

CONSTITUTION
of the
Panhellenic Council of Santa Clara, CA
(Santa Clara College Panhellenic Association)
Adopted January, 2004

Preamble

We, the representatives of the Panhellenic Council of Santa Clara, CA, recognizing the need for coordination and communication between the women's fraternities in Santa Clara, CA, will strive to serve as a unifying body, facilitating interactions and collaboration among individual chapters and providing a means of achieving the ideals and objectives of each individual chapter, the Panhellenic Council, and the Greek community as a whole."

Article I. Name

The name of this organization shall be "Panhellenic Council of Santa Clara, CA" also known as the "Santa Clara Panhellenic". The Panhellenic Council of Santa Clara, CA is affiliated with the National Panhellenic Conference.

Article II. Objective

The objective of the Panhellenic Council of Santa Clara, CA shall be to develop and maintain fraternity life, unity among member fraternities, and interfraternity relations at a high level of accomplishment and in so doing:

1. Consider the goals and ideals of member groups as continually applicable to university life.
2. Promote superior scholarship as basic to intellectual achievement.
3. Cooperate with member fraternities to promote high social and moral standards.
4. Defend and uphold the ideals of the Greek fraternal system.
5. Facilitate the enrollment of new members to the Greek fraternal system.
6. Provide leadership development opportunities for all members.
7. Act in accordance with National Panhellenic Conference Unanimous Agreements and policies.
8. Enforce policies through judicial committee investigation, mediation, and determination of penalties.
9. Act in accordance with such rules established by the Panhellenic Council while refraining from violating the sovereignty rights and privileges of member fraternities.

Article III. Membership

Membership in the Panhellenic Council of Santa Clara, CA will not be denied to anyone on the basis of race, religion, national origin, age, disability, veteran's status or sexual orientation, except as sanctioned by law. (California Administrative Code, Title 5, Section 41500; Educational Amendments of 1972, Title IX)

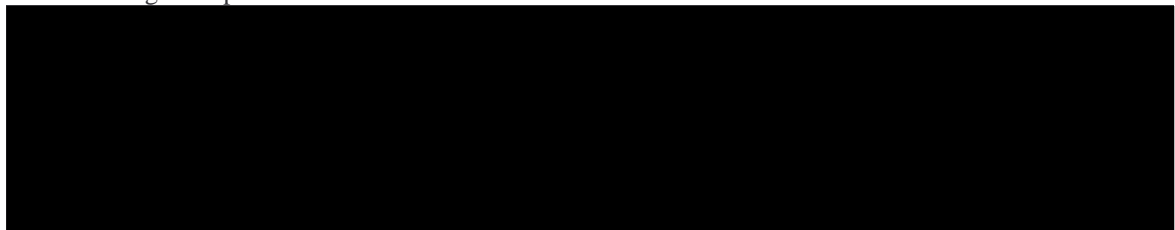
1. There shall be two classes of membership: Active and Associate.
 - a. Active membership of the Panhellenic Council of Santa Clara, CA shall be composed of all chapter members in good standing belonging to any of the National Panhellenic Conference fraternities in Santa Clara. The founding dates of the Active members shall be recognized as:

Alpha Phi	1976
Delta Gamma	1987
Kappa Alpha Theta	2003
 - b. The Associate membership of the Panhellenic Council of Santa Clara, CA shall be composed of all colony members in good standing of National Panhellenic Conference colonies or pledged chapters and non-National Panhellenic Conference women's fraternities in Santa Clara as have been approved for membership by the Panhellenic Council. The Associate Members shall be listed with their dates of acceptance into membership of the Santa Clara College Panhellenic Association. Upon the formal installation of a colony as proclaimed by the national office of said colony, active membership in the Panhellenic Council of Santa Clara, CA will be granted.

Article IV. Executive Board

1. The Executive Board of the Panhellenic Council of Santa Clara, CA shall be comprised by the following Executive Officers:
 - A. President
 - B. Vice-President Programming
 - C. Vice-President Recruitment
 - D. Vice-President Administration
 - E. Vice-President Public Relations
 - F. Vice-President Scholarship
2. Panhellenic Executive Officers shall be members of fraternities holding active membership in the Panhellenic Council of Santa Clara, CA. Members of fraternities holding associate membership in the Panhellenic Council of Santa Clara, CA shall not be eligible to hold Executive Board office.
3. Panhellenic Executive Officers must be elected or appointed by their chapter.
4. Panhellenic Executive Officers must be a full-time student during the entire tenure of her office.
5. Panhellenic Executive Officers must be in good standing with their chapter to be eligible for office.
6. Panhellenic Executive Officers must have at least a 2.25 previous quarter Grade Point Average and a 2.50 cumulative Grade Point Average to be eligible for office and maintain at least a 2.50 Grade Point Average throughout their term of office.
7. Panhellenic Executive Officers shall have been a member of their chapter for a minimum of one-year (including their new member period) or be installed as a charter member of their organization.
8. Panhellenic Executive Officers must have participated in recruitment as a formal member of their chapter or be installed as a charter member of their organization.
9. Beginning in 2005, the Panhellenic President, VP Programming, and VP Recruitment must have served a minimum of one year as part of the Panhellenic Council either as a delegate, alternate delegate, or appointed officer.
10. Panhellenic Executive Officers shall not serve on the Executive Board of her chapter of membership.
11. The Executive Offices of the Panhellenic Council of Santa Clara, CA shall be held in rotation by each of the active members of the Panhellenic Council of Santa Clara, CA in order of its establishment in Santa Clara. Upon the introduction of an additional active member to the Panhellenic Council of Santa Clara, CA, that member shall be worked into the officer rotation so that at the next round of officer elections, the chapter has Executive Officer representation.

The following table provides an outline for the officer rotation:



Note: The 2008-2009 school year would be the same as the 2005-2006 school year so that a rotation cycle is maintained.

12. Panhellenic Executive Officer may not concurrently hold a Panhellenic appointed office or serve as a Panhellenic delegate or alternate delegate.
13. Panhellenic Executive Officers shall serve a term of one-year beginning with the last Panhellenic Council Executive Board's completion of term and ending with the installation of the new Executive Officers.
14. When an Executive Officer vacancy occurs, it shall be the responsibility of the fraternity concerned to select a replacement within two weeks and to notify the Panhellenic Council Secretary of her name, address, and telephone number.

Article V. Appointed Officers

The Panhellenic Council of Santa Clara, CA reserves the right to appoint officers according to their discretion.

1. Panhellenic Appointed Officers shall be members of fraternities holding active or associate membership in the Panhellenic Council of Santa Clara, CA.
2. Panhellenic Appointed Officers must be unanimously approved by **ALL** active member chapters.
3. Panhellenic Appointed Officers must be a full-time student during the entire tenure of her office.
4. Panhellenic Appointed Officers must be in good standing with their chapter to be eligible for office.
5. Panhellenic Appointed Officers must have at least a 2.25 previous quarter Grade Point Average and a 2.50 cumulative Grade Point Average to be eligible for appointment and maintain at least a 2.50 Grade Point Average throughout their term of office.
6. Panhellenic Appointed Officers shall have been an initiated member of their chapter for a minimum of one quarter.
7. Panhellenic Appointed Officers may not concurrently hold a Panhellenic Executive Board office or serve as a Panhellenic delegate or alternate delegate.
8. Panhellenic Appointed Officers shall serve a term of consistent with the scope of the duties of the office.
9. The Panhellenic Council will be responsible for distributing an interest application and officer description to all member groups at least 6 weeks before the Appointed Officer should report to the Panhellenic Council.

Article VI. Delegates and Alternate Delegates

1. Each active and associate member chapter shall elect one official delegate and one alternate delegate to serve on the Panhellenic Council.
2. Panhellenic Delegates/Alternate Delegates must be elected or appointed by their chapter.
3. Panhellenic Delegates/Alternate Delegates must be a full-time student during the entire tenure of her office.
4. Panhellenic Delegates/Alternate Delegates must be in good standing with their chapter to be eligible for office.
5. Panhellenic Delegates/Alternate Delegates must have at least a 2.25 previous quarter Grade Point Average and a 2.50 cumulative Grade Point Average to be eligible for appointment and maintain at least a 2.50 Grade Point Average throughout their term of office.
6. Panhellenic Delegates/Alternate Delegates shall have been an initiated member of their chapter for a minimum of one quarter.
7. Panhellenic Delegates/Alternate Delegates may not concurrently hold a Panhellenic Executive Board office or Panhellenic Appointed Office.
8. Panhellenic Delegates/Alternate Delegates shall serve a term of one year beginning with the last Panhellenic Council Executive Board's completion of term and ending with the installation of the new Executive Board officers.
9. When an official delegate vacancy occurs, the alternate delegate shall become the official delegate. If an alternate delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to select a replacement within two weeks and to notify the Panhellenic VP of Communication of her name, address, and telephone number.

Article VII. Meetings

1. Regular, weekly business meetings of the Panhellenic Council will be determined by the Executive Board officers at the beginning of their term and may be adjusted on a quarterly basis based upon the officers' schedules. The Executive Board will determine the place where the meeting will be held at the beginning of their term. Meetings are open to all members, including active and associate members of the Panhellenic Association. Meetings may be closed to non-members of the Association.
2. Special meetings of the Panhellenic Council of Santa Clara, CA may be called by the President when necessary or by vote of the Panhellenic Council.
3. The delegate or alternate delegate from each active or associate member fraternity shall be responsible for attending and notifying her chapter members of all regular and special meetings and the business of the Santa Clara College Panhellenic Association.
4. The President may also conduct Presidential roundtable sessions with all the active and associate member chapters of the Panhellenic Association as well as the presidents of the men's fraternities and the local Greek organizations. The Presidents' Roundtable shall be conducted in accordance with the following guidelines:

- A. The Presidents' Roundtable shall exist in order to form a more cohesive interaction among existing organizations within the Greek community. The main goal is to insure harmony between chapters and as members of the University community, provide for discussion on common issues, and promote the general welfare of the Panhellenic Association.
- B. The Presidents' Roundtable shall serve at an advisory level, which incorporates rules and equity arising under individual chapter constitutions and the Panhellenic Association constitution and by-laws.
- C. The Presidents' Roundtable shall not have the power to enact any policies/legislation, or bind the member chapters or the Panhellenic Association to any agreements.
- D. Any action the Presidents' Roundtable takes will be subject to and dependent upon the advice and consensus of the Panhellenic Association and all other involved parties. The Panhellenic Association supersedes the advisory-based capacity of Presidents' Roundtable in all situations. The suggestions of the Presidents' Roundtable however, shall be considered in the deliberations of the Panhellenic Association.

Article VIII. The Panhellenic Council

The administrative body of the Panhellenic Council of Santa Clara, CA shall be the Santa Clara Panhellenic Council.

- 1. It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the Panhellenic Council of Santa Clara, CA and to compile rules governing the Panhellenic Association, including recruitment and pledging, which do not violate the sovereignty, rights and privileges of the member fraternities.
- 2. Membership: The Panhellenic Council shall be composed of the Panhellenic Executive Officers, the Panhellenic Appointed Officers, and the delegate or alternate delegate from each active and associate member fraternity.
- 3. The officers of the Panhellenic Council of Santa Clara, CA shall serve as the officers of its Panhellenic Council. These officers shall serve as the Executive Board of the Panhellenic Council and shall have such powers and duties as are prescribed in the Bylaws of the Santa Clara College Panhellenic Association.
- 4. Full attendance of all active member fraternities (either delegates or alternate delegates) shall constitute a quorum for the transaction of business.
- 5. The voting body of the Panhellenic Council of Santa Clara, CA shall be the Panhellenic Council.
 - A. The voting members of the Panhellenic Council shall be either the official delegate or alternate delegate of each fraternity holding active membership. Each chapter shall have one (1) vote.
 - B. A 2/3 approval of the active voting members of the Panhellenic Council shall be required to carry all questions except:
 - 1. to grant active or associate membership to the Santa Clara College Panhellenic Association, in which case an unanimous vote is required.
 - 2. to approve the Recruitment Rules in which case an unanimous vote is required.
 - 3. to approve amendments to the Panhellenic Constitution or Bylaws in which case an unanimous vote is required.
 - C. Delegates or alternate delegates shall vote their chapter's directed vote in all matters.
 - D. All active members of the Panhellenic Council shall have a vote if their chapter is in good standing with Panhellenic.
 - E. A motion must be presented to the Panhellenic Council at least one meeting prior to its intended vote in order to be given consideration by the member fraternities.
- 6. Attendance:
 - A. The member chapters shall assure attendance by a delegate, alternate delegate, or required number of participants at all meetings, special meetings and activities sponsored or co-sponsored by the Panhellenic Association.
 - B. If an active member chapter is not represented by their delegate or alternate delegate without good reason or prior knowledge at a Panhellenic business meeting, a twenty-dollar (\$20.00) fine will be assessed to that chapter. In addition, unanimous agreement by the member chapters present will carry the vote. If a member chapter is not represented at two meetings during a quarter, their delegation will be asked to resign and must be replaced by the represented chapter.
 - C. Judiciary procedures may be followed if a member chapter fails to participate in a mandatory Panhellenic sponsored activity without good reason and advance notice.

Article IX. The Executive Board

The executive board shall:

1. Have the right to appoint all standing and special committees and their chairperson/Appointed Officer and in doing so, shall recognize representation from all member fraternities.
2. Administrate routine business between the meetings of the Panhellenic Council when advisable and such other business as has been approved for action by Panhellenic Council vote.
3. Report all action taken by the executive board at the next regular meeting of the Panhellenic Council.
4. Ask for the resignation of an Executive Officer, Appointed Officer, or Delegate/Alternate Delegate if she is absent from two (2) Panhellenic Council or Executive Board meetings per quarter without a legitimate excuse or prior knowledge, or in the opinion of the Executive Officers, she has failed to fulfill her duties.
5. Have the power to cancel a regularly scheduled meeting of the Panhellenic Council with at least one day's advance notice to all member fraternities.

Article X. Committees

The Executive Board of the Panhellenic Council of Santa Clara, CA reserves the right to establish standing and special committees according to their discretion.

1. The descriptions, membership and duties of standing committees will be recorded in the Panhellenic Council of Santa Clara, CA By-laws
2. Special Committees shall be created by the Executive Board as necessary for a specified amount of time, which expires at the end of that Executive Board's tenure.

Article XI. Unanimous Agreements and Policies

1. All members of the Panhellenic Council of Santa Clara, CA shall act in accordance with the NPC Unanimous Agreements.
2. All members of the Panhellenic Council of Santa Clara, CA shall also be bound in conduct by the Santa Clara College Panhellenic Association rules: This Constitution and Bylaws and any other standing rules approved by the Panhellenic Council (such as Recruitment Rules).
3. All Santa Clara College Panhellenic Association rules and policies shall be in harmony with those currently established by National Panhellenic Conference.

Article XII. Alcohol Policy

The Panhellenic Council of Santa Clara, CA shall not sponsor or co-sponsor, promote, or other endorse events where alcohol is present.

Article XIII. Violations

1. Violation of any regulations of this Constitution or its related Bylaws, of recruitment rules, of rules concerning matters other than recruitment of the National Panhellenic Conference UNANIMOUS AGREEMENTS shall be the occasion for penalties established by the Santa Clara College Panhellenic Council in conformity with those recommended by National Panhellenic Conference.
2. Any dispute growing out of the violation of Panhellenic Association rules and regulations shall be adjusted through the arbitration principles of the National Panhellenic Conference.

Article XIV. Amendments

The Constitution may be amended by a unanimous vote of the voting members of the Santa Clara College Panhellenic Council provided proposed amendments are presented in writing at least one week prior to the intended vote to the delegates, the Executive Board, and appointed officers.

BYLAWS
of
Panhellenic Council of Santa Clara, CA
(Santa Clara College Panhellenic Association)
Adopted January 2004

Article I. Finance

1. Fiscal Year: The fiscal year of the Panhellenic Council of Santa Clara, CA shall be from September 1 to August 31.
2. Expenditures: The Panhellenic President or Vice-President Administration MUST pre-approve all expenditures.
3. Checks:
 - A. All checks issued on behalf of the Panhellenic Council of Santa Clara, CA shall be authorized by the Panhellenic President or the Vice-President Administration.
 - B. One of the following signatures is required for reimbursements and payments: the Panhellenic President or the Vice President Administration. It is further expected that the signing officer is not a payee.
4. Contracts: The signature of the Panhellenic President and Vice President of Programming, each from separate fraternities, shall be required to bind the Panhellenic Association.
5. All payments due to the Panhellenic Council of Santa Clara, CA shall be made to the Vice President Administration who shall record and deposit them.
6. Membership Dues:
 - A. The dues of the Panhellenic Council of Santa Clara, CA shall be assessed at the beginning of each academic quarter.
 - B. The amount of dues paid by fraternities with Active membership status shall be five dollars (\$5) per initiated and new member each quarter. This includes only members who will participating in Panhellenic events for the quarter (ex. Chapters do not have to pay fall quarter dues for members who are studying abroad fall quarter or for members on special status who do not have privileges to participate in chapter events).
 - C. The amount of dues paid by fraternities who are given Associate membership status shall be voted on by the Panhellenic Council at the beginning of their association. This shall entitle the Associate member fraternity attendance and participation in all programs and activities sponsored by the Panhellenic Council of Santa Clara, CA.
 - D. The dues of the Panhellenic Council of Santa Clara, CA will be due and payable on or before the third Monday of each quarter.
 - E. Late payment of dues: Member fraternities will be fined 10% of the total bill and lose participation rights in Panhellenic Council sponsored and implemented programs until all outstanding bills have been paid.
7. The Panhellenic Council may assess special fees, approved by the voting members of the Council, for activities and projects as the need arises.

Article II. Hazing

Definition: In accordance with NPC Manual of Information section:

1. Active and Associate chapters and chapter members of the Panhellenic Council of Santa Clara, CA may not engage in any hazing activities.
2. Enforcement
 - A. It shall be the specific responsibility of the Chapter President to see that this policy is communicated to all members and to see that her chapter strictly adheres to the policy.
 - B. All accounts of hazing or potential hazing will be taken very seriously. The Panhellenic Council has the right to call a hearing with any chapter accused of participating in any form of hazing. The Panhellenic Council may leverage appropriate penalties against the chapter if hazing occurred. The national/international office of a sorority will be notified of any hazing charges pending against their chapter and will be informed of the disposition of the case. For serious or repeated violations, the national/international office will be requested to take appropriate corrective action, in addition to the sanctions imposed by the Panhellenic Council.

Article III. Selection of Officers

1. The offices of the Executive Board of the Panhellenic Council of Santa Clara, CA shall be held in rotation by each National Panhellenic Conference fraternity chapter.
2. The member groups are responsible for electing or appointing the required Panhellenic Council Executive Board Officers, Delegates, and Alternate Delegates to represent them on the Panhellenic Council.
3. In the event of a resignation/vacancy of an Executive Board officer, Delegate, or Alternate Delegate, the member group from which the vacancy occurred must elect or appoint a replacement within 2-weeks. If a replacement is not chosen within two weeks, the member group will become not-in-good-standing with the Panhellenic Council and loses membership privileges until the vacancy is filled.

Article IV. Executive Board Officer Duties

1. The President shall:
 - A. Assume the general responsibility of the functioning of the College Panhellenic Association.
 - B. Call and preside at Panhellenic Council meetings, Panhellenic Executive Board meetings and establish agendas for such meetings.
 - C. Serve as an official representative of the Panhellenic Council to the President's Roundtable, or other Greek Councils.
 - D. Review the Constitution and Bylaws and propose necessary changes annually.
 - E. Review and approve all contracts involving the Panhellenic Association.
 - F. Sign/Co-sign checks as required.
 - G. Maintain a complete up-to-date President's file which will include a copy of the current Panhellenic Association Constitutions, Bylaws, and Standing Rules (Recruitment Rules); the current Panhellenic Association's budget and calendar; the current NPC *Manual of Information* and related materials; current correspondence and materials received from the NPC Area Advisor; copies of the College Panhellenic Reports to the Area Advisor and other pertinent materials.
 - H. Be accessible and available during winter and summer breaks as needed.
 - I. Report as required to the National Panhellenic Conference Area Advisor.
 - N. Plan and execute Officer Transition & new officer training with the incoming President.
 - O. Prepare NPC Award application for a minimum of one of the following: Excellence Award or Leadership Award.
 - P. Be publicly unaffiliated from her chapter from the first day of freshmen orientation until the end of formal recruitment, as specified in the recruitment rules.
 - Q. Promote Panhellenic Spirit.
 - R. Perform all other duties usually pertaining to this office.
2. Vice President Programming shall:
 - A. Attend all Panhellenic Council and Executive Board meetings
 - B. Perform the duties of the President in her absence, inability to serve, or at her call.
 - C. Chair the Judicial Committee and enforce the Panhellenic Constitution & Bylaws and Recruitment Rules as needed.
 - D. Be responsible for keeping a current calendar of all Panhellenic events, major chapter events, and major campus events.
 - E. Coordinate the Greek Awards application packets and the Greek Awards Reception as required.
 - F. Coordinate Greek Weekend and other Greek special programming
 - G. Coordinate Panhellenic educational programming such as joint open chapter meetings and new member educational programming.
 - H. Maintain a complete up-to-date VP Programming file which will include a copy of the current Panhellenic Association Constitutions, Bylaws, and Standing Rules (Recruitment Rules); a copy of the Panhellenic Calendar for the entire school year; the current NPC *Manual of Information* and related materials and other pertinent materials.
 - I. Prepare NPC Award application for Progress Award.
 - J. Be publicly unaffiliated from her chapter from the first day of freshmen orientation until the end of formal recruitment, as specified in the recruitment rules. Promote Panhellenic Spirit.
 - K. Promote Panhellenic Spirit.
 - L. Perform all other duties usually pertaining to this office.

3. Vice President Recruitment shall:
 - A. Attend all Panhellenic Council and Executive Board meetings
 - B. Assume responsibility for the annual review and updates to the Recruitment Rules.
 - C. Coordinate the Pre-Recruitment events including chapter pre-recruitment events, and potential member informational events.
 - D. Be responsible for updating all Recruitment manuals for Potential New Members and Recruitment Counselors with approval from the Recruitment Committee.
 - E. Coordinate continuous recruitment programs designed at reaching out for new members with attention to greater diversity.
 - F. Maintain a list of all Continuous Open Bids given for one year to the date of which they were distributed.
 - G. Organize Recruitment Counselor selection and training.
 - H. Prepare and submit an annual Recruitment Report to the NPC Area Adviser.
 - I. Keep organized Recruitment statistics throughout Formal Membership Recruitment.
 - J. Maintain a complete up-to-date VP Recruitment file which will include a copy of the current Panhellenic Association Constitutions, Bylaws, and Standing Rules (Recruitment Rules); the current Panhellenic Association's budget and calendar; the current *NPC Manual of Information* and related materials; current correspondence and materials received from the NPC Area Advisor; copies of the Recruitment Reports to the Area Advisor and other pertinent materials.
 - K. Prepare NPC Award application for Membership Recruitment Award.
 - L. Be publicly unaffiliated from her chapter from the first day of freshmen orientation until the end of formal recruitment, as specified in the recruitment rules.
 - M. Promote Panhellenic spirit.
 - N. Perform all other duties usually pertaining to this office.

4. Vice President Administration shall:
 - A. Attend all Panhellenic Council business and Executive Board meetings
 - B. Keep an up-to-date roll of the members of Panhellenic Council and call it at all Council meetings.
 - C. Keep full minutes of all meetings and record all actions taken by the Panhellenic Council.
 - D. Be responsible for the preparation of the annual budget (providing it to the member fraternities after its approval by the council).
 - E. Be responsible for the general supervision of the finances (maintenance of the bank account) of the Panhellenic Council.
 - F. Collect chapter dues by the third Monday of each quarter.
 - G. Receive all payments due to the Panhellenic Council, collect all dues and fines, give receipts, and be responsible for the prompt payment of all bills.
 - H. Give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of office.
 - I. Maintain a complete up-to-date VP Administration file which will include a copy of the current Panhellenic Association Constitutions, Bylaws, and Standing Rules (Recruitment Rules); the current Panhellenic Association's budget and financial records for the last 3 years; the current Panhellenic calendar; minutes of all meetings for the last 3 years; copies of all contracts from the last 5 years; *NPC Manual of Information* and related materials; current correspondence and materials received from the NPC Area Advisor and other pertinent materials.
 - J. Assist officers in preparing, copying, and mailing NPC Award Applications.
 - K. Serve as a Recruitment Counselor during Formal Membership Recruitment.
 - L. Promote Panhellenic spirit.
 - M. Perform all other duties usually pertaining to this office.

5. Vice President Public Relations shall:
 - A. Attend all Panhellenic Council business and Executive Board meetings.
 - B. Be responsible for the official correspondence of the Panhellenic Council unless provided for otherwise.
 - C. Be responsible for publishing press releases on behalf of the Panhellenic Council.
 - D. Coordinate all the advertising and promotion of the Panhellenic Council including t-shirts, promotional items, posters, etc.
 - E. Coordinate all the advertising and promotion of pre-recruitment and recruitment events including t-shirts, promotional items, posters, etc. with approval from the Recruitment Committee
 - F. Be responsible for maintaining an up-to-date website on behalf of the Panhellenic Council.
 - G. Coordinate a quarterly sisterhood activity among the member groups.
 - H. Coordinate an annual new member social activity among the member groups.
 - I. Assist the VP Programming in conducting image and PR programming.
 - J. Keep current statistics concerning the number of initiated members and new members of each Panhellenic Association member fraternity.
 - K. Coordinate fundraising efforts on behalf of the Panhellenic Association.
 - L. Promote individual chapter Philanthropy events.
 - M. Be responsible for planning and implementing an annual Panhellenic philanthropy event.
 - N. Maintain a complete up-to-date VP Sisterhood & Philanthropy file which will include a copy of the current Panhellenic Association Constitutions, Bylaws, and Standing Rules (Recruitment Rules); the current Panhellenic Association's budget & calendar; the current NPC *Manual of Information* and related materials; a listing of the Greek philanthropic events for the last year and other pertinent materials.
 - N. Prepare NPC Award application for for a minimum of one of the following: Public Relations Award or Philanthropy Award.
 - O. Serve as a Recruitment Counselor during Formal Membership Recruitment.
 - P. Promote Panhellenic spirit.
 - Q. Perform all other duties usually pertaining to this office.

6. Vice President Scholarship shall:
 - A. Attend all Panhellenic Council and Executive Board meetings.
 - B. Be responsible for compiling the quarterly "All-Sorority" GPA and reporting this to the Panhellenic Council.
 - C. Recognize outstanding scholastic achievement on a quarterly basis such as Greek scholars (> 3.5) and 4.0 scholars.
 - D. Plan and implement an annual interview/resume workshop.
 - E. Plan and implement an annual scholarship dinner/recognition event in conjunction with Greek Awards.
 - F. Promote Order of Omega and other Greek honor societies.
 - G. Maintain a complete up-to-date President's file which will include a copy of the current Panhellenic Association Constitutions, Bylaws, and Standing Rules (Recruitment Rules); the current Panhellenic Association's budget and calendar; the current NPC *Manual of Information* and related materials; a listing of the All-Sorority GPA, All-women's GPA and the overall student GPA for each quarter from the last 3 years and other pertinent materials.
 - H. Prepare NPC Award application for Scholarship Award.
 - I. Serve as a Recruitment Counselor during Formal Membership Recruitment.
 - J. Promote Panhellenic spirit.
 - K. Perform all other duties usually pertaining to this office.

Article V. Duties of Appointed Officers

The Panhellenic Council of Santa Clara, CA reserves the right to appoint officers according to their discretion and will thereby prescribe their duties with an amendment to the bylaws.

Article VI. Duties of Panhellenic Delegates and Alternate Delegates

1. Either the Delegate or Alternate Delegate from each chapter must be in attendance at all Panhellenic Council meetings and activities.
2. Vote, in consultation with their chapters, on all issues regarding the Santa Clara College Panhellenic Association.
3. Act as a liaison between their chapter and the Panhellenic Association so that the chapter is updated about Panhellenic events & activities and the Panhellenic Council is updated about chapter events & activities.
4. Provide current statistics concerning the number of initiated members and new members of their fraternity to the VP Public Relations at the beginning of each quarter.
5. Assist in the training of the next delegate(s) from their chapter.
6. Promote Panhellenic spirit
7. Perform all other duties usually pertaining to this office.

Article VII. Duties of Standing Committees

1. The Recruitment Committee shall be comprised by the following members:
 - A. Panhellenic President
 - B. Panhellenic VP Recruitment (acting organizer & committee chair)
 - C. Panhellenic VP Public Relations
 - D. Chapter Recruitment Chair (one per chapter)
 - E. Panhellenic Advisor - Ex-Officio Member
 - F. Chapter Recruitment Advisor - Ex-Officio Member
 - G. Chapter Alumna Advisor may serve as a member of the committee in the absence of the Recruitment Advisor
2. Responsibilities of the Recruitment Committee shall be the following:
 - A. To plan and carry out all Panhellenic Recruitment functions, including all Pre-Recruitment events.
 - B. Attend all Panhellenic Recruitment Committee meetings with at least two weeks prior notice. Non-attendance signifies acceptance of any decisions reached during that meeting.
 - C. Approve the Recruitment Code of Ethics on an annual basis
 - D. Draft and recommend Recruitment Rules including:
 1. Times and dates of Recruitment functions
 2. Recruitment fees
 3. Recruitment expenditures
 4. Guidelines for chapter recruitment events
 5. Guidelines for Formal Membership Recruitment and Continuous Open Bidding
 - E. Ensure that the Recruitment Rules are given to the chapters and/or chapter executive committees for review and approval.
 - F. Review and approve all Recruitment literature (Panhellenic t-shirts, advertisements, flyers, brochures, manuals, registration forms, etc.)

The Panhellenic Council of Santa Clara, CA reserves the rights to appoint additional standing committees according to their discretion and will thereby prescribe their duties with an amendment to the bylaws.

Article VIII. New Members and Initiation

1. A woman must be a regularly matriculated student to be eligible for recruitment and membership.
2. A Panhellenic Association member fraternity may not issue an invitation to membership (bid) or formally pledge a woman during any academic recess.
3. A new member may be initiated whenever she has met the requirement of the fraternity to which she is pledged.

Article IX. Standing Rules For Extension

1. Authority
The Panhellenic Council of the Panhellenic Council of Santa Clara, CA shall be responsible for establishing and implementing extension procedures.
2. Voting
 - A. By an unanimous vote, the Panhellenic Council may open Santa Clara for extension to another National Panhellenic Conference Sorority.
 - B. Such a vote will initiate the extension process outlined in the following sections.

3. The Extension Committee
The Extension Committee shall consist of:
Panhellenic VP of Programming & Philanthropy serving as Extension Committee Chairperson (ex-officio)
Panhellenic President (vote only in case of a tie)
Panhellenic Advisor or Alumnae Representative (ex-officio)
One representative from each of the NPC Sororities in Santa Clara
4. Process
 - A. The Extension Committee will meet and study if there is a need for extension. The Panhellenic chapters must approve the decision for Extension by a 2/3-majority vote. Then the Extension Committee will draft a letter to the National Panhellenic Conference Extension Committee, declaring the campus open for extension.
 - B. The Extension Committee will draft a letter to all NPC fraternities that do not have active chapters in Santa Clara, providing relevant statistics and a timetable for the Extension process including a deadline to submit an application of interest.
 - C. The Extension Committee will review submitted materials and may request further information from those NPC fraternities showing the greatest promise.
 - D. The Extension Committee will give all NPC fraternities, which formerly held chapters in Santa Clara, special consideration during the review of materials.
 - E. NPC fraternities which miss the first deadline or which do not meet the criteria set forth below will be advised that they will not continue in the process.
 - F. Presentations
 - 1) The top few National Panhellenic Conference fraternities selected by the committee will be invited to make a formal presentation to the Extension Committee.
 - 2) All travel and lodging expenses incurred by presentation teams shall be the responsibility of the respective fraternity.
 - 3) Extension should be a mutual selection process between the College Panhellenic and interested fraternities. Following the presentations, the fraternities which present will be asked to make the commitment that they will colonize on the campus if asked. This commitment is required before the final invitation to colonize is extended to any of the fraternities that gave presentations.
 - G. Based on the criteria listed below, following presentations, the Extension Committee will select the fraternity it believes would have the greatest chance of success in Santa Clara. On behalf of the Panhellenic Council, the Extension Committee will write a letter of invitation to the selected fraternity.
 - H. The Panhellenic Extension Committee Chairperson or Panhellenic Advisor shall notify the other fraternities that made presentations and the National Panhellenic Conference Extension Committee Chairperson of the Panhellenic Associations' decision.
5. Criteria
The Extension Committee in their judgment will use the following criteria
 - A. National Strength:
 - 1) Number of total chapters chartered to date (nationwide)
 - 2) Number and list of active chapters (nationwide)
 - 3) Number of chapters in California, Nevada, Arizona. List location and size of each.
 - 4) The number of chapters lost in the last five years and reason for closure.
 - 5) The national ratio of women pledged to the women initiated during the previous academic year.
 - 6) If the fraternity had a chapter in Santa Clara, please give the dates the chapter was active and describe the circumstances that led to its closing.
 - B. Success of recent colonizations:
 - 1) Number of colonies (nationwide)
 - 2) The number of colonies that have been established in the past five years. List campuses, current chapter sizes and dates of colonization. Colonies, which were established in the last five years but are now inactive, should be included.
 - 3) Permission for the Extension Committee to contact the Greek Affair staffs on these campuses and obtain their comments on colonization.
 - C. Local Alumnae:
 - 1) Information about the total number of alumnae and active alumnae organizations in the Northern California area, particularly the San Jose and South Bay area.
 - 2) Name, address, and telephone number of the person in charge of the most local alumnae organization.

- 3) Names and telephone numbers of Alumnae living in the greater Santa Clara area and South Bay area only who are committed to working with the chapter. At least 5 must be willing to be actively involved.
 - 4) Commitment to recruit, appoint, train and retain at all times at least one locally based chapter advisor.
- D. Financial: Statement of all national costs associated with membership in the sorority and financial policies.
- M. Colonization Procedures:
- 1) National standards for establishing colonies and recognizing chapters.
 - 2) A plan for colonization of a chapter in Santa Clara. These are quality regulations of what proposed colonization procedures minimally should be:
 - a. An orderly colonization procedure outlined in writing and previously tested on other campuses.
 - b. Plans for recruitment staff including college members from other campuses and national and province officers.
 - c. Financial backing for the colony's recruitment
 - a. Plans for training of colony officers and members.
 - 3) Statement of housing plans and available resources
 - 4) Commitment to provide national recruitment assistance for colony during first two years
 - 5) National plan for support once the colony is chartered.
 - 6) Support Staff- including graduates counselors and field representatives as well as colonization team. The following will be the minimum standards for this category:
 - a. There must be a designated field representative or graduate counselor to work with the colony and new chapter for the period of at least one school year.
 - b. There must be one national officer who assumes responsibility for the colonization process and is in attendance at the colony's recruitment
 - c. There must be evidence of continuing support for the new chapter over a three-year period in the form of extra visitation by field representatives and national officers.
 - 7) National standards for chapters to maintain.
- N. Programming & Publications:
- 1) Copies of the structure and/or philosophy of the following programs (including but not limited to):
 - a. Alcohol and substance abuse
 - b. Campus involvement
 - c. Community Service/philanthropy
 - d. Internal judicial system
 - e. Leadership development
 - f. Member education philosophy and program
 - g. National magazine/publication –copies of last two issues
 - h. Pledge education philosophy and program
 - i. Scholarship
 - j. Sexual assault prevention and safety
 - k. Wellness issues
- O. Policies:
- 1) Commitment to abide by the Constitution and Bylaws of the Santa Clara College Panhellenic Association.
 - 2) National policies (including but not limited to)
 - a. Discrimination
 - b. Hazing
 - c. Risk Management
 - d. Crisis Management
 - e. Little Sister Auxiliary Groups
 - 3) Brief statement of the sorority's purpose and objectives
6. Recolonization
- A. Under special circumstances by simple majority vote, the Panhellenic Council may make an agreement with an existing NPC sorority to allow recolonization.
- 1) This agreement must be made, in writing, prior to the chapter closing in Santa Clara

- 2) The proposal for the agreement must be made, in writing, to the Panhellenic Council one week prior to taking a vote on the measure.
 - B. The chapter must re-colonize within two years of the date of closing.
 - C. Before re-colonization takes place, the Panhellenic Executive Board must be assured that the minimum criteria set forth in these Standing Rules for Extension will be met by the NPC fraternity that is re-colonizing.
7. The standing rules for extension shall be revised if necessary every two years.

Article X. Judicial Procedures

The National Panhellenic Conference mediation and judicial procedures as stipulated in the unanimous agreements shall be followed. However, chapters will be encouraged to resolve issues among themselves with mediation by the Panhellenic Council if necessary.

- 1. The initial violation report may be made by
 - A. A college chapter
 - B. A recruitment counselor
 - C. A potential new member
 - D. The Panhellenic Advisor
- 2. A report must
 - A. Be submitted in writing
 - B. Include time, place, and witness
 - C. Must be signed by the chapter president (if infraction is being reported by a chapter) or by the person who is filing the report.
 - D. Must be filed within 48 hours after the infraction is known, but not more than ten days after it has occurred.
 - E. Violation must be based on fact, not hearsay or rumor, and must be witnessed
 - F. During school breaks or vacation, above procedures must be followed, then considered by the first Panhellenic meeting when school reconvenes.
- 3. Penalties for Infractions of Membership Recruitment Rules
 - A. Penalties must correspond to the nature and the degree of seriousness of the offense for both minor and major infractions.
 - B. Minor Infractions: Minor infractions are primarily the result of membership recruitment procedure violations and include, but are not limited to, such violations as:
 - i. Budget violations
 - ii. Recruitment guideline violations for
 - a. Decorations
 - b. Apparel/outfits
 - c. Food/Drink
 - d. Entertainment
 - iii. Recruitment events extending beyond scheduled ending time
 - iv. Submitting invitation lists after a specified time
 - C. Examples of appropriate penalties for minor infractions:
 - i. Official reprimand (reports to be sent within one week of imposing penalty). A warning reprimand to the offending chapter for the violations specified, including notice that repeated violations may be cause for further disciplinary actions.
 - ii. Recommendation for improvement of internal programming
 - iii. General Probation: defined as a period of time, not to exceed one year (as stipulated in the NPC Unanimous Agreements) during which a chapter must abide by all established policies and regulations, with the knowledge that more severe disciplinary action will be taken as a result of further misconduct.
 - iv. Officially recorded in College Panhellenic minutes
 - v. Report sent to National President of offending group
 - vi. Report sent to NPC delegate of offending group
 - vii. Report sent to NPC Area Advisor
 - viii. Set number of community service hours required
 - ix. Host a workshop for chapter dealing with recruitment procedures
 - x. Monetary fines shall be acceptable for measurable infractions. Amounts shall be predetermined in the Formal Recruitment Rules adopted by the College Panhellenic.

- D. Major Infractions: Major infractions are primarily the result of membership recruitment ethics violations and include, but are not limited to, violations of the NPC UNANIMOUS AGREEMENTS and other recruitment ethics violations such as:
 - i. Failing to observe membership recruitment silence or contact rules
 - ii. Disparaging remarks made about fraternity women or another group.
 - iii. Extending bids early
 - iv. Encouraging women to intentionally single preference
 - v. Suggesting that a woman refuse a bid from one group to wait for a bid from another group.
 - vi. Involving men in the recruitment process
 - vii. Involving alcohol in the recruitment process
 - viii. Suggesting that a woman withdraw from the formal recruitment process and wait to go through the continuous open bidding process.
- E. Examples of appropriate penalties for major infractions:
 - i. Plan, finance, and conduct an educational Panhellenic workshop upon consultation with the NPC Area Advisor or other NPC representatives
 - ii. Plan and execute a major fundraiser for Panhellenic
 - iii. Suspension of social privileges: the deprivation of social privileges involves the suspension of social and Greek Weekend Participation in varying degrees for specified periods of time. The suspension must be appropriate to the nature and degree of the infractions. Penalties including loss of social privileges shall not forbid formal or informal entertainment that is a part of membership recruitment or the observance of an inter/national fraternity celebration.
- E. Inappropriate Penalties
 - i. Lowing the chapter's quota
 - ii. The time of a new member acceptance and/or invitation shall not be delayed as a penalty because this action infringes on the sovereignty of individual fraternities.
- F. Duration of Penalties: The duration of any penalty imposed shall not exceed one calendar year from the time the final decision is rendered. A penalty shall become effective when the offending group receives the final decision. The Panhellenic Council is responsible for the oversight during the time of the penalty.

Article XI. Risk Management Policies and Procedures

1. Every chapter shall maintain a position responsible for risk management.
2. All forms of hazing are banned.
3. The Panhellenic Association stands firmly opposed to all acts of violence, harassment, disrespect of personal and public property, and public defamation of any group or organization, be it Greek or non-Greek. Violence is defined as any attack, verbal or physical towards another person. Any recognized fraternity (or Greek member acting on behalf of her fraternity) suspected of such acts of violence will be immediately referred to the Panhellenic Council for judicial review.

Article XII. Statement on Unity

1. All procedures of the Panhellenic Association shall be conducted in such a manner that the Greek community as a whole is promoted, rather than the sole interest of any individual member organization.
2. Each officer and cabinet member is responsible for promoting interests of the entire Greek system and for maintaining a degree of separation from their own chapter.

Article XIII. Rules of Order

The Panhellenic Council of Santa Clara, CA and its Panhellenic Council shall be governed by *Robert's Rules of Order Newly Revised* except in matters specifically provided for in the Constitution, Bylaws, and Standing Rules.

Article XIV. Amendment

These Bylaws may be amended by a unanimous vote of the voting members of the Santa Clara College Panhellenic Council provided proposed amendments are presented in writing one week prior to the intended vote to the delegates, the Executive Board, and appointed officers.