

Bylaws of University of Connecticut College Panhellenic Association

Article I – Name and Affiliation

Name

- i. The official name of this organization shall be the University of Connecticut College Panhellenic Association (CPH).

Affiliation

- i. The University of Connecticut Panhellenic Council is affiliated with the National Panhellenic Conference (NPC)

Article II – Object

- i. The object of the UConn College Panhellenic Association shall be to develop and maintain panhellenic life and interfraternity relations at a high level of accomplishment and in so doing to:
 - o Effectively operate within the guidelines established by its purpose and by any goals established each semester by the UConn College Panhellenic Association
 - o Consider the goals and ideals of member groups as continually applicable to campus and personal life
 - o Promote superior scholarship and basic intellectual development
 - o Cooperate with member chapters and the university/college administration in concern for and maintenance of high social and moral standards
 - o Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, College Panhellenic bylaws, College Panhellenic membership recruitment rules, and College Panhellenic code of ethics
 - o Act in accordance with such rules established by the UConn College Panhellenic Association as to not violate the sovereignty, rights and privileges of member chapters
 - o Give service to the community and campus
 - o Sponsor Junior Panhellenic for specialized programming efforts
 - o Promote friendship, harmony, and unity among members, chapters, faculty, administrators, and campus groups

Article III – Membership

Membership Classes

- i. There shall be three classes of membership: regular, provisional and associate.
 - o **Regular membership.** The regular membership of the UConn College Panhellenic Association shall be composed of all chapters of NPC fraternities at the University of Connecticut. Regular members of the UConn College Panhellenic Association shall pay dues as determined by the UConn College Panhellenic Association. Each regular member shall have a voice and one vote on all matters.
 - o **Provisional membership.** The provisional membership of the UConn College Panhellenic Association shall be composed of all colonies of NPC fraternities at the University of Connecticut. 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 fraternity.
 - o **Associate membership.** Local sororities or national/regional non-NPC

member groups may apply for associate membership of the UConn College Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the UConn Panhellenic Council. Associate members shall pay dues as determined by the UConn College Panhellenic Association. An associate member shall have a voice and one vote on all matters except extension-related matters and, if they are not participating in the primary recruitment process, they shall not have a vote on the recruitment rules and the establishment or modification of Panhellenic Total. An associate member may be expelled for cause by a majority vote of the UConn College Panhellenic Association. An associate member shall not be entitled to vote on the question of its expulsion.

Privileges and Responsibilities of Membership

- ii. **Duty of compliance.** All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these UConn College Panhellenic Association bylaws, code of ethics and any additional rules the College Panhellenic Association may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this UConn College Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.
- iii. **Discrimination policy.** The UConn College Panhellenic Association does not discriminate in any of its policies, procedures, or practices on the basis of race, color, national origin, ancestry, religion, age, physical disability, medical condition, sexual orientation, marital status, or citizenship.

Membership Record

- iv. An accurate listing of the membership is to be kept on the organization's UConn contact page

Article IV – Officers

Composition

- i. The composition of the Executive Board shall be President, Executive Vice President, Vice President of Administration, Vice President of Recruitment, Vice President of Community Development, Vice President of Programming, and Vice President of Public Relations,.

Duties

- i. The Executive Board shall coordinate all UConn College Panhellenic Association activities as well as administer routine business between meetings of the UConn Panhellenic Council and such other business as has been approved for action by the UConn College Panhellenic Association vote. At the next regular meeting of the UConn Panhellenic Council 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. The members of the Executive Board are expected to act as the leadership team for the UConn College Panhellenic Association. This includes, but is not limited to:
 - o Maintain a working knowledge for all UConn and Center for Fraternity and Sorority Development policies and procedures that might affect members of the Panhellenic community.
 - o Maintain full working knowledge of all fraternity and sorority community-wide events and activities.
 - o Attend and actively participate in all meetings and events scheduled through the UConn Panhellenic Council.
 - o Maintain regular contact with the Center for Fraternity and Sorority Development as well as UConn's NPC Area Advisor.

- Maintain regular communication via email, direct messaging, and in-person meetings as needed
 - Oversee any ad hoc committees assigned by Panhellenic policies or the Executive Board
 - Administer routine business between meetings of the UConn Panhellenic Council and such other business that has been approved for UConn Panhellenic Council vote.
 - Be familiar with the NPC Manual of Information and all governing documents of this council.
- ii. Actively work on progressing the UConn College Panhellenic Association towards a more equitable, inclusive, and diverse community.

Meetings

- iii. Regular meetings of the Executive Board shall be held weekly during the academic term.
- iv. Special meetings of the Executive Board may be called by the President when necessary and shall be called by them upon the written request of three members of the Executive Board.
- v. A majority of Executive Board members shall constitute a quorum for the transaction of business.

Eligibility

- vi. Eligibility to serve as an officer shall depend on the class of membership of the organization, but to be eligible for an Executive Board position, a sorority member must have been initiated for at least one year, be in good standing with their sorority, and may not serve on the executive board of their sorority. They must also maintain a cumulative 2.7 GPA.
- **Regular membership.** Members from panhellenic chapters holding regular membership in the UConn College Panhellenic Association shall be eligible to apply for any officer position.
 - **Provisional membership.** Members from panhellenic chapters holding provisional membership in the UConn College Panhellenic Association shall not be eligible to apply for an officer position.
 - **Associate membership.** Members from panhellenic chapters holding associate membership in the UConn College Panhellenic Association shall be eligible to serve as an officer except President, Executive Vice President, and Vice President of Recruitment.

Office-Holding Limitations

- i. No more than two members from the same panhellenic chapters shall hold office during the same term. The individual serving in the positions of President and Executive Vice President may not be members of the same panhellenic chapters due to the positions' requirements in representing the UConn College Panhellenic Association.

Executive Officer Responsibilities

- i. **President**
- Preside at all meetings of the UConn Panhellenic Council and call roll at each meeting.
 - Preside at all meetings of the Executive Board.
 - Prepare agendas for weekly Executive Board and UConn Panhellenic Council meetings.
 - Oversee the Executive Board and coordinate communication among the Executive Board
 - Complete SOLID training for Executive Leadership (President)
 - Serve as an ex-officio member of all UConn Panhellenic Council groups and committees.

- Communicate regularly and meet weekly with the CFSD UConn College Panhellenic Association Advisor(s).
 - Ensure that the NPC annual report is completed and communicate regularly with the NPC area advisor.
 - Maintain a complete and up-to-date President's file which includes current copies of the following: UConn College Panhellenic Association Constitution, Bylaws, Standing Rules, and Code of Ethics; the UConn College Panhellenic Council budget; the Manual of Information and related materials; contracts executed on behalf of the UConn College Panhellenic Association; correspondence and materials received from the NPC area advisor; all UConn College Panhellenic Association reports to NPC; and other pertinent materials.
 - Serve as the primary spokesperson and representative for the entire membership of the UConn College Panhellenic Association at all University and public events that require a Panhellenic presence. These include, but are not limited to Student Leadership Dinners, Chancellor Dinners, and Administration Receptions. In the event that the President cannot attend a function, the Executive Vice President or another executive officer shall take their place.
 - Establish and maintain working relationships with fraternity and sorority leaders and other UConn student and administrative leaders.
 - Communicate with organizations outside the fraternity and sorority systems in regards to planning events with the UConn Panhellenic community.
 - Serve as the UConn College Panhellenic Association liaison at the Interfraternity Council (IFC), the Intercultural Greek Council (IGC), and the National Pan-Hellenic Council (NPHC) as needed.
 - Host a president's roundtable following either closed or open meetings or when necessary.
 - Help to maintain the focus of the UConn College Panhellenic Association in accordance with the Panhellenic purpose, goals, and objectives.
 - Oversee the Primary Recruitment process with the Vice President of Recruitment and assist in the maintenance of the Recruitment Rules.
 - Assist the Executive Vice President with the process of coordinating the election of new Panhellenic Executive Board members.
 - Plan and conduct an Installation ceremony for the new Panhellenic Executive Board members.
 - Conduct a training session for the Panhellenic Delegates.
 - Maintain close communication with Panhellenic Delegates.
 - Conduct monthly check-in meetings with Panhellenic Delegates and chapter presidents.
 - Keep an up-to-date calendar of all chapters, Panhellenic, and community events.
 - Compile and distribute contact information and officer listings of all Panhellenic officers, delegates, chapter officers to all member groups, staff members, and advisors.
 - Serve as the Panhellenic Council Parliamentarian
 - Support all Executive officers as needed.
 - Sign all UConn College Panhellenic Association contracts when authorized to do so.
 - Perform all other duties as assigned.
- ii. Executive Vice President**
- Be familiar with and perform the duties of the President in their absence, inability to serve, or at their call.

- Complete SOLID training for Executive Leadership (Vice President).
- Review and maintain all UConn Panhellenic policies and documents specified (i.e. Bylaws, Constitution, etc.).
- Conduct and oversee the College Panhellenic Association Executive Board election process by organizing and creating the structure.
- Conduct an officer training day and transition period for the new Panhellenic Executive Board after elections.
- Maintain an accurate, up-to-date, transition document for the office of Executive Vice President and make sure all other officer transition documents are current before transitioning the new Panhellenic Executive Board officers.
- Promote Panhellenic Leadership, within chapters, the council, fraternity and sorority life and outside of fraternity and sorority life .
- Organize and oversee Junior Panhellenic Council. This includes but is not limited to: helping chapters choose Junior Panhellenic representatives, setting meeting times, dates, and locations for Junior Panhellenic, and advising the Junior Panhellenic of their programming.
- Book appropriate rooms for Panhellenic Events
- Perform all other duties as assigned.

iii. Vice President of Administration

- Complete SOLID training for Treasurer.
- Complete SOLID training for Secretary.
- Supervise the finances of the UConn College Panhellenic Association.
- Handle all budget requests made by Panhellenic Executive officers that are in addition to their individualized semester budget.
- Create semesterly and yearly budget utilizing NPC template with input from executive officers to best utilize the economic resources of the College Panhellenic Association.
- Prepare the semester and annual budget and, after its approval by the UConn Panhellenic Council, provide a copy to each Panhellenic delegate, Executive Board officer, Panhellenic Advisor.
- Receive and record all payments due to the UConn Panhellenic Council, oversee the dues process including collections, reminders, late notices, and receipt distributions.
- Develop and administer any and all fines as determined necessary by the Panhellenic Council.
- Promptly pay the annual NPC dues and all bills of the UConn College Panhellenic Association.
- Coordinate reimbursement process as needed.
- Submit and maintain up-to-date financial records and paperwork; present a financial report at every council meeting and an annual report at the close of their term of office.
- Assist the Executive Vice President with the processing of payment for booking rooms for Panhellenic events as necessary.
- Sign all UConn College Panhellenic Association contracts when authorized to do so.
- Keep proper minutes of all meetings of the UConn College Panhellenic Association, or any other meeting a Panhellenic Executive Officer deems necessary, as well as keep a record of all action taken by the UConn College Panhellenic Association and the Executive Board.
- Take attendance at UConn College Panhellenic Association meetings.
- Distribute recorded minutes to chapters and advisors.
- Upload meeting minutes into FS Central for the NPC area advisor.
- Maintain a complete and up-to-date record of the minutes of all Panhellenic

executive and council meetings; copies of all correspondence with and contracts made by the UConn College Panhellenic Association; and copies of all official NPC correspondence

- Serve as the College Panhellenic Association Parliamentarian when the President is unable to perform duties
- Perform all other duties as assigned.

iv. Vice President of Recruitment

- Organize and direct the Primary Recruitment process for all regular members of the UConn College Panhellenic Association in collaboration with all chapter recruitment officers
- Organize and direct the Sorority Recruitment Roundtables. These shall be events that provide information about the entire membership of the UConn College Panhellenic Association.
- Serve as the primary contact for all Recruitment related questions with the exception of information regarding Release Figures Method, which should be directed to the Advisor.
- Serve as the Chairperson of the Recruitment Roundtables consisting of Recruitment Chairs of each member chapter of the UConn College Panhellenic Association.
- Oversee the application, selection, management, and training of the Recruitment Directors on the Recruitment Management Team and the Recruitment Counselors.
- Review and evaluate the Panhellenic Recruitment process at UConn on a yearly basis and make appropriate adjustments.
- Revise the Recruitment Rules as deemed necessary before Primary Recruitment.
- Maintain up-to-date, working transition documents for the office of Vice President of Recruitment.
- Delegate Recruitment tasks to Recruitment Directors and the College Panhellenic Association as needed.
- Maintain contact with the Panhellenic Advisor.
- Maintain contact with the NPC Area Advisor.
- Perform all other duties as assigned.

v. Vice President of Community Development

- Enforce all policies related to the operations of the UConn College Panhellenic Association.
- Complete SOLID Training for Risk Chair.
- Serve as the Peer Accountability Chair and hear the peer accountability procedures dealing with any violations of the Constitution, Bylaws, Standing Rules, UConn College Panhellenic Association Recruitment Rules and Code of Ethics.
- Promote academic excellence through planning major UConn Panhellenic education programs.
- Inform each chapter of news pertaining to academic resources available on campus that include but are not limited to upcoming guest speakers, Q-center, W-center, and Office of Career Services.
- Properly document recruitment infraction violations and notify involved parties of the next steps as outlined in the Manual of Information.
- Follow-up with all chapters each Spring Semester to ensure adherence to sanctions from the previous primary recruitment period.
- Conduct roundtables with all Panhellenic organizations' risk management officers and social chairs at least once per semester.

- Establish working relationships with chapter risk managers and social chairs.
 - Promote Panhellenic usage of the off campus activities advising process for off campus events.
 - Promote participation in national hazing prevention week and other prevention programs
 - Benchmark Panhellenics at other universities in order to determine what Panhellenic at our university can do to advance risk management.
 - Educate the Panhellenic community on risk management procedures and safe practices.
 - Provide Panhellenic support of risk management procedures when possible.
 - Promote health and wellness for Panhellenic members.
 - Perform all other duties as assigned.
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- vi. Vice President of Programming**
- Complete SOLID training for Social Chair
 - Complete SOLID training for New Member Educator.
 - Help foster community relations through service by creating opportunities for the Panhellenic community to get involved in local events and service.
 - Help foster University relations by informing and encouraging the Panhellenic community to get involved and attend events outside of the council
 - Collaborate and support programs and events initiated by the CFSD office.
 - Maintain an up-to-date working transition document for the office of Vice President of Programming
 - Compile end-of-year statistics related to philanthropy and service
 - Implement programs and activities to educate members on the Local Philanthropy, My Sisters' Place.
 - Conduct roundtables or establish a line of communication with the Philanthropy directors of Panhellenic organizations.
 - Develop fundraising strategies for My Sisters' Place through various mediums.
 - Select members to become a part of the programming board.
 - Hold meetings with the programming board to delegate tasks of Panhellenic event planning.
 - Maintain and promote the UConn Panhellenic community spirit by building and establishing a bond between the member chapters.
 - Coordinate inter-sorority programming of UConn College Panhellenic Association events and programs to bring all chapters together.
 - Plan a New Member program each semester to welcome new members into the Panhellenic community.
 - Host one New Member Education round table each semester.
 - Maintain current statistics concerning the number of initiated and new members of each UConn College Panhellenic Association member organization.
 - Promote diversity and inclusion throughout the Panhellenic/ fraternity and sorority community.
 - Promote inter-chapter relations through programming.
 - Organize Panhellenic positive recognition
 - Assist in creating events that could fulfill EoE requirements for Panhellenic organizations.
 - Perform all other duties as assigned.
- vii. Vice President of Public Relations**
- Work in conjunction with the Vice President of Recruitment to design and

order recruitment apparel including scholarship day shirts, Recruitment Management Team, and Recruitment Counselor apparel.

- Develop a marketing and PR plan for the months leading up to Recruitment.
- Develop and execute a marketing plan for the UConn College Panhellenic Association for each new semester.
- Continue to positively promote the UConn Panhellenic community constantly throughout the semester through a variety of venues.
- Serve as the Panhellenic liaison to the Daily Campus and other media organizations for the advertisements, articles, and accomplishments of the UConn College Panhellenic Association
- Publicize UConn College Panhellenic Association and chapter events and programs.
- Update all social media as needed.
- Provide education to chapters regarding positive panhellenic social media practices
- Maintain alumnae relations in order to promote networking and programming supplementation.
- Perform all other duties as assigned.

Term of Office

- viii. The officers shall serve for a term of one year beginning in and ending in December of the next year.
- ix. All officers on the Panhellenic Executive Board are expected to be available for advising and supporting their successor throughout the spring semester following their term. This includes but is not limited to transferring accounts and responding to questions in a timely fashion.
- x. All meetings and Panhellenic sponsored events are mandatory for Executive Board members to attend and participate in.

Election Procedure

- xi. The officers of President, Executive Vice President, Vice President of Administration, Vice President of Recruitment, Vice President of Community Development, Vice President of Programming, and Vice President of Public Relations of the University of Connecticut College Panhellenic Council shall be elected by ballot.
- xii. The slating committee will consist of the outgoing Chapter Delegates, Chapter Presidents, and the outgoing Panhellenic Executive Board officers, who have not applied for a new term. The Panhellenic Advisor(s) shall serve as a non-voting ex-officio member. A majority vote shall select and each chapter has one vote. If a delegate should run for a position on the executive board, their spot may be filled by an alternate delegate. If an outgoing chapter president should run for a position on the Panhellenic executive board, their spot may be filled by either the newly elected president or another chapter officer.
- xiii. The Executive Board applications must be sent out to all Panhellenic Chapter Delegates to distribute to their chapters by the third week of October. The deadline for the application process will be two weeks following the release of the application. The interviewing process will be held no earlier than the first week but no later than the third week of November with all of the slating committee present. The Executive Board will review applications and select a pool of qualified candidates to be interviewed by the slating committee. The finalized slate will be released within 24 hours of the interviewing process to be voted on by chapters.
- xiv. The office of President shall have served on the Panhellenic Executive Board in the past.

- xv. The office of Vice President of Recruitment shall have served on the Recruitment Management Team or as a Recruitment Counselor in the past.
- xvi. If there are vacancies following the primary election, the outgoing Panhellenic Executive Board will have the opportunity to appoint someone when necessary

Removal/Replacement of Officers

- xvii. Any members of the UConn Panhellenic Executive Board may be removed from office for failure to uphold the duties and expectations set forth by these bylaws, or responsibilities otherwise appointed to them by the Executive Board. The Executive Board may request the resignation of any member of the Executive Board for failure to uphold duties and expectations set forth in these bylaws or otherwise appointed to them.
- xviii. Any member of the Executive Board may be removed from office for repeated absences for any reason; for failure to uphold the duties and expectations set forth in the bylaws, or any other UConn College Panhellenic Association policy, including the maintenance of a cumulative 2.7 GPA; or if the officer is not in good standing with their Panhellenic chapter.
- xix. The member who has repeated offenses will receive a letter outlining their violations to their duties which are explicit in the bylaws. They will receive a two-week grace period to change their conduct, resulting in a vote by the rest of the Executive Board.
- xx. Any officer may be removed for cause by a vote of two-thirds of the members of the UConn College Panhellenic Association.
- xxi. Vacancies shall be filled in the same manner of selection as provided in Section IV of this article.
- xxii. It is the responsibility of executive board members to report to the Panhellenic Advisor each month to ensure that they are in compliance with governing documents.
 - o Delegates shall also work in compliance with the governing documents and hold executive board members accountable in the form of checks and balances

Transition Process

- xxiii. The Executive Vice President is responsible for conducting an officer training day. The new executive board officers are required to attend at least one executive and one Panhellenic meeting after being elected into their positions in order to gain an understanding of not only their position, but also how executive and Panhellenic meetings are run.
- xxiv. The Installation Ceremony shall take place during the last Panhellenic meeting of the fall semester. At this ceremony, the new Panhellenic executive board will be officially initiated into their positions on the council.
- xxv. All transition materials should be passed on from the outgoing to the incoming officers immediately following the Installation Ceremony. This includes but is not limited to the year in review, passwords to accounts, printed materials, and Google drive access, etc.

Article V – The Panhellenic Council

Authority

- i. The governing body of the UConn College Panhellenic Association shall be the UConn Panhellenic Council. It shall be the duty of the UConn Panhellenic Council to conduct all business related to the overall welfare of these groups including, but

not limited to: determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; establish recruitment rules and recruitment style; and biannually review the parameters as adopted in the recruitment rules and unanimous agreement in the NPC Manual of Information for the automatic adjustment of total. Total will be reset each semester using the method recommended by the NPC total setting team by the deadline listed in the NPC Manual of Information. The UConn Panhellenic Council shall also have the authority to adopt governing rules that do not violate the sovereignty, rights and privileges of the member Panhellenic chapters.

Composition and Privileges

- i. The UConn Panhellenic Council shall be composed of the seven standing Panhellenic Council Executive Board officers and one delegate and one alternate delegate from each regular, provisional and associate member group at the University of Connecticut identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these Bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall fulfill the duties by acting and voting in the place of the delegate when the delegate is absent. If both the delegate and the alternate delegate are absent, the vote may be cast by a member of the fraternity, providing their credentials have been presented to the UConn Panhellenic Council President in advance.

Article VI – Delegates

- i. Delegates and alternate delegates to the UConn Panhellenic Council shall be selected by their respective chapters to serve for a term of one year beginning in and ending in December of the next year.
- ii. When a delegate vacancy occurs, it shall be the responsibility of the chapter affected to select a replacement within two weeks and to notify the President of their name, email address, and telephone number.
- iii. In addition to responsibilities listed in the *MOI*, the following responsibilities must be upheld:
 - A. All meetings and Panhellenic sponsored events are mandatory for chapter delegates to attend and participate in.
 - B. Chapter delegates are responsible for keeping the Panhellenic calendar up to date.
 - C. Chapter delegates are responsible for fostering a sense of Positive Panhellenic through education.
 - D. Chapter delegates are responsible for making sure their chapter does not plan any event that overlaps with the time of Panhellenic Executive Board meetings, regular meetings, or events.
 1. Appropriate consequences will be given if this is violated.

Article VII – Operating Procedure

Meetings

- i. Regular meetings of the UConn Panhellenic Council shall be held biweekly during the academic term.
- ii. Special meetings of the UConn Panhellenic Council may be called by the President when necessary or may be called by them upon the written request of no fewer than one-third of the member chapters of the UConn Panhellenic Association. Notice of each special meeting of the UConn Panhellenic Council shall be sent to each

member of the UConn Panhellenic Association 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.

Decision-Making Process

i. Voting Requirements

- 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.
- A two-thirds vote of the UConn Panhellenic Council 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).

ii. Quorum

- Two-thirds of the delegates from the member chapters of the UConn Panhellenic Association shall constitute a quorum for the transaction of business.

Amending the Constitution and Bylaws

- i. These bylaws may be amended at any regular or special meeting of the UConn Panhellenic Council 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. The vote shall take place no sooner than one week later.

Article VIII – Advisors

Requirements of the Faculty/Staff Advisor

- i. The advisor must be a faculty/staff member on the Storrs Campus.
- ii. The advisor may also be a Graduate Student as long as they also serve as a Graduate Assistant (GA) or Teaching Assistant (TA).
- iii. The Panhellenic advisor of the UConn Panhellenic Council shall be a member of and appointed by the Center for Fraternity and Sorority Development at the University of Connecticut. The UConn Panhellenic Council Executive Board reserves the right to review/consider an additional advisor as needed.

Duties of the Faculty/Staff Advisor

- i. The Panhellenic advisor shall serve in an advisory capacity to the UConn Panhellenic Council. The Panhellenic advisor shall have a voice but no vote in all meetings of the Panhellenic Council and the Executive Board.
- ii. The Panhellenic advisor must be present at all meetings of the UConn Panhellenic Council, primary recruitment events and other events as requested.

Article IX – Financial Statement

Dues

- i. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- ii. UConn 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 April of that year.

- o The dues of each UConn College Panhellenic Association member fraternity shall be paid on a date that is set each academic term.

Funding

- i. The UConn College Panhellenic Association will be funded by the dues from each member organization

Beneficiary Addendum

- i. Should this organization cease to exist, after payment of the debts of the Council, its assets shall be donated to the National Panhellenic Conference at 12730 Meeting House Road, Suite 200; Carmel, IN 46032

Budgets

- i. The Vice President of Administration shall create a semesterly budget adapted from the NPC budget template.
- ii. The budget shall be voted on within the last month of each semester.
- iii. In order to increase financial transparency, a budget breakdown shall be released by the VP Administration to the delegates within two weeks of the last day of final exams at the end of each semester.

Fiscal Year

- i. The fiscal year of the UConn College Panhellenic Association shall be from July 1 to June 30, inclusive.

Contracts

- i. Two signatures taken from the following positions: President, Vice President of Administration, Executive Vice President, or the Panhellenic Advisor shall be required to bind the UConn College Panhellenic Association on any and all contracts. The two signatures required shall not be from two officers of the same NPC chapter.

Checks

- i. All checks issued on behalf of the UConn College Panhellenic Association bear two signatures. The following shall be authorized to be one of the two required signatures: Vice President of Administration.

Payments

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

Fees and Assessments

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

Article X – Committees

Standing and Special Committees

- i. The standing committees of the UConn Panhellenic Council shall be the Junior Panhellenic Council, the Recruitment Management Team, and any additional committees developed on a semesterly basis..
- ii. The term of the standing and special committees shall be decided upon by the Executive Board as needed.

Appointment of Committee Membership

- i. The UConn Panhellenic Council Executive Board shall appoint members and chair members of all standing and special committees, except as provided otherwise in these bylaws, and, in making these appointments, recognize fair representation from all member chapters as much as possible.

The Peer Accountability Board

- i. The Peer Accountability Board must consist of the Vice President of Community Development as the presiding officer, two members of the College Panhellenic Executive Board selected at random and rotated between accountability resolution meetings, and the fraternity/sorority advisor as an ex-officio non-voting member.
- ii. In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Peer Accountability Process, it shall be the Peer Accountability Board's duty to hold a formal accountability meeting to adjudicate all alleged infractions of the NPC Unanimous Agreements and policies, the bylaws, code of ethics, standing rules and membership recruitment rules of the University of Connecticut College Panhellenic Association that are not settled through an informal accountability resolution meeting. The members of the Peer Accountability Board shall maintain confidentiality throughout and upon completion of the process. .

Programming Committee

- i. The Event Planning Committee shall consist of the Vice President of Programming as the chairperson and at least two members from the Panhellenic community. The Event Planning Committee shall be responsible for all matters pertaining to the planning and execution of events to promote a sense of sisterhood and belonging among Panhellenic members.

Junior Panhellenic Council

- i. The Junior Panhellenic Council shall consist of the President of JPC as the chairperson and 2 new members from each chapter. The Panhellenic Executive Vice President shall serve as an advisor to the committee. The Junior Panhellenic Council shall be responsible for all matters pertaining to the promotion of the sorority experience for new members of Panhellenic organizations.

Recruitment Management Team

- i. The Recruitment Management Team shall consist of the Vice President of Recruitment as the chairwoman as well as the Panhellenic President, and 2 directors. These directors are the Director of Recruitment Counselors and Director of PNMs. The Recruitment Management Team shall be responsible for all matters pertaining to the primary recruitment process including, but not limited to training of the Recruitment Counselors , planning and executing PNM orientation, encouraging recruitment registration, and conducting primary recruitment.

Other Committees

- i. Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council

Article XI – Extension

Extension is the process of adding a NPC organization

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

Voting Rights

- i. Only regular members of the UConn College Panhellenic Association shall vote on extension matters.

Article XII – Violation Resolution

Violation

- i. 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 UConn College Panhellenic Association shall be considered a violation. Reports can be made to the Peer Accountability Board by Panhellenic Delegates, Chapter Presidents, Recruitment Chairs, and Panhellenic Executive Officers.

Informal Resolution

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

Peer Accountability Procedure

- i. The University of Connecticut College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC guidelines for the peer accountability process.

Article XIII – Inclusion Statement

- i. The University of Connecticut 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 XIV – Parliamentary Authority

- i. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the UConn College Panhellenic Association in all cases to which they are applicable and in which they are not inconsistent with the NPC Unanimous Agreements, these Bylaws and any special rules of order the UConn College Panhellenic Association may adopt.

Article XV – Dissolution

- i. The UConn Panhellenic Council shall be dissolved when only one regular member chapter exists at the University of Connecticut. In the event of the dissolution of the Council, none of the assets of the Council shall be distributed to any members of the Council.

Article XVI – Non-Hazing Compliance Statement

- i. The UConn College Panhellenic Council maintains a strong commitment to not engaging in any activities that could be considered or construed as hazing by any legal party or the University of Connecticut Office of Community Standards
- ii. Hazing is defined as any activity without reasonable or legitimate educational value expected of someone for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization that humiliates, degrades or risks emotional, psychological, and/or physical harm, regardless of a person's willingness to participate.
- iii. In cases of individual violators, appropriate disciplinary action may be imposed as outlined in *The Responsibilities of Community Life: The Student Code*. In cases where the entire organization has authorized such conduct; loss of privileges, temporary suspension of registration, or rescission or termination of registration may be imposed.

- iv. Such penalties shall be in addition to any penalties pursuant to penal law (Public Act No. 88-328) which violator or RSO may be subject

NPC Hazing Statement

- i. Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing or activities that are defined as hazing shall be banned. Hazing is defined as any action taken or situation created intentionally, whether on or off university premises, to endanger the mental or physical health of a student, to destroy or remove public or private property, to produce mental or physical discomfort, embarrassment, harassment or ridicule for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership into a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule. Such activities and situations include creation of excessive fatigue; physical and psychological shocks; wearing apparel which is conspicuous and normally not in good taste in public, engaging in public stunts and jokes; morally degrading or humiliating games and activities; and any other activities which are not consistent with the regulations and policies of UConn.

Article XVII - Positive Panhellenic

- I. Positive Panhellenic, for the purposes of this Council, is defined as the idea that chapters at large and individual members should always be promoting the Panhellenic community as a whole by supporting each other regardless of chapter affiliation. Positive Panhellenic also means reflecting on our shortcomings and constructively working together to initiate positive change. Although individual chapters can and will be held accountable for their own actions, all chapters and individual members are expected to work together to eliminate interchapter competition or hostility.
- II. Positive Panhellenic shall be practiced and enforced year round.
- III. Instances in which Positive Panhellenic has been broken can be reported to the Panhellenic President and VP Community Development, and will be handled accordingly through peer accountability processes.

Article XVIII – Enabling Clause

- i. This Constitution was reviewed and ratified by the Executive Board on November 20th, 2024 at a regular body meeting
- ii. The entire membership and Executive Board were in agreement with this document

A College Panhellenic Association may wish to adopt additional rules that pertain to the administration of the association. These types of rules belong in standing rules rather than Bylaws. Standing rules are written as a separate document from the Bylaws, but should be attached to and distributed with the bylaws.

The following topics (as well as others) are best suited for standing rules:

- Awards
- Code of Ethics
- Recruitment Rules
- Peer Accountability Process
- Social Events

- Traditions (i.e., Homecoming, Advisors, Installation, Service Projects, Pageants, etc.)
- Office Procedures
- Financial considerations (i.e., paying for staff)
- Recruitment Management Team and Recruitment Counselor Selection/requirements/expectations
- Associate Member organizations

Signatures/Dates
