



**Bylaws of The University of Maryland Panhellenic  
Association  
College Park**

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## **Article I. Preamble**

The University of Maryland Panhellenic Association at College Park 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 Panhellenic Association at College Park.

### **Section 1. Common Names.**

The University of Maryland Panhellenic Association at College Park may also be referred to as Panhellenic or PHA.

## **Article III. Object**

The object of the Panhellenic Association shall be to develop and maintain women's fraternity life and interfraternity relations at a high level of accomplishment and in so doing to:

- a. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
- b. Develop strong sorority women through high moral and social standards to promote the values of the University of Maryland Panhellenic Association including scholarship, knowledge, diversity, sisterhood, service, and social advancement.
- c. Promote friendship, harmony, and unity among members, chapters, faculty, administrators, and campus groups.
- d. Foster the development of a united fraternity-sorority greek community, including all four councils: Interfraternity Council (IFC), Multicultural Greek Council (MGC), National Pan-Hellenic Council (NPHC), and Panhellenic Association (PHA).
- e. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, resolutions, and policies.
- f. Act in accordance with such rules established by the Panhellenic Delegates as to not violate the sovereignty, rights, and privileges of member women's fraternities.
- g. To govern recruitment and new member education on campus.
- h. To organize and coordinate activities including Greek Week/Spring Fest, Homecoming Week, Leadership Retreats, Speaker Series, and Member Education Workshops.
- i. Provide opportunities for members of the Panhellenic community to develop leadership, interpersonal, and group skills.

## **Article IV. Membership**

### **Section 1. Chapter Membership Classes.**

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



- a. Regular membership.** The regular membership of the University of Maryland Panhellenic Association shall be composed of all chapters of NPC fraternities at the University of Maryland. Regular members of the College Panhellenic Association shall pay dues as determined by the College Panhellenic Delegates. Each regular member shall have a voice and one vote on all matters.
- i. Pay regular member chapter dues
  - ii. Have a voice and vote in all matters
  - iii. May hold Executive Board offices
  - iv. May be elected to committee of the Panhellenic Association
  - v. Participate in the Primary Recruitment period
  - vi. Have all other rights and privileges of membership
  - vii. Will abide by the Constitution, Bylaws, and policies in order to follow all procedures of the Panhellenic Association.
- b. Provisional membership.** The provisional membership of the University of Maryland Panhellenic Association shall be composed of all colonies of NPC fraternities at the 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 fraternity.
- i. Have a voice but no vote on all matters
  - ii. May not hold Executive Board offices
  - iii. May not be elected to committees of the Panhellenic Association
  - iv. May participate in the Primary Recruitment period
  - v. Have all other rights and privileges of membership
  - vi. Will abide by the Constitution, Bylaws, and policies in order to follow all procedures of the Panhellenic Association.
- 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.
- i. Pay dues as determined by the Panhellenic Delegates
  - ii. Have a voice in all matters and one vote in all matters except those related to Recruitment and Extension
  - iii. May hold Executive Board offices except those of President, Vice President of Recruitment, and Vice President of Accountability
  - iv. May be elected to committees of the Panhellenic Association
  - v. May not participate in the Primary Recruitment period without approval. Chapters may participate in Formal Recruitment Period Sorority Forum. Chapters may not publicize during the registration process for the fully structured recruitment process, though they may get approval to publicize during the registration period subject to approval from the Vice President of Accountability.
  - vi. Chapters may begin COB activities after their registration for the fully structured recruitment process closes



- vii. Have all other rights and privileges of membership
- viii. Will abide by the Constitution, Bylaws, and policies in order to follow all procedures of the Panhellenic Association.
- ix. 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 joining the Panhellenic Council, as well as the documents listed below:
  - 1. Organization
    - a. Evidence of status as a registered student organization at the University of Maryland
    - b. Letter of endorsement from their inter/national headquarters (if application)
    - c. Name and contact information of the Chapter/Faculty Advisor
  - 2. Current membership list
  - 3. Current constitution and bylaws
  - 4. Insurance policy (if applicable)
  - 5. Chapter documents (Constitution, Bylaws, Standing Rules, ect)
  - 6. Policies and Programs
    - a. Inter/national risk management policy
    - b. Scholarship program
    - c. Outline of member education program
    - d. Outline of plans for community service and philanthropic events
    - e. Outline of the recruitment/retention plan
  - 7. 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.
  - 8. Following review by the Executive Board and Delegates, the application for membership must be approved by a majority 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 be subject to these University of Maryland Panhellenic Association bylaws, code of ethics, and any additional rules this Panhellenic Association may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Association that conflict with the NPC Unanimous Agreements shall be void.

### **Subsection i. Chapter Responsibilities.**

- a. 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.
- b. 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 \$75.00 fine each late day.

## **Article V. Officers and Duties**

### **Section 1. Executive Board.**

The officers of the University of Maryland Panhellenic Association Executive Board shall be President, Executive Vice President, Vice President of Accountability, Vice President of Recruitment, Vice President of Risk Management, Vice President of Public Relations, Vice President of Diversity, Equity, Inclusion, and Wellness, Vice President of Community Affairs, Vice President of Membership Development, and Vice President of Philanthropy and Service.

### **Section 2. Eligibility and Requirements.**

Eligibility to serve as an officer shall depend on meeting these requirements:

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

### **Section 3. 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.

- a. 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.
- b. Applicants who filled out a complete Panhellenic Executive Board Application and attended an interview with the Slating Committee, but were not slated for a position, can run from the floor provided they give at least three days notice to the chair of the Slating Committee.



#### **Section 4. Selection of the Executive Board.**

The offices of President, Executive Vice President, Vice President of Accountability, Vice President of Recruitment, Vice President of Risk Management, Vice President of Public Relations, Vice President of Diversity, Equity, Inclusion, and Wellness, Vice President of Community Affairs, Vice President of Membership Development, and Vice President of Philanthropy and Service of the University of Maryland Panhellenic Association at College Park shall be elected by a vote by the Delegates passing the slate.

The election process for the incoming Executive Board of the University of Maryland Panhellenic Association at College Park will proceed as follows:

1. The current 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.
2. The President will present the entire slate to the Presidents and Delegates in attendance.
3. The Delegates will vote on the slate in its entirety, should a majority of the delegates vote “Yes” on the slate, the slate will be approved, and elections will be adjourned.
4. In the event that the slate does not pass with a majority, candidates will be voted on in the following order: President, Executive Vice President, Vice President of Accountability, Vice President of recruitment, Vice President of Risk Management, Vice President of Public Relations, Vice President of Diversity, Equity, Inclusion, and Wellness, Vice President of Community Affairs, Vice President of Membership Development, and Vice President of Philanthropy and Service.
5. 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 the speech of each candidate.
6. 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).
7. In the event of a tie vote for the 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 5. Office-Holding Limitations.**

No more than two members from the same women’s fraternity shall hold office during the same term unless the Panhellenic Association votes to abstain from this requirement. The Slating Committee will take all other instances into consideration.

#### **Section 6. Term.**

The officers shall serve for a term of one year or until their successors are installed. The term of office will begin upon formal installation. Each officer must be an active member in good standing of their organization for the entirety of their term.



### **Section 7. Removal.**

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

### **Section 8. 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.

### **Section 9. 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 University of Maryland Panhellenic Association 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 at least three weeks in advance in order 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, except the Peer Accountability Board.
  - Communicate regularly with the Panhellenic advisor and stakeholders.
  - 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 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.

- Serve as a member of the Peer Accountability Board as needed.
- Train the newly elected President.
- Perform all other duties as assigned.

c. The Executive Vice President shall:

- Perform the duties of the President in their absence.
- Assist the President with duties as necessary.
- Preside at all meetings of the Panhellenic Delegates.
- 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 the annual NPC dues and all bills of the University of Maryland Panhellenic Association.
- Maintain updated financial records and give an annual report at the final Delegates meeting of their term.
- 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 the organization and current correspondence.
- Maintain PHA's recognition status with the university.
- Send meeting minutes to the NPC area advisor, chapter advisors, and Panhellenic Delegates.
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Serve as a member of the Peer Accountability Board as needed.
- Train the newly elected Executive Vice President.
- Perform all other duties as assigned.

d. The Vice President of Accountability shall:

- Serve as the Peer Accountability Officer.
- Serve as the chair of the Joint Panhellenic Association and Interfraternity Council Judicial Board and preside over meetings.
- 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 Peer Accountability Policy.



- Conduct Formal or Informal Judicial Hearings in accordance with the PHA/IFC Social Judicial Policy as appropriate.
  - Inform the Panhellenic Association of chapters on probationary status in the Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, and the Panhellenic Council.
  - Ensure that the Bylaws are updated yearly and as necessary.
  - Ensure that Social Judicial Policy is updated yearly and as necessary.
  - Plan values clarification and other accountability programming.
  - Be familiar with the NPC Manual of Information and all governing documents of this association.
  - Train the newly elected Vice President of Accountability.
  - Perform all other duties as assigned.
- e. The Vice President of Recruitment shall:
- Select and preside over the Recruitment Cabinet and Recruitment Team.
  - 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 freshman and transfer orientations with representatives from the Interfraternity Council, National Pan-Hellenic Council, and Multicultural Greek Council.
  - Coordinate and organize Panhellenic Previews within the first month of the fall semester.
  - Assist with the Rho Gamma Training Course (HESI318Y) in the fall semester.
  - Be familiar with the NPC Manual of Information and all governing documents of this association.
  - Serve as a member of the Peer Accountability Board as needed.
  - Train the newly elected Vice President of Recruitment.
  - 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.
  - 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.
  - Be familiar with the NPC Manual of Information and all governing documents of this association.
  - Train Social and Risk Management Charis 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 and Saturday nights when school is in session after the end of recruitment periods.
  - Serve as a member of the Peer Accountability Board as needed.
  - Train the newly elected Vice President of Risk Management.
  - Perform all other duties as assigned.
- g. 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.
  - 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-campus 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.
  - Serve as a member of the Peer Accountability Board as needed.
  - Train the newly elected Vice President of Public Relations.
  - Perform all other duties as assigned.
- h. The Vice President of Diversity, Equity, Inclusion, and Wellness shall:
- Be knowledgeable about diversity, equity, and inclusion issues.
  - Seek out information and resources about diversity and inclusion on campus.
  - Act as the point person for diversity and inclusion information and provide resources for the Executive Board.
  - Serve as a consultant for the 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 meetings with the Vice Presidents of Diversity and Inclusion from the Interfraternity Council, National Pan-Hellenic Council, Multicultural Greek Council, and Diversity and Inclusion Graduate Coordinator.



- Act as a resource for health and wellness concerns including sexual health, mental health, disordered eating, substance abuse, etc.
  - Lead meetings with Diversity and Inclusion chairs.
  - Serve as support for Diversity and Inclusion chairs' programming efforts.
  - Coordinate training & workshops for chapters, related to cultural appropriation, privilege/oppression, equity, etc.
  - Host at least one council program each semester.
  - Serve as a member of the Peer Accountability Board as needed.
  - Train the newly elected Vice President of Diversity, Equity, Inclusion, and Wellness.
  - Perform all other duties as assigned.
- i. The Vice President of Community Affairs shall:
- Represent the Panhellenic Association in all matters pertaining to the organization and execution of Homecoming Week and Spring Fest/Greek Week.
  - Connect with other student organizations and campus entities for joint programs and events.
  - Oversee Greek Alumni Network initiatives.
  - Serve as the representative for the University of Maryland Alumni Association.
  - Organize alumni programming events.
  - Serve as a member of the Peer Accountability Board as needed.
  - Train the newly elected Vice President of Community Affairs.
  - Perform all other duties as assigned.
- j. The Vice President of Membership Development shall:
- Host Junior PHA meetings and events every semester.
  - Organize speakers for the community.
  - Coordinate PHA Pride Week during the Spring semester.
  - Coordinate Hazing Prevention initiatives.
  - Create and promote Panhellenic Association scholarships to member chapters and select scholarship achievements.
  - Coordinate activities pertaining to the promotion of superior scholarship as a basic intellectual achievement.
  - Plan and coordinate the Panhellenic Pairs program.
  - Oversee Academic Chairs and New Member Educators from member chapters.
  - Serve as a member of the Peer Accountability Board as needed.
  - Train the newly elected Vice President of Membership Development.
  - Perform all other duties as assigned.
- k. The Vice President of Philanthropy and Service shall:
- Coordinate all philanthropy efforts and community service events.
  - Coordinate Meet the Philanthropies in the Fall semester.
  - Oversee the Clean City Project.



- Select a local non-profit or philanthropy by the end of the first full month of the term to benefit from Panhellenic Association Community Service and Philanthropic efforts for the term.
- Assign and oversee the community service activities of any chapter that opts to complete philanthropy rather than be assessed a fine when applicable.
- Assist Chapter Philanthropy Chairs advertise philanthropy events and fundraisers to the community.
- Work with a nonprofit or philanthropy to raise funds throughout the semester.
- Conduct sustainability events and work with DFSL to enhance Green Chapter and related initiatives.
- Serve as a member of the Peer Accountability Board as needed.
- Train the newly elected Vice President of Philanthropy and Service.
- Perform all other duties as assigned.

### **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, should the Vice President of Recruitment deem this disaffiliation necessary. During these times, officers will not wear chapter paraphernalia. At no time shall a Panhellenic Officer wear chapter paraphernalia to a recruitment related event hosted by the Panhellenic Association or Department of Fraternity and Sorority Life, including, but not limited to Meet the Greeks, First Look Fair, and Panhellenic Previews.

### **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 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 each semester. Executive Board Members will receive the first semester of dues after the Spring semester to be applied to the following semester, and the second semester of dues 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 other members of the Executive Board to receive the scholarship at the beginning of the Fall semester. This appeal is subject to the approval of the majority of the Executive 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 Peer Accountability Board.

## **Article VI. The Panhellenic Delegates**

### **Section 1. Authority.**

The governing body of the University of Maryland 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: annually review and adjust total as needed, determine dues, approve the annual budget, consider extension, set a calendar of events, determine programming, and establish recruitment rules and recruitment style. The Panhellenic Delegates shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights, and privileges of member organizations.

### **Section 2. Composition and Privileges.**

The University of Maryland Panhellenic Delegates shall be composed of one member from each regular, provisional, and associate member group at the 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 III 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. Duties and Responsibilities.**

Panhellenic Delegates shall:

- Attend all Panhellenic Council meetings.
- Support NPC Unanimous Agreements, policies, and procedures.
- Understand University of Maryland Panhellenic Association policies and procedures.
- Know when to consult their sorority's NPC delegate for assistance and advice regarding Panhellenic concerns.
- Be prepared and knowledgeable about Panhellenic concerns, the view of their member organization and chapter, and how to voice concerns to the Council.
- Present regular College Panhellenic Association reports at chapter meetings.
- Communicate all announcements in a timely manner to respective chapter officers and the chapter President.

### **Section 4. Selection of Delegates and Alternates.**

Delegates to the Panhellenic Association shall be selected by their respective women's fraternity chapters to serve for a term of one year commencing upon selection by the chapter.

### **Section 5. Delegate Vacancies.**

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within two weeks and to notify the Panhellenic Association Executive Vice President of their name, address, and telephone number.



### **Section 6. Regular Meetings.**

Regular meetings of the Panhellenic Delegates shall be held at 7:30PM on alternating Tuesdays, rotating through being hosted at one of each of the housed Panhellenic Fraternities, as established at the beginning of each academic term. Exact start time and place are subject to change upon at least a 12 hour notification to all Panhellenic Delegates.

### **Section 7. Special Meetings.**

Special meetings of the Panhellenic Delegates may be called by the president when necessary and shall be called upon the electronic or written request of no fewer than one-fourth of the member women's fraternities of the University of Maryland Panhellenic Association. Electronic or written notice of each special meeting of the Panhellenic Delegates shall be sent to each member of the Panhellenic Delegates at least 24 hours prior to convening the meeting.

### **Section 8. Quorum.**

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

### **Section 9. Vote Requirements.**

- A. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunities for chapter input before a vote may be taken on the issue.
- B. A majority of the voting Panhellenic Delegates 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.)
- C. In the event of a tie vote, the motion does not pass.
- D. 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. Executive Vice President
- c. Vice President of Accountability
- d. Vice President of Recruitment
- e. Vice President of Risk Management
- f. Vice President of Public Relations
- g. Vice President of Diversity, Equity, Inclusion, and Wellness
- h. Vice President of Community Affairs
- i. Vice President of Membership Development





j. Vice President of Philanthropy and Service

**Section 2. Duties.**

The Executive Board shall administer routine business between meetings of the Panhellenic Delegates and such other business as has been approved for action by the Panhellenic Delegates vote. At the next regular meeting of the Panhellenic Delegates, 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 Association.
- G. Represent the University of Maryland Panhellenic Association to Maryland organizations.
- H. Prepare the University of Maryland Panhellenic Association budget and administer the University of Maryland Panhellenic Association 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 Bylaws 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 weekly at 6:00PM on Tuesdays, rotating through being hosted at one of each of the housed Panhellenic Fraternities, as established at the beginning of each academic term. Regular meetings of the Executive Board will take place at the same location as the corresponding presidents or delegates meeting.

**Section 4. Special Meetings.**

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

**Section 5. Quorum.**

A 50% + 1 majority of Executive Board members shall constitute a quorum for the transaction of business.

**Article VIII. Attendance Policy**





### **Section 1. Timeline.**

Excuses for all mandatory events, including but not limited to delegates meeting, presidents meetings, and chair meetings, must be submitted to the Executive Board Member chairing the specific meeting at least one week prior to the event.

### **Section 2. Acceptable Excuses.**

Examples of acceptable excuses include the following:

1. Illness
2. Family Wedding, Emergency, or Commitment
3. Class/Internship
4. Exam/Class Sponsored Review Session with documentation provided ahead of time
5. Formal & Dated Chapter Events

In cases of unforeseen circumstances, please contact the Executive Board Member chairing the meeting as they can review the submitted excuse and make an unbiased decision after the week deadline has passed.

## **Article XI. The Panhellenic Advisor**

### **Section 1. Appointment.**

The Panhellenic advisor of the University of Maryland 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 Panhellenic Association. The Panhellenic advisor shall have a voice but no vote in all meetings of the Panhellenic Delegates and the Executive Board.

## **Article X. Committees**

### **Section 1. Standing Committees.**

The standing committees of the University of Maryland Panhellenic Association shall be the Judicial Board, Recruitment Cabinet, and all other Committees deemed necessary by the Executive Board at the time.

#### **Subsection i. Term.**

- a. The standing committee shall serve for a term of one year, which shall coincide with the terms of the officers.

#### **Subsection ii. General Requirements.**

- a. Only active and initiated undergraduate members can hold a committee position.
- b. Any problems with individual committee members will be dealt with by the executive board officer in charge of that committee.
- c. Committee members should not study abroad for a full semester throughout the duration of their term.



## **Section 2. Applications and Appointment for Committee Membership.**

- A. All committee applications will be distributed at least 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 of all committees except the Peer Accountability Board.

## **Section 3. Peer Accountability Board.**

The Peer Accountability Board must consist of the Vice President of Accountability as the presiding officer, two members of the University of Maryland Panhellenic Executive Board selected at random and rotated between accountability resolution meetings, and the Panhellenic advisor as an ex-officio non-voting member.

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 resolution meeting to adjudicate all alleged infractions of the NPC Unanimous Agreements and Policies, the Bylaws, and the Recruitment Agreement of the University of Maryland 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.

## **Section 4. 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 non-voting 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 fraternities about the Social Judicial Policy and Social Event Monitoring Policy. Should a chapter violate any joint policies, 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/Panhellenic Association Social Judicial Policy shall be conducted by members of the Interfraternity Council Judicial Board and member of the Panhellenic Association Judicial Board, as stated in the IFC/PHA Social Judicial Policy. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.



## **Section 5. Recruitment Cabinet.**

The Vice President of Recruitment shall preside over the Recruitment Committee. The Recruitment Committee shall consist of an Assistant Vice President of Recruitment, a Potential New Member Coordinator, a Rho Gamma Coordinator, and a Technology Chair. Any other position included on the Recruitment Cabinet is up to the discretion of the Vice President of Recruitment.

### **Subsection i. Responsibilities of the Assistant Vice President of Recruitment.**

- a. The Assistant Vice President of Recruitment shall:
  - i. Assume the duties of the Vice President of Recruitment in their absence.
  - ii. Assist with any and all aspects of the primary recruitment process.

### **Subsection ii. Responsibilities of the Potential New Member Coordinator.**

- a. The Potential New Member Coordinator shall:
  - i. Assist with the planning of tabling events, information sessions, and Potential New Member Kickoff.
  - ii. Serve as the primary contact for all Potential New Members throughout the Recruitment Process.

### **Subsection iii. Responsibilities of the Rho Gamma Coordinator.**

- a. The Rho Gamma Coordinator shall:
  - i. Assist during the Rho Gamma class when necessary.
  - ii. Lead the Rho Gammas during the term, leading up to, and all the way through the recruitment process.

### **Subsection iv. Responsibilities of the Technology Chair.**

- a. The Technology Chair shall:
  - i. Assist with Campus Director schedule changes and other technology issues that arise.
  - ii. Manage Potential New Member schedules and schedule conflicts.
  - iii. Handle all Slack notifications and channels during Primary Recruitment.

## **Section 6. Other Committees.**

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

## **Article XI. Finances**

### **Section 1. Fiscal Year.**

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

### **Section 2. Contracts.**



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

### **Section 3. Checks.**

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

### **Section 4. Payments.**

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

### **Section 5. Dues.**

- a. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- b. Panhellenic Association membership dues shall be an assessment per member and new member every semester. As of Spring 2017, dues are \$30 per member.
- c. Dues are determined the first month of each semester by using the chapter roster on file.
- d. The dues of each Panhellenic Association member fraternity shall be payable once a semester by date determined by the Executive Vice President.
- e. The Panhellenic Association Executive Board will present a budget to the chapter delegate to be voted on by the second delegates meeting of the spring 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 violation and according to the following fine system. Positions can be fined for missing any meeting set by the Panhellenic Executive Board as long as it is determined three weeks in advance.

#### **Subsection i. Fine System.**

- a. Non-attendance at delegates and presidents meetings is a \$25.00 fine.
- b. Non-attendance at chair meetings is a \$25.00 fine.
- c. Late dues are \$10.00 per week.
- d. Failure to submit 2 applications for the Judicial Board is a \$25.00 fine for each application missing.
- e. Failure to submit 2 applications for the Jr. PHA Program is a \$25.00 fine for each application missing.
- f. Failure to submit at least one application for any committee that requires representation from all 16 chapters is a \$25.00 fine.
- g. Non-attendance at Jr. PHA meetings are a \$25.00 fine.
- h. Chapter non-attendance at Panhellenic community service events is a \$100.00 fine.
  - i. Attendance below four members at Clean City Project is a \$10.00 fine for each member missing.
- i. Chapters who participate in events outside of the designated pairings during Greek Week/Spring Fest or Homecoming is a \$25.00 fine.



- j. Failure to submit the minimum required applications for Rho Gammas is a \$25.00 fine for each application missing.
  - i. Minimum applications are determined by the Vice President of Recruitment based on the proportion of each chapter to the whole community.

**Subsection ii. Fines.**

- a. All fines shall be paid within two weeks of notification. All fines shall be paid to the Executive Vice President. Late fines are \$10.00 per week.
- b. All fines received by chapters not pertaining to Panhellenic Membership Recruitment and Tailgates will be allocated to the designated Panhellenic Association philanthropies as stated in Article XV.
- c. All fines received by chapters pertaining to Panhellenic Membership Recruitment and Tailgates will be allocated to the reduction of Recruitment Registration Fees.

**Subsection iii. Grants.**

- a. The maximum amount for a grant shall be \$500.00 to each chapter per academic semester.
- b. A grant shall only be used for programming purposes that can be beneficial to the chapter or other chapters on campus. The grant money shall not be used for decorations, alcohol, or funding a philanthropy event.

**Section 7. Chapter Financial Transparency.**

Chapters are to provide the Executive Vice President with a comprehensive breakdown of the allocation of membership dues by the first day of each academic semester. Chapters are to submit proof of presentation of this breakdown to their active members each semester. In addition, chapters will be required to include any financial obligations not originally specified in membership dues. All merchandise that is required for attendance at a mandatory event, including but not limited to, recruitment and philanthropy events, must be included in the initial assessment of membership dues.

**Article XII. Extension**

**Section 1. Extension is the Process of Adding an NPC Women's Fraternity.**

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

**Section 2. Voting.**

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

**Article XIII. Violation Resolutions**

**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, 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. Peer Accountability Procedure.**

The University of Maryland College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC Guidelines for the Peer Accountability Process.

## **Article XIV. Hazing**

Per the Unanimous Agreements, the National Panhellenic Conferences 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 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 outlined in 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 education institution.

## **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 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 University of Maryland Panhellenic Association may adopt.

## **Article XVI. Philanthropy**

The philanthropies of the University of Maryland Panhellenic Association shall be determined at the beginning of each term through assessment of general Panhellenic member interest by the Panhellenic Vice President of Philanthropy and Service.

## **Article XVII. Nondiscrimination Clause & University Policies**



The Panhellenic Association does not restrict membership or discriminate on the basis of race color, creed, sex\*, gender identity or expression\*, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran, genetic information, personal appearance or on the basis of rights secured by the First Amendment of the United States Constitution.

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

The Panhellenic Association understands and is committed to fulfilling its responsibilities of abiding by the University of Maryland College Park policies.

### **Article XVIII. Statement on the Use of Gender-Neutral Pronouns**

The Panhellenic Association will continue to maintain our history as a women's only 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/their. Pronouns are not indicative of a person's gender identify 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 XIX. Amendment of Bylaws**

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

### **Article XX. Dissolution**

This College Panhellenic Association shall be dissolved when only one regular member exists at University of Maryland, College Park. 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.