates

Delegates and alternates to the Panhellenic Council 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

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within 2 weeks and to notify the College Panhellenic Association Vice President of Administrative Affairs of the name, email, and telephone number of the new delegate.

Section 5. Duties and responsibilities

Panhellenic delegate duties and responsibilities

- Must attend all Panhellenic Council meetings.
- Must support NPC Unanimous Agreements, policies, and procedures.
- Must understand University of Maryland Panhellenic Association policies and procedures.
- Should know when to consult member sorority's chief panhellenic officer for assistance and advice regarding College Panhellenic concerns.
- Should be prepared and knowledgeable about College Panhellenic concerns, the views of the member organization and chapter and how to voice concerns to the Panhellenic Council.
- Should present regular College Panhellenic Association reports at chapter meetings.

Section 6. Regular meetings

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

Section 7. Annual meeting

The annual meeting of the Panhellenic Council shall be held during the month of December. 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 8. Special meetings

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

Section 9: Means of Communication

The Panhellenic Delegates may conduct business at any meeting (regular or special) through the use of any means of communication by which all delegates participating may simultaneously hear one another and participate in the proceedings during the meeting.

Section 10. Quorum

Two-thirds of the delegates from the member sororities of the University of Maryland Panhellenic Association shall constitute a quorum for the transaction of business.



Section 11. Vote Requirements

- A. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.
- B. A two-thirds vote of the Panhellenic Council shall be required to approve a re-establishment plan and for all extension-related votes.
- C. 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.
- D. In the event of a tie vote, the motion does not pass.
- E. In the event of a tie vote for election of new officers, each candidate will be given an additional one-minute speech and a second ballot will be cast by delegates. In the event of a tie on the second ballot, the slated candidate will be elected to the position. In the event that the slated candidate is not one of the remaining candidates due to the run-off procedure, the outgoing Executive Board will cast the tie-breaking vote.

Article VII. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be as follows:

- a. President
- b. Vice President of Accountability
- c. Vice President of Recruitment
- d. Vice President of Administrative Affairs
- e. Vice President of Risk Management
- f. Vice President of Community Affairs
- g. Vice President of Membership Development
- h. Vice President of Public Relations
- i. Vice President of Diversity, Equity, & Inclusion
- j. Vice President of Health and Wellness

Section 2. Duties

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

This includes the following responsibilities:

- A. Coordinate all aspects of the University of Maryland Panhellenic Association.
- B. Formulate policy.
- C. Present issues concerning programs and policies to the Panhellenic Council.
- D. Provide recommendations concerning programs and policies to the Panhellenic Council.
- E. Evaluate programs and policies.
- F. Evaluate the effectiveness of the University of Maryland Panhellenic.
- G. Represent the University of Maryland Panhellenic to Maryland organizations.
- H. Prepare the University of Maryland Panhellenic budget and administer the University of Maryland Panhellenic funds.
- I. Meet weekly prior to the Panhellenic Council meetings to set the meeting's agenda and discuss current business issues.
- J. Administer the routine business between meetings of the Panhellenic Council.



- K. Decide upon any questions not answered by the By-Laws of the University of Maryland Panhellenic Association.
- L. Administer recruitment.
- M. Each elected officer must track and record their actions, events and responsibilities completed through the course of their term for the purposes of transitions, award applications, etc.

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 upon the electronic or written request of three members of the Executive Board. Electronic or written notice of each special meeting of the Executive Board shall be sent to each member of the Executive Board 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 5. Quorum

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

Article VIII. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of the University of Maryland College Panhellenic Association shall be appointed by the University of Maryland Department of Fraternity and Sorority Life administration.

Section 2. Authority

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

Article IX. Committees

Section 1. Standing committees

- A. The standing committees of the University of Maryland College Panhellenic Association shall be the Judicial Board, Recruitment Committee, and all other committees deemed necessary by the executive board at any time.
- B. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.
- C. General Requirements
 - a. It shall be the responsibility of the outgoing committee members and chair to adequately train the respective incoming committee members and chair, and to ensure that these women are aware of the responsibilities of their positions.
 - b. Only active and initiated undergraduate members can hold a committee position.



- c. Any problems with individual committee members will be dealt with by the executive board officer in charge of that committee.

Section 2. Applications and Appointment of committee membership

- A. All committee applications will be distributed two weeks before their respective due dates
- B. All chapters must submit at least one application for each committee application sent out throughout the year
 - a. A fine will be assessed to any chapter who does not submit at least one application for committees that require representation from all 16 chapters (See Article X Section 6 Subsection a)
- C. The Executive Board members shall appoint members and chairmen of their own standing and special committees, except as provided otherwise in these bylaws, and, in making these appointments, recognize fair representation from all member women fraternities as much as possible. The president shall be an ex-officio member of all committees except the judicial board
- D. The president shall be an ex-officio member of all committees except the Judicial Board and the Alumnae Advisory Council.

Section 3. Judicial Board

The Judicial Board shall consist of the Vice President of Accountability as chairman and one representative from each member chapter (sixteen total). The Panhellenic advisor shall serve as a nonvoting, ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules, and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, deliberations and sanctioning. The Judicial Board shall educate member sororities about the Panhellenic judicial procedure.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Judicial Procedure, it shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the University of Maryland College Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by a committee of the Judicial Board members. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

Should a chapter violate the Social Event Monitoring Policy, applicable to both Panhellenic and Interfraternity chapters, the judicial process that follows will be completed in accordance with the Interfraternity Council/Panhellenic Association Social Judicial Policy, also applicable to both Panhellenic and Interfraternity chapters. Hearings that fall under the jurisdiction of the IFC/PHA Social Judicial Policy shall be conducted by members of the Interfraternity Council Judicial Board and members of the Panhellenic Association Judicial Board, as stated in the IFC/PHA Social Judicial Policy.

Section 4. Recruitment Committee

The Vice President of Recruitment shall preside over the Recruitment Committee. The Recruitment Committee shall consist of an Assistant Vice Presidents of Recruitment and two Rho Gamma Coordinators. Any other position included on the Recruitment Committee is up to the discretion of the Vice President of Recruitment. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Delegates before the end of the academic term preceding the primary membership recruitment period. After each primary membership



recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Delegates based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member organization and chapter advisor.

- The Assistant Vice President of Recruitment shall assume the duties of the Vice President of Recruitment in their absence. They shall assist with any and all aspects of the primary recruitment process, such as managing the ICS program and placing PNMs into Rho Gamma groups.
- The Rho Gamma Coordinators shall assist in the selection of Rho Gammas. They are responsible for planning and facilitating the Rho Gamma class. They shall lead the Rho Gammas during the term leading up to, and all the way through the recruitment process.

Section 5. Other committees

Other such committees, standing or special, shall be appointed as deemed necessary by the Executive Board members of the Panhellenic Association.

Article X. Finances

Section 1. Fiscal Year

The fiscal year of the University of Maryland College Panhellenic Association shall be from January 1st to December 31st inclusive.

Section 2. Contracts

The signature of the President and/or Vice President of Administrative Affairs shall be required to bind the University of Maryland, College Park Panhellenic Association to any contract.

Section 3. Checks

All checks issued on behalf of the University of Maryland Panhellenic Association shall be signed by the Vice President of Administrative Affairs and, if needed, countersigned by the President.

Section 4. Payments

All payments due to the University of Maryland College Panhellenic Association shall be received by the Vice President of Administrative Affairs, who shall record them. Checks for payments shall be made payable to the University of Maryland Panhellenic Association.

Section 5. Dues

1. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
2. Panhellenic Association membership dues shall be an assessment per member and new member every semester. As of Spring 2017, dues are \$30 per member.
 - Dues are determined the first month of each semester by using the chapter roster on file.
 - The dues of each Panhellenic Association member fraternity shall be payable once a semester by date determined by the Vice President of Administrative Affairs.
 - The Panhellenic Association Executive Board will present a budget to the chapter delegates to be voted on by the second delegates meeting of the spring semester.
 - SEM Dues shall be payable the first week of the semester.



Section 6. Fees and Assessments.

The Panhellenic Association shall have the authority to determine fees and assessments as may be considered necessary. Fines shall be levied for the following violations and according to the following fine system. Positions can be fined for missing any meeting set by the PHA Executive Board as long as it is determined two weeks in advance.

1. Fine System

- Non-attendance at delegates' and presidents' meetings is \$25.00.
- Non-attendance at chair meetings is \$25.00.
- Late dues are \$25.00 per week.
- Failure to submit 2 applications for the judicial board is \$25.00 for each application missing.
- Failure to submit at least one application for any committee that requires representation from all 16 chapters is \$25
- Non-attendance at Jr. PHA meetings is \$25.00.
- Meetings with minimum chapter attendance requirements will be fined \$10.00 per missing member.
- Chapters who participate in events outside of your designated pairings during Greek Week/Spring Fest or Homecoming is \$25.00
- Failure to submit the minimum required applications for Rho Gammas is \$25 for each missing application.
 - Minimum applications are determined by the Vice President of Recruitment based on proportion of each chapter to the whole community.
- Chapter non-attendance at Panhellenic community service events is \$100.00.
 - Attendance below four members at Clean City Project is \$10.00 for each member missing.

2. Fines

- All fines shall be paid within two weeks of notification. All fines shall be paid to the Vice President of Administrative Affairs. Late fines are \$25.00 per week.
- All fines received by chapters not pertaining to Panhellenic community service events will be allocated to the designated Panhellenic Association philanthropies as stated in Article XV.
- All fines received by chapters pertaining to Panhellenic community service events will be allocated to need-based Panhellenic scholarships.

3. Grants

- The maximum amount for a grant shall be \$500 to each chapter per fiscal year
- A grant shall only be used for programming purposes that can be beneficial to the chapter or others on campus. The grant money shall not be used for decorations, food, alcohol, or funding a philanthropy event.

Article XI. Extension

Section 1. Extension

Extension is the process of adding an NPC women's sorority.



The University of Maryland College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the NPC Manual of Information.

Section 2. Voting rights

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

Section 3. Consideration.

Consideration shall be given to National Panhellenic Conference sororities that have previously had chapters on the Campus and to those National Panhellenic Conference sororities which have filed letters of interest.

Article XII. Violation Resolution

Section 1. Violation

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the University of Maryland Panhellenic Association shall be considered a violation.

Section 2. Informal resolution

Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

Section 3. Judicial process

The University of Maryland College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC guidelines for the judicial process found in the NPC Manual of Information.

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The University of Maryland Panhellenic Association shall follow all mediation guidelines found in the Manual of Information and/or as outlined in the Judicial Procedure for the Panhellenic Association at the University of Maryland or the University of Maryland Interfraternity Council and Panhellenic Association Social Judicial Policy and Procedures.

1. **Mediation.** Mediation is the first step of the judicial process. The University of Maryland Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.
2. **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. Depending on the nature of the situation, mediation might not take place and a hearing might be called immediately if necessary. The Panhellenic Delegates shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.
3. **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 Appeal Committee. The University of Maryland Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.



Article XIII. Hazing

Per the Unanimous Agreements, NPC supports all efforts to eliminate hazing. All forms of hazing, new member day, and /or pre-initiation activities which would reflect unfavorably on the fraternity system shall be banned. Hazing is strictly prohibited on the University of Maryland campus and is considered a fundamental violation of human dignity. The University defines hazing as "intentionally or recklessly subjecting any person to the risk of bodily harm, or severe emotional distress, or causing or encouraging any person to commit an act that would be a violation of law or university regulations, for the purposes of initiating, promoting, fostering, or confirming any form of affiliation with a student group or organization", as defined by the University of Maryland Code of Student Conduct. The express or implied consent of the victim will not be a defense. Such activities and situations include but are not limited to: creation of excessive fatigue; physical and physiological shocks; public wearing of apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; morally degrading or humiliating games and activities; late-night sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations and policies of the educational institution.

Article XIV. Inclusion Statement

University of Maryland College Panhellenic Association does not categorically deny membership to an individual, based on race, color, religion, sex*, national origin, age, disability, marital status, military or veteran status or political affiliation.

*Pursuant to 20 U.S.C. 1681(a)(6)(A), social fraternities and sororities may limit membership on the basis of sex.

Article XV. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the University of Maryland College Panhellenic Association when applicable and when they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the University of Maryland College Panhellenic Association may adopt.

Article XVI. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the University of Maryland Panhellenic Council by a two-thirds vote, provided the proposed amendment has been announced and submitted in writing at the previous regular meeting, allowing an opportunity for chapter input.

Article XVII. Statement on Unrecognized Groups

The Panhellenic Association does not condone the co-sponsorship of social events (as defined in Appendix A of the Social Judicial Policy) with an underground organization. Member chapters found responsible for co-sponsoring an event with an underground organization shall be directed to The Panhellenic Association Vice President of Accountability for review. The definition of an underground organization is as follows:



- a. Any group whose members attempt to act as a chapter or use/allude to Greek letters to identify themselves, despite a loss or lack of local/national recognition. Characteristics of an underground organization include but are not limited to:
- Hosting social events as an organization as defined in the Social Event Monitoring policy without paying Social Event Monitoring dues.
 - Hosting or co-hosting social events as an organization where the majority of attendees are initiated or associate members of any Greek council.
 - Regular meetings and communication between a significant portion of the group to organize group activities that mimic those of a Greek organization.
 - Practicing a defined “initiation ritual” as an organization.

Article XVIII. Philanthropy

The philanthropies of the University of Maryland Panhellenic Association shall be the Pregnancy Aid Center and the UMD Health Center: Health Promotion and Wellness Center.

Article XIX. Statement on the use of Gender-Neutral Pronouns

The Panhellenic Association will continue to maintain our history as a women’s organization; however, the University of Maryland is a diverse campus and the utilization of gender-neutral pronouns in all formal Panhellenic Association documents will be the expected use. This requires all formal documents to shift from she/her/hers usage to they/them/theirs. Pronouns are not indicative of a person’s gender identity and someone who identifies as a woman may also claim they/them/their pronouns for themselves and in changing the verbiage of these documents we plan to create a more inclusive environment to align with the values of the community at the University of Maryland.

Article XX. Dissolution

This College Panhellenic Association shall be dissolved when only one regular member exists at University of Maryland. In the event of the dissolution, none of the assets of the Association shall be distributed to any members of the Association, but after payment of all debts, its assets shall be given to NPC unless otherwise required by state law.