

Panhellenic Sorority Council
California State University, Sacramento
Bylaws

Article I. Officer Duties

Section I. Officer Requirements:

- A) Be registered for as a full time student as designated by California State University, Sacramento. both at the time of election and while serving as an officer.
- B) Have attained at the time of election and maintain while in office a minimum of a 2.0 current and cumulative grade point average.
- C) Maintain active status within their chapter.
- D) Be subject to removal from office by not meeting any of the requirements listed in Article I, Section A, B or C.
- E) Perform the duties prescribed in the California State University, Sacramento Panhellenic Sorority Council Bylaws, Article I: Duties of Officers.
- F) Must be installed into Panhellenic by the first Wednesday of December.
- G) Chapters will be subject to a fine, as outlined in Article III of the Panhellenic Sorority Council Bylaws, if their officer does not fulfill her Panhellenic term of one year. The Panhellenic Council has the right to waive this fee in the case of extreme hardship or for other circumstances it deems acceptable. The chapter in question may not vote.
- H) All officers must attend the Western Regional Greek Leadership Conference (WRGLC) or be subject to a fine as outlined in Article III of the Panhellenic Sorority Council Bylaws as allowed by the PHC budget.

Section II. Officer Requirements:

- A) Must attend the following meetings or be subject to a fine as outlined in Article III of the Panhellenic Sorority Council Bylaws:
 - a) Executive Council (President, Vice President of Recruitment, Vice President of Greek Activities)
 - b) Panhellenic Sorority Council (all officers)
 - c) Recruitment
- B) If unable to attend any required meetings, they must find a replacement or be subject to a fine as outlined in Article II of the Panhellenic Sorority Council Bylaws.
- C) Must serve as Panhellenic Sorority Council Recruitment Representatives during the Formal Recruitment period.
- D) Must meet weekly with the Greek Advisor prior to the Panhellenic Sorority Council as permitted in the Greek advisors schedule.
- E) No one chapter may hold more than one of the three elected positions to avoid unnecessary bias.
- F) Be active members in good standing with the chapter they are representing.
- G) Be able to reflect the view, wishes, and sentiments of their chapter during Panhellenic Sorority Council discussions and votes.
- H) Serve as a liaison between their chapter and the Panhellenic Sorority Council. They shall make certain that all information and reports are accurately communicated to their chapter.

Section III. The President shall:

- A) Have previously served on the Panhellenic Sorority Council, participated in Formal Recruitment and participated in Greek Week with her chapter, before she takes office.
- B) Have overall responsibility for the operation of the council.
- C) Call and preside over all regular and special meetings of the California State University, Sacramento Panhellenic Sorority Council and Executive Board meetings.
- D) Work closely with the Greek Advisor and other faculty and administrative staff as an official representative of the Panhellenic Sorority Council.
- E) Serve as an ex-officio member of all Panhellenic committees with a voice, but not a vote.
- F) Maintain a complete updated President's file, including a copy of the current Panhellenic Sorority Council Budget, and the current National Panhellenic Council Manual of Information and any other related materials.
- G) Maintain a notebook of duties, methods and procedures.

- H) Perform all duties usually pertaining to the President's office.
- I) This shall be an elected position

Section IV. The Vice President of Recruitment shall:

- A) Have previously served on the Panhellenic Sorority Council and participated in Formal Recruitment as an active chapter member at least once before she takes office.
- B) Run Panhellenic Sorority Council meetings in the absence of the President.
- C) Coordinate Formal and Informal Recruitment programs.
- D) Chair Sorority Recruitment meetings.
- E) Work as a liaison between the Panhellenic Sorority Council, chapters, potential new members and the Greek Advisor, for public requests for Recruitment information.
- F) Provide and educate chapter Recruitment Chairs and potential new members on Recruitment Rules.
- G) Maintain a notebook of duties and procedures.
- H) Oversee Recruitment Counselors.
- I) This shall be an elected position

Section V. The Vice President of Greek Activities shall:

- A) Have participated as a chapter member in at least one Greek Week prior to taking office.
- B) Inform the Panhellenic Sorority Council of all Greek related activities.
- C) Represent Panhellenic Sorority Council in the coordination of Greek Week and Homecoming.
- D) Help promote Recruitment.
- E) Be in charge of the Recruitment Booth, when requested by the Vice President of Recruitment.
- F) This shall be an elected position

Section VI. The Assistant Vice President of Recruitment shall:

- A) Assist the VP of Recruitment with all recruitment logistics (ie. Room arrangements, food)
- B) Recruit and interview potential Rho Gamma candidates
- C) Organize and execute a training retreat for Rho Gammas
- D) Arrange for proper lodging and needs of the Rho Gammas during the formal membership recruitment period.
- E) Be in charge of Recruitment booklets, slideshow, flyers and stakes when requested by the Vice President of Recruitment

Section VII. The Vice President of Finance shall:

- A) Keep full accurate records of all monetary operations and conditions.
- B) Present a financial statement at every Panhellenic Council Meeting including delinquencies, fines, and the bank balance.
- C) Allocate estimated funds for the budget at the beginning of each semester.
- D) Be in charge of the Recruitment Budget.
- E) Plan a minimum of one fundraiser per semester.
- F) Be responsible for applying for all available funding through sources such as the Associated Students, Inc.

Section VIII. The Vice President of Communications shall:

- A) Be responsible for all Panhellenic Sorority Council official correspondence.
- B) Take roll and minutes at all Panhellenic Sorority Council meetings
- C) Distribute minutes from previous meeting at next regularly scheduled Panhellenic Sorority Council meeting.
- D) Be in charge of revising the California State University, Sacramento Panhellenic Sorority Council Constitution and Bylaws as needed.
- E) Maintain updated files that include minutes and current correspondence.
- F) Be responsible for all correspondence between the Panhellenic Sorority Council and the rest of the Greek system and the Sacramento Alumnae Panhellenic Chapter.
- G) Be in charge of the Recruitment computer, when requested by the Vice President of Recruitment

Section IX. The Vice President of Programming shall:

- A) Prepare a Calendar of Events, incorporating all member groups as well as Campus Events, as soon as possible each semester.
- B) Hold a programming meeting, no later than three weeks before the end of the semester, to discuss the Greek calendar for the semester.
- C) Plan an educational seminar for Panhellenic Sororities every year.
- D) Organize the All Sorority Workshop in coordination with the VP of Recruitment.
- E) Hold New Member education seminar(s) during each semester on topics including, but not limited to collective responsibility, hazing, academics, alcohol, and sexual assault.

Section X. Vice President of Scholarship shall:

- A) Be responsible for coordinating the Panhellenic Sorority Council scholarship award.
- B) Be responsible for each semester chairing a scholarship roundtable with all Panhellenic Sorority Council member chapters.
- C) Keep updated records of all scholastic achievements and records.

Section XI. The Vice President of Philanthropy and Social Events shall:

- A) Coordinate a minimum of one Panhellenic Sorority Council sponsored philanthropic activity each semester.
- B) Maintain philanthropy participation guidelines and review applications for submission to Council vote.
- C) Keep track of the money raised and participation in the semester's philanthropies.
- D) Coordinate at least one Panhellenic Sorority Council social event per semester.
- E) Serve as liaison to Saferides and enforce the two-night chapter volunteering requirement.

Section XII. The Vice President of Standards shall:

- A) Enforce the Panhellenic Sorority Council Constitution and Bylaws with all member Panhellenic Sorority Council chapters.
- B) Help promote the standards and values of womanhood to all member Panhellenic Sorority Council chapters.

Article II. Officer Rotation

Section I. Officer Positions:

- A) Shall be held on a rotational basis: Assistant Vice President of Recruitment, Vice President of Finance, Vice President of Communications, Vice President of Programming, Vice President of Scholarship, Vice President of Philanthropy and Social Events.
- B) Installation shall be rotated as follows: ΔΓ, ΑΧΩ, ΑΦ, ΓΦΒ, ΣΚ, ΦΣΣ. ΧΔ shall hold the VP for Standards position.
- C) At such time as additional member chapters are added, they will rotate between VP of Standards and VP at Large positions until the council has voted upon other positions and responsibilities.
- D) After expansion by an NPC sorority, the new chapter shall fall into rotation behind the last NPC chapter admitted to the Panhellenic Sorority Council.
- E) In the event a NPC chapter is admitted into the middle of the Panhellenic Sorority Council term, the Panhellenic Sorority Council officer for that sorority shall serve the rest of the term as a Member at large and fall into rotation the following term.
- F) If the officer from the chapter in order of rotation is not prepared to assume a Panhellenic Sorority Council office, that sorority shall relinquish its place in the rotation order and the following year a normal rotation shall be resumed.

Article III. Dues and Fines

Section I. All members/associate members of Panhellenic Sorority Council shall be assessed a fee per member, per semester. The fee assessed is \$7.00 per member for NPC sororities and \$5.00 per member for associate member sororities. This fee shall be computed on total membership including new members after Fall and Spring Recruitment.

Section II. A late fee of \$25.00 will be assessed to all chapter payments not received by the VP of Finance by the invoice due date.

Section III. A \$200.00 fine will be assessed to the sorority for an officer not fulfilling her term of office.

- Section IV. A fine of \$25.00 will be assessed to the sorority failing to have an at every Panhellenic Sorority Council meeting.
- Section V. A fine \$50.00 fine will be assessed for not working Saferides two nights per semester.
- Section VI. Any penalties and/or fines that are not defined in the Panhellenic Constitution and Bylaws shall be determined at the discretion of the Panhellenic Board, with the chapter in question not voting.

Article IV. Attendance at the Western Regional Greek Conference

- Section I. Each officer on the Panhellenic Council is required to attend the annual Western Regional Greek Leadership Conference in the spring semester. In the event the officer cannot attend the conference, the chapter shall provide a replacement. It is highly recommended that the chapter sends the chapter President or someone in a highly ranked leadership position within their chapter. If the chapter wishes to send any other delegates to the conference, the Panhellenic Council will secure additional registration and lodging, however, the chapter will pay the full cost.
- Section II. Each chapter is responsible for paying half of their officer's expenses at WRGC (i.e. registration, travel and hotel accommodations).

Article V. Meetings

- Section I. Voting
- A) The voting body of the California State University, Sacramento Panhellenic Sorority Council shall be the officers of the member chapters. Associate member chapter's officers shall have a vote in all matters brought before the Council with the exception of recruitment issues.
- Section II. Regular meetings of the Panhellenic Sorority Council shall meet weekly during the academic year. The time and date of each scheduled meeting will be established by the President.
- Section III. The President of the Panhellenic Sorority Council shall have the power to call special meetings at such time as she deems it necessary. Proper notice of special meetings shall be given (7 days in advance).
- Section IV. All Panhellenic Sorority Council members shall realize the importance of their attendance at all Panhellenic Sorority Council events. The regular officer may find a substitute only for those excuses deemed appropriate or serious enough to justify an absence. Notification to the Panhellenic Sorority Council President must be given at least three (3) hours prior to any meeting or event.
- Section V. Any Panhellenic Sorority Council approved event, with advance notice of two (2) or more weeks, may be subject to a minimum chapter attendance fine of \$10 per member.

Article VI. Philanthropic Events

- Section I. No Panhellenic Sorority shall participate in another chapter's philanthropic event that exceeds three days. A "day" is defined as any time points are given for attendance or competition.
- Section II. All Panhellenic Council chapters may hold only one philanthropic event based on competition a year (Greek Week excluded).
- Section III. All Panhellenic and Interfraternity Council chapters must submit a Philanthropy Participation Review application. Any application not submitted by the time assigned by the VP of Philanthropy and Social Events shall result in the non- participation of any Panhellenic Sorority Council chapter.