

DAVIS COLLEGIATE PANHELLENIC ASSOCIATION

Bylaws

Revised Spring, 2003

Article 1.00 Finance

- 1.00 Fiscal Year: The fiscal year of the Davis Collegiate Panhellenic Association shall be from April 15 to April 14, inclusive.
- 1.10 Contracts: The signature of either the President, or Treasurer, and the advisor shall be required to bind the Davis Collegiate Panhellenic Association.
- 1.20 Checks: All checks issued on behalf of the Davis Collegiate Panhellenic Association shall be signed by the Treasurer, President, or Vice President, and Advisor.
- 1.30 Payments: All payments due to the Davis Collegiate Panhellenic Association shall be made to the Treasurer who shall record them. Checks for payment shall be made to the Davis Collegiate Panhellenic Association
- 1.40 Membership Dues: The dues of each Panhellenic Association Member fraternity shall be an assessment per member and pledge. The amount of such dues shall be determined annually by the Panhellenic Council by the last meeting of Winter Quarter. Any change in dues will take effect Fall Quarter the following year.
- 1.41 The dues of each Panhellenic Association member fraternity shall be payable within the first two weeks of each term or quarter.

Article 2.00 Selection of Officers

- 2.0 The elected officers of the Davis Collegiate Panhellenic Association shall be the President, Vice President, Recruitment Chair, Assistant Recruitment Chair, Treasurer, Secretary, Programming Chair, Philanthropy Chair, Scholarship Chair, Public Relations Chair, and Inter-Greek Relations Chair.
- 2.10 Greek Week Co-Chair shall be selected by the Council from an applicant pool of DCPA members.
- 2.20 General requirements for officers shall be as follows:
- a. The candidate must be an initiated member of a Davis Collegiate Panhellenic Association sorority.
 - b. The offices of President, Vice President, Recruitment and Assistant Recruitment shall be filled by a member from a chapter holding regular membership in the Davis Collegiate Panhellenic Association. Associate members may hold any other office.
 - c. The candidate must be a fully matriculated student at the University of California, Davis. She must have a cumulative GPA of 2.5 or higher. She must not be on any type of University scholastic or disciplinary probation.
- 2.30 Election of officers shall be as follows:
- a. Applications for office will be available at least four weeks prior to elections.
 - b. Candidates will fill out an application, and have an interview with the slating committee at least one week prior to elections.
 - c. The slating committee will consist of the President, Vice President, Recruitment Chair, Assistant Recruitment Chair and three other DCPA officers who express interest to the President or Vice President.
 - d. The slate will consist of two women for each office. Those slated will be notified by the slating committee and shall give a speech, maximum of 3 minutes, at the Panhellenic Council meeting the week of elections. Speeches for each office shall be given in alphabetical order.
 - e. Candidates who wish to run from the floor may do so after completing an application and turning it into the President or Vice President on the day of elections. Speeches from these candidates will follow speeches from the slated candidates.
 - f. Vote will be by blind ballot with each chapter's delegate casting one vote. If needed, chapters may appoint an alternate to cast votes. A majority vote is necessary to elect an officer. The Panhellenic President and/or Advisor will count the votes, unless a candidate is in the same chapter as the President in which case the Vice President and or Advisor will count the votes.
- 2.40 No sorority shall hold more than two executive offices concurrently.
- 2.50 No sorority shall hold the office of President or Recruitment chair two years in a row.
- 2.60 No sorority shall hold the executive offices of President and Recruitment chair concurrently.

Article 3.00 Officer Duties

3.00 President

- 3.00 Have overall responsibility for the operation of the Panhellenic Council.
- 3.01 Call and preside at all meetings of the Davis Collegiate Panhellenic Council, including Full Council, Executive Council, Presidents Council and special meetings.
- 3.02 Sign Panhellenic Association Checks and contracts involving the Davis Collegiate Panhellenic Association. The President may delegate this responsibility to other officers in the completion of duties for their office.
- 3.03 Serve as an ex-officio member of all Panhellenic Council Committees.
- 3.04 Report as required to the National Panhellenic Conference Area Advisor.
- 3.05 Maintain a complete and up to date Presidents file, which shall include;
 - 3.051 Current Davis Collegiate Panhellenic Association Constitution
 - 3.052 Current Bylaws and Standing Rules
 - 3.053 Current Council Budget
 - 3.054 Current NPC Manual and related Information.
 - 3.055 All current correspondence
 - 3.056 Materials received from the NPC Area Advisor.
 - 3.057 Copies of all reports including Recruitment Reports
 - 3.058 All pertinent zoning or legal documents either city, state or federal.
 - 3.059 Any pertinent University rules or guidelines
 - 3.0591 Guide For Responsible Greeks
- 3.06 Review the Constitution annually and recommend revisions
- 3.07 Perform all other duties pertaining to this office
- 3.08 Attend the Western Regional Greek Leadership Conference if possible.
- 3.09 Serve as the resident assistant /computer processor for the Recruitment Chair during Fall Formal Recruitment.

3.10 Vice President

- 3.10 Perform all duties of the President in her absence, inability to serve and at her call.
- 3.11 Serve as Greek Conduct Board Co-Chair.
- 3.12 Serve as Judicial Committee Chair.
 - 3.121 Handle all duties associated with Fall Formal Recruitment Fines, i.e. setting up meeting for Judicial Committee to discuss fines with chapter Recruitment Officers and informing National Panhellenic Area Advisor about results.
- 3.13 Serve as liaison between the Interfraternity Council and Panhellenic.
- 3.14 Chair Scholarship Committee.
 - 3.141 Coordinate scholarship awards and Greek Woman of the Year award for DCPA Awards Night.
 - 3.142 Chair the Selection Committee for Greek Woman of the Year.
- 3.15 Attend the Western Regional Greek Leadership Conference if possible
- 3.16 Attend the Undergraduate Interfraternity Institute
- 3.17 Serve on Recruitment Staff and work with computer processing and recruitment scheduling.
- 3.18 Serve as the representative for Panhellenic on the UC Davis Student City Liaison Commission
- 3.19 Chair the Risk Management Committee

3.20 Recruitment Chair

- 3.20 Meet weekly with Greek Advisor.
- 3.21. Be qualified for office by having participated actively in formal recruitment at least once. The Recruitment Chair shall also know and follow the Standing Rules for membership selection and NPC Unanimous Agreements and any other rules that directly or indirectly relate to recruitment
- 3.22. Plan, evaluate and report on Fall Formal recruitment and continuous open bidding
 - 3.221. Define objectives for recruitment with the help of the Panhellenic Advisor and the Executive Board
 - 3.222. Propose the type of parties, dates of recruiting, duration of parties, registration fees, Standing Rules for Membership Selection and other facets of recruitment to the Panhellenic Council or the Panhellenic Recruitment Committee (as appropriate) for approval. In formulating these proposals, consult with the Executive Board and/or the Panhellenic advisor.
 - 3.223. Assist the Panhellenic Advisor with the invitation and bid-matching procedure
- 3.23. Help supervise the Recruitment Counselor Coordinator including selection, training, direction and evaluation of all Pi Rho Chis.
- 3.24. Coordinate recruitment finances with the Panhellenic Treasurer, including the recruitment budget, income, expenditures and chapter fee schedules
- 3.25. Meet weekly with chapter recruitment chairwomen (Panhellenic Recruitment Committee) during the spring semester, to plan formal Fall Recruitment
- 3.26. Invite all chapter presidents, recruitment chairwomen, recruitment advisors, and Panhellenic Council members to a recruitment evaluation meeting within one (1) month after Fall Formal recruitment ends. Take notes for her successor on their recommendations
- 3.27. Make a report to the Panhellenic Council at a meeting during the fall semester, summarizing recruitment results and recommendations for the next year
- 3.28. Maintain a complete up-to-date Recruitment Director's file
- 3.29. Live in Davis during the summer and work on Panhellenic affairs an average of 10 hours a week to coordinate recruitment registrations for fall. Report illness and vacations to Panhellenic Advisor, to whom supervision is delegated during summer break. Make arrangements to delegate responsibilities during absences
- 3.210. Reside off campus with Executive Council and Pi Rho Chis during Fall Formal Recruitment carrying out appropriate functions, to include assisting the Panhellenic Advisor with data entry during Fall Formal Recruitment
- 3.211. Remain available for a minimum of two months after leaving office to serve as an advisor for the next Recruitment Chair
- 3.212. Train the successor
- 3.213. Perform all other duties usually pertaining to this office
- 3.214. Organize Panhellenic Recruitment Committee.
- 3.215. Organize a committee of Chapter Recruitment Chairs.
- 3.216. Organize all Panhellenic Recruitment planning.
- 3.217. Conduct Panhellenic Recruitment workshops.
- 3.218. Document and process Recruitment violation notices.

- 3.219 Distribute Recruitment statistics.
- 3.220 Conduct Recruitment Counselor Training
- 3.221 Attend Panhellenic meetings.
- 3.222 Attend West Regional Greek Leadership Conference if possible.

3.30 Recruitment Counselor Coordinator

- 3.31. Work with the Recruitment Chair and Panhellenic Advisor to organize Pi Rho Chi selection, interview applicants and notify those selected
- 3.32. Make arrangements and reservations for the recruitment counselor training retreat prior to Fall Formal Recruitment
 - 3.321. Make sure that waivers for the retreat are signed and submitted prior to retreat, and that everyone present knows that alcohol and drugs are not permitted on retreat or any Panhellenic event
- 3.33. Keep recruitment counselors informed of recruitment plans during the summer
 - 3.331 Arrange tabling assignments during the freshman Summer Advising program
- 3.34. Prepare Recruitment Counselor notebooks
- 3.35. Help organize potential new member groups
- 3.36. Live in Davis during the summer to prepare for recruitment
- 3.37. Devote at least five (5) hours a week to working on Panhellenic affairs during the summer
- 3.38. Reside off campus with the Executive Council and Pi Rho Chis during the Fall Formal Recruitment carrying out appropriate functions
- 3.39. Maintain a complete and up-to-date Recruitment Counselor Coordinator's file
- 3.310. Train the following Recruitment Counselor Coordinator
- 3.311. Remain an advisor capacity for at least two months after her successor takes office.
- 3.312. Coordinate recruitment informational, advertising and outreach programs on campus including freshman orientation
- 3.313. Attend Recruitment Committee meetings
- 3.314. Assume responsibilities and duties of Recruitment Chair when she is unavailable
- 3.315. Create a calendar in advance for the Recruitment Counselors to help with all outreach programs
- 3.316. Perform any other duties pertaining to this office
- 3.317 Attend Chapter Recruitment Chairs Committee meetings.
- 3.318 Attend Panhellenic Recruitment Committee meetings.
- 3.319 Attend Panhellenic meetings.
- 3.320 Conduct Panhellenic Recruitment workshops.
- 3.321 Attend Recruitment Counselor Training.
- 3.322 Select and organize Panhellenic Recruitment Counselors.
- 3.323 Collect finance sheets.
- 3.324 Meet weekly with Greek Advisor.
- 3.325 Attend West Regional Greek Leadership Conference if possible.

3.40 Secretary

- 3.40 Keep up to date roll of the members of Panhellenic Council and call roll at every council meeting.
- 3.41 Keep minutes of all official meetings and distribute copies via e-mail to members of the Panhellenic Council, Panhellenic advisors and one copy to each of the member chapters

- 3.42 Maintain a complete up to date file of minutes from the previous five years
- 3.43 Handle all correspondence for the DCPA and maintain a file of all current and binding correspondence.
- 3.44 Maintain quarterly updated chapter advisors and officer lists from each of the member fraternities
- 3.45 Maintain updated DCPA address and phone list and distribute as necessary

3.50 Treasurer

- 3.50 Responsible for the supervision of finances of the Davis Collegiate Panhellenic Association
- 3.51 Prepare an annual budget and provide copies for all member fraternities for their approval
- 3.52 Collect all payments due to DCPA
- 3.53 Collect all Dues and give receipts
- 3.54 Responsible for the prompt payment of all Panhellenic Bills Maintain up to date financial records give a financial report at each Full Council meeting and an annual report at the close of her term

3.60 Public Relations Chair

- 3.60 Plan and execute all publicity for DCPA
- 3.61 Assist DCPA member groups with publicity for their events
- 3.62 Chair Public Relations Committee
- 3.63 Assist the Recruitment Chair in publicity for Formal and Informal Rush
- 3.64 Act as Panhellenic historian and maintain historical archives
- 3.65 Collect and distribute all publicity of DCPA members
- 3.66 Work with programming chair to publicize events
- 3.67 Establish and maintain relationship with Aggie staff, UCD Dateline and UC Davis magazine and any other media sources which would help with PR for DCPA
- 3.68 Attend the monthly City-Student Liaison Commission meeting.

3.70 Programming Chair

- 3.71 Coordinate at least one Panhellenic educational event each quarter
- 3.72 Organize and oversee the Junior Panhellenic and their events
- 3.73 Explore and inform DCPA of programs and opportunities that would contribute and enrich members experience
- 3.74 Coordinate with the PR Chair to bring educational speakers to Panhellenic Sponsored events
- 3.75 Coordinate programming series with Jr. Panhellenic to educate Panhellenic members on the role of Panhellenic
- 3.76 Assist with Annual Panhellenic Awards Night Programming Award
- 3.77
- 3.78 Chair the Programming Committee

3.80 Scholarship Chair

- 3.81 Organize The Davis Collegiate Panhellenic Association Scholarship Awards Night
 - 3.812 Reserve an appropriate space for the event (Freeborn Hall).
 - 3.813 Arrange for a speaker
 - 3.814 Assist in the selection of the Greek Woman of the Year.

- 3.815 Oversee ordering and updating of Awards and gifts
- 3.816 Responsible for the program and invitations including design and disbursement
- 3.817 Contact and make arrangements for the Parents of the Greek Woman of the Year
- 3.818 All other duties as appropriate
- 3.82 Chair the Scholarship committee

3.90 Philanthropy

- 3.91 Coordinate Panhellenic Philanthropy once a quarter
- 3.92 Coordinate programs to educate Panhellenic members on issues of concern
- 3.93 Explore and inform DCPA of programs and opportunities for involvement
- 3.94 Work with PR chair to publicize philanthropic events

- 3.902 **3.901 Inter-Greek Relations Chair** Coordinate quarterly sister sororities
- 3.903 Review all sorority's master calendars yearly to help avoid overprogramming of events.
- 3.904 Serve as the Panhellenic-IFC Liaison by attending weekly IFC meetings.
- 3.905 Assist with Annual Panhellenic Awards Night

Article 4.00 The Executive Board

The Executive Board shall:

- 4.00 Appoint all standing and special committees and their chairs. In making these appointments, recognize representation from all member fraternities. The Executive Board may also revoke a committee appointment.

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

- 4.20 All action taken by the Executive Board shall be reported at the next regular meeting of the Panhellenic Council.

Article 5.00 Standing Committees

- 5.00 The Standing Committees of the Davis Collegiate Panhellenic Council shall be:
 - 5.01 Scholarship
 - 5.02 Risk Management
 - 5.03 Philanthropy
 - 5.04 Programming

- 5.10 The chairs of these committees are as follows:
 - 5.11 Scholarship Scholarship Chair
 - 5.12 Risk Management Vice-President
 - 5.13 Philanthropy Philanthropy Chair
 - 5.14 Programming Programming Chair

- 5.20 The Standing Committees shall serve for a term of one year, such term of office to begin at the beginning of Spring quarter. A committee chair or member may be appointed to serve for a further term of office.

5.30 Judiciary Committee

- 5.31 Composition: The Judiciary Committee shall consist of the Executive Board as well as the Panhellenic Advisors as ex-officio members
- 5.32 Duties: The Judiciary Committee is responsible for addressing violations of the Constitution, Bylaws, Standing Rules and Recruitment Regulations of Davis Collegiate Panhellenic Association.
- 5.33 Procedures: During the School year, when a member fraternity believes there has been an infraction, a written report by the accusing fraternity President specifying time, place and witnesses to the alleged infraction shall be submitted in writing to the Vice President of the Davis Collegiate Panhellenic Association.
- 5.331 During Fall Formal Recruitment when a complaint has been filed by a member fraternity, Potential New Member or member of the Panhellenic Recruitment team, the complaint must be submitted in writing to the Panhellenic Vice President within 10 days after the alleged infraction has occurred. Updated Recruitment Rules override this bylaw when necessary
- 5.332 Any violations of the Formal Recruitment Regulations occurring during Formal Recruitment or during school recesses shall be considered at a meeting scheduled by the Vice President within 10 days following Formal Recruitment
- 5.333 The Vice President shall see that the accused fraternity receives a copy of the accusation within 24 hours after having received the report of the alleged infraction
- 5.334 A meeting of the Judiciary Committee should be held as soon after Formal Recruitment as possible. Complaints submitted during the regular school session will be reviewed at the next Executive Council meeting following the submittal.
- 5.335 Recruitment violations reported to the Panhellenic office by Potential New Members or by other member fraternities shall be kept on file in the Panhellenic Office and reported by the Recruitment Chair to the Judiciary Committee. Further procedures are as indicated in the NPC Unanimous Agreements.

5.40 Recruitment Committee

- 5.40 Membership: The Recruitment Committee shall consist of the Recruitment Chair, Assistant Recruitment Chair, no less than two members and two alumnae advisors on a rotating basis.
- 5.42 Duties: The Recruitment Committee shall be responsible for all matters pertaining to the organization of Panhellenic Formal Recruitment.

5.60 Scholarship Committee

- 5.60 Membership: The Scholarship Committee shall consist of the Scholarship Chair as Chair and no less than two members
- 5.61 Duties: The Scholarship Committee shall be responsible for all matters pertaining to the promotion of superior scholarship as basic to intellectual development
- 5.62 This committee is responsible for selecting the Greek Woman of the Year and for evaluating Grade Reports and selection of chapters with the highest Grade point Average as well as the women in each college who maintain highest GPA

5.70 Programming Committee

- 5.70 Membership: The Programming Committee shall consist of the Programming Chair and no less than two members.
- 5.81 Duties: The Programming Committee shall be responsible for planning and supervising quarterly educational programming events for the Greek System and/or UCD
- 5.82 The Programming Committee shall be responsible for gathering a current calendar of all programming events of member fraternities and of major campus social events for the Secretary to include in the Panhellenic Calendar.

Article 6.00 Administration of Membership Selection

- 6.00 An early Fall Recruitment shall be held.
- 6.10 The National Panhellenic Conference quota total system shall be followed. 6.20
Except during the Formal Recruitment period, Continuous Open Bidding shall be in effect during the college year (Fall through Spring) for all eligible women students.
- 6.30 If a chapter has not filled basic quota during Formal Recruitment, it may do so in Continuous Open Bidding even if it puts them over campus total.
- 6.40 All membership selection events shall be held in location approved by the Davis Collegiate Panhellenic Association prior to Recruitment. In the event of conflict in accommodations, the Panhellenic Council shall mediate a resolution to the conflict.
- 6.50 Every regularly enrolled woman pledged, initiated or affiliated by a chapter shall be counted as a member of that chapter.
- 6.51 A list of pledged, initiated and affiliated members shall be filed with the President of the Panhellenic Association and with the Panhellenic Advisor, no later than the first meeting of each quarter.
- 6.52 Any depledging, termination or other changes in membership shall be reported to the President of Davis Collegiate Panhellenic Association and the Panhellenic Advisor within 24 hours after the changes have occurred.
- 6.60 The preferential bidding system shall be used.
- 6.67 The Recruitment Committee, under the direction of the Recruitment Chair, will present a plan for contacting women entering the University of California Davis regarding Recruitment, to the Panhellenic Council. Davis Collegiate Panhellenic Association members shall not participate in Summer recruiting, such as personal contact, advertisement or publicity, on an individual fraternity basis. The extent to which University of California Davis members may participate in Summer recruiting will be on a cooperative Panhellenic basis only.

Article 7.00 Requirements for New Member Quarter and Initiation

- 7.00 A Davis Collegiate Panhellenic Association member fraternity may not issue an invitation to membership or formally recruit a woman during the Summer vacation period.
- 7.10 Each member group is to establish it's own membership standards, including that of scholarship.
- 7.20 A new member may be initiated whenever she has met the requirements of the fraternity to which she has been recruited.

Article 8.00 Hazing

- 8.00 All forms of hazing, including pledge and initiation activities, which would reflect unfavorably on the Greek System are forbidden. Hazing is illegal and will not be tolerated.

Article 9.00 Extension

- 9.00 When all Panhellenic Chapters at the University of California Davis are closes to, or over, campus ceiling, the Panhellenic Council shall consider raising total or adding another chapter. New chapters shall be given a period of at least two years in which to become established.
- 9.10 Two thirds vote is required to lift moratorium. At the request of a member fraternity of Davis Collegiate Panhellenic Association, a vote can be considered at any time.
- 9.20 Such a chapter shall be organized through colonization by an NPC fraternity or through organizations of a local sorority, which may petition an NPC fraternity for a chapter.