

Bylaws

Phoenix Panhellenic Association Alumnae Panhellenic

ARTICLE I - NAME

The name of this organization shall be the Phoenix Panhellenic Association, an Alumnae Panhellenic affiliated with the National Panhellenic Conference (NPC).

ARTICLE II - OBJECTIVES

The objectives of the Phoenix Panhellenic Association shall be to:

- Promote inter-fraternity friendship and cooperation.
- Publicize the high ideals, purpose and accomplishments of the fraternity system.
- Stimulate interest in and participation of alumnae members of NPC fraternities.
- Cooperate with the area colleges and universities and College Panhellenics in the study of and solution to problems of common interest.
- Further interest in community service and philanthropic efforts.
- Provide qualified students with financial assistance through scholarships.

ARTICLE III - MEMBERSHIP

Section 1. Alumnae of any National Panhellenic Conference fraternity become members of the PHOENIX PANHELLENIC ASSOCIATION Alumnae Panhellenic upon payment of prescribed dues. The NPC member fraternities represented on the membership roll of this Alumnae Panhellenic are:

Alpha Chi Omega	Alpha Sigma Alpha	Delta Phi Epsilon	Phi Sigma Sigma
Alpha Delta Pi	Alpha Sigma Tau	Delta Zeta	Pi Beta Phi
Alpha Epsilon Phi	Alpha Xi Delta	Gamma Phi Beta	Sigma Delta Tau
Alpha Gamma Delta	Chi Omega	Kappa Alpha Theta	Sigma Kappa
Alpha Omicron Pi	Delta Delta Delta	Kappa Delta	Sigma Sigma Sigma
Alpha Phi	Delta Gamma	Kappa Kappa Gamma	Theta Phi Alpha
		Phi Mu	Zeta Tau Alpha

Section 2. The Phoenix Panhellenic Association shall be composed of delegates selected by their organized alumnae groups; an individual may represent her fraternity where there is no active alumnae group.

Section 3. One vote shall be granted to each NPC member fraternity represented in the Phoenix Panhellenic Association, regardless of the number of alumnae associations of a particular NPC group participating in this Alumnae Panhellenic.

Section 4. There shall be three classes of members:

- A. Active members shall be from those fraternities that have fully qualified for membership as specified by NPC and that have been duly admitted to membership in NPC.
- B. Associate members shall be from those fraternities that have not fully qualified for active membership in NPC but which have been admitted to associate membership.

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C. Affiliate members shall be those women's fraternal organizations that are included in a College Panhellenic or comparable governing body.

ARTICLE IV - FINANCE

Section 1. The annual dues shall be \$50.00 per NPC member fraternity plus \$1.75 per dues paying member based on roster from December 31st of preceding year. An individual member that is not part of an established alumnae group will be charged a flat rate of \$50.00.

Section 2. Annual dues shall be payable on or before September 15th. After September 30th dues shall be considered delinquent, and a member fraternity delinquent in paying shall forfeit its vote in council meeting until dues are paid. An additional assessment of \$5.00 per month will be placed on all delinquent dues after the September 30th deadline.

Section 3. The fiscal year of the Phoenix Panhellenic Association shall be from July 1st to June 30th.

Section 4. The Executive Board will regularly appoint a person or persons not associated with the treasurer to look over the books and records to see if these records appear to be in order, preferably once every two years.

ARTICLE V - STRUCTURE AND REPRESENTATION

Section 1. The government of this organization shall be vested in the Council, the Executive Board and voting membership.

Section 2. The voting body of the Council shall be composed of one delegate from each active member fraternity.

Section 3. Each active member fraternity shall be entitled to send one alternate delegate to the Council meetings. The alternate shall have the right to voice but not vote. The alternate shall serve as the delegate in the absence of the delegate at Council meetings.

Section 4. Fraternities holding associate membership or affiliate memberships shall each be entitled to send one delegate and one alternate to Council meetings, and shall be entitled to voice but not vote.

Section 5. Delegates and alternate delegates of fraternities with active memberships may hold office or serve as chairwomen of standing committees. Delegates and alternate-delegates of fraternities holding either active, associate or affiliate memberships may serve on committees.

Section 6. The immediate past President of Phoenix Panhellenic Association may serve as delegate-at-large. Unless she is the delegate representing her fraternity, she shall have voice but not vote.

ARTICLE VI - OFFICERS AND THEIR DUTIES

Section 1. There shall be four officers: President, Vice President, Treasurer and Secretary, who shall be delegates of their respective fraternities and who shall accede to office by rotation, in order prescribed by the National Panhellenic Conference. Order of Rotation shall be:

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Pi Beta Phi	Alpha Chi Omega	Zeta Tau Alpha	Alpha Sigma Tau
Kappa Alpha Theta	Delta Delta Delta	Alpha Gamma Delta	Alpha Sigma Alpha
Kappa Kappa Gamma	Alpha Xi Delta	Alpha Delta Pi	Alpha Epsilon Phi
Alpha Phi	Chi Omega	Delta Zeta	Theta Phi Alpha
Delta Gamma	Sigma Kappa	Phi Mu	Phi Sigma Sigma
Gamma Phi Beta	Alpha Omicron Pi	Kappa Delta	Delta Phi Epsilon
		Sigma Sigma Sigma	Sigma Delta Tau

Section 2. Officer rotation includes all NPC member groups with organized local alumnae chapters. Each officer serves on a non-partisan basis. While in officer rotation, the member group will continue to seat a delegate on council who will cast the vote for her fraternity.

Section 3. The term of office shall be for one year and shall begin at the close of the installation meeting in May. Each active member fraternity is eligible for officer rotation. The fraternity next in order shall select a member with Phoenix Panhellenic Association experience to serve as Secretary, progressing to Treasurer, Vice President, and President.

- A. Should there be more than one alumnae group representing a single member fraternity, the combined groups shall select one person to serve during their term in office.
- B. If a fraternity is unprepared to enter officer rotation, written notice must be sent to the Panhellenic President no later than December 1st and its place shall be relinquished to the next fraternity. The fraternity so passed, may resume its place the following year only and normal rotation shall be resumed. If they are unable to enter rotation the following year, that member group is placed back at their original location within the current Council rotation and all other groups move up in rotation.

Section 4. In the event an officer is unable to complete her terms in office then the following shall apply:

- A. A vacancy in the office of President is filled by accession.
 - 1. The member fraternity whose officer vacates the President position before June 1st of their given year is given the opportunity to elect a new delegate with Phoenix Panhellenic Association experience to continue board rotation, beginning with the office of Vice President with the current Vice President moving up in rotation to the position of President.
 - 2. Should the same member fraternity vacate the office of President during the second rotation, then that member group is placed back at their original location within the current Council rotation and all other officers and groups move up in rotation.
 - 3. If the officer vacates the President position after June 1st, then the Vice President will move to the President position and all other officers and groups will move up in rotation.
- B. A vacancy in the office of Vice President, Treasurer, or Secretary, is filled by the member group.
 - 1. The member fraternity will select a new officer with Phoenix Panhellenic Association

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experience and/or otherwise approved by the Executive Board to fill the unexpired term and continue on to the succeeding offices.

2. If the member fraternity is unable to find a delegate to place in the office, then that member group is placed back at their original location within the current Council rotation and all other officers and groups move up in rotation.

Section 5. The duties of the officers shall be those usually delegated to such officers, and in addition:

- A. **President:** The President shall be the chief executive officer of the Phoenix Panhellenic Association and shall perform the duties usual and incident to the office, and she shall be ex-officio member of all committees. Following the installation of officers, she shall call a meeting of the Executive board. Except where otherwise provided in these Bylaws, she shall appoint all committees and committee chairwomen subject to the approval of the Executive Board. She shall be responsible for the return of all reports requested by the Alumnae Panhellenic Committee of the National Panhellenic Conference.
- B. **Vice President:** The Vice President shall perform the duties of the President in the event of the President's absence or inability to act. She shall be ex-officio member of all committees and shall supervise committees arranging social events, such as the Celebration for Charity and the Celebration of Sisterhood, as well as organizing the hostesses for council meetings. She shall also serve, with the President, as a liaison to the member fraternities' Presidents to encourage networking, feedback, and brainstorming for chapter and Panhellenic improvements.
- C. **Treasurer:** The Treasurer shall be custodian of all monies of Phoenix Panhellenic Association and shall render at each Council meeting a report of the receipts and disbursements. She shall pay each year the dues of this Association to the National Panhellenic Conference. She will chair the budget committee and file tax form 990. She shall make available the books and records for a different person to look over upon request by the Executive Board or majority vote by council.
- D. **Secretary:** The Secretary shall keep the minutes of all meetings, be responsible for all correspondence, and shall keep an accurate record of the names, phone numbers, and physical and e-mail addresses of all members. In addition, the Secretary shall gather the directory information for the upcoming year on behalf of the incoming Secretary, who will prepare the following year's directory.

ARTICLE VII - MEETINGS

Section 1. The regular Council meeting shall be held the first Monday of the month from September through May unless otherwise rescheduled or omitted by the Executive Board. When the first Monday falls on a legal holiday, the meeting shall be held on the following Monday.

Section 2. Two-thirds of the voting members shall constitute a quorum at all meetings of the Council.

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Section 3. Special meetings may be held on call of the president and one officer and shall be called on written request of three delegates, providing 48 hours notice is given.

Section 4. The annual banquet shall be the May meeting, which shall be an invitational meeting for the presentation of awards and the installation of officers for the ensuing year; therefore not following the standing order of business.

Section 5. There shall be at least one open Phoenix Panhellenic Association meeting each year that all alumnae members of NPC fraternities may attend.

ARTICLE VIII - EXECUTIVE BOARD

Section 1. The Executive Board of the Council shall consist of the President, Vice President, Treasurer and Secretary.

Section 2. The Executive Board shall arrange for all meetings, be responsible for the administration of all business of the Phoenix Panhellenic Association, receive and consider recommendations from the standing committees and present them to the Council for action, have general supervision of the affairs of the organization, and perform such other duties as defined in these Bylaws.

Section 3. The regular meeting of the Executive Board shall be held at a time and place designated by the President. At least 48 hours notice shall be given for the meeting. Three members shall constitute a quorum of the Executive Board.

Section 4. The Executive Board is empowered to handle all business between regular meetings.

Section 5. Committee Chairwomen may be invited to attend meetings of the Executive Board. Upon invitation of the Executive Board, they shall have voice at an Executive Board meeting, but not vote.

ARTICLE IX - STANDING COMMITTEES

Section 1. The President shall appoint with the approval of the Executive Board these standing committees: Scholarship, Collegiate Relations, Philanthropic Projects, Alumnae Relations and Media Relations. The President shall appoint such other special committees as may be necessary, subject to the approval of the Executive Board. Examples of these committees may be, but are not limited to, a Gavel Club consisting of Past Panhellenic Executives, a Centennial Celebration Committee, and an Endowment Committee. Each committee shall consist of a chairwoman or chairwomen, and several members from the Council as needed. The chairwoman of each committee shall be responsible for keeping accurate records of her committee's work, and shall submit a complete report to the Executive Board in duplicate at the conclusion of its work or no later than the earlier of May 15th or 10 days prior to the due date of the Annual Report to NPC. The standing committees shall create, if needed, and maintain a committee handbook that outlines the committee's duties and responsibilities.

Section 2. Scholarship: This committee shall determine the criteria and information needed for the Scholarship Award applications, solicit applications, determine a rating guideline, and select the

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qualified recipients of the Panhellenic Scholarships Awards. Council shall determine the number and amount of the Scholarship Awards each year, as presented for approval by the Scholarship committee at a Council Meeting prior to the presentation of the Scholarship Award.

Section 3. Collegiate Relations: This committee shall be the liaison to any College Panhellenic and assist them in appropriate ways, should the College Panhellenic so request. This committee shall serve as the contact for prospective members for any questions regarding recruitment, including questions and requests for referrals/recommendations. This committee shall organize events and use all possible sources to promote the fraternity system to prospective members. This committee shall represent all 26 NPC member fraternities when organizing or participating in events.

Section 4. Philanthropic Projects: This committee shall plan all philanthropic events and promote their attendance by council and alumnae members. They shall determine the best way to raise funds for the Council's business and charitable concerns.

Section 5. Alumnae Relations: This committee shall determine the criteria for the selection of the Alumnae Recognition Award(s), solicit applications from members of the individual alumnae associations and select a recipient for the award. They shall assist in planning fraternity alumnae events among NPC members.

Section 6. Media Relations: This committee shall manage all mediums of communication for the Phoenix Panhellenic Association, in coordination with the Executive Board and other Standing Committees.

ARTICLE X – REMOVAL OF OFFICERS AND COUNCIL MEMBERS

Section 1. Removal of officers.

- A. General. If an officer fails to perform or is unable to perform the duties assigned to her, she shall be asked by the Executive Board to resign. If she does not resign, she shall be removed from office. The vacancy shall be filled based on the procedure stated in Article VI, Section 4.
- B. Commitment to Excellence. If an Officer fails to abide by the Commitment to Excellence as written in the Standing Rules, then the Executive Board shall hold a meeting where the Officer is given an opportunity to discuss the matter with the Executive Board and two (2) Council Members who will also vote on the officer's possible removal ("Voting Delegates"). The Voting Delegates will be the delegates of the two (2) member fraternities that are next in the Order of Rotation for officer positions outlined in Article VI, Section 1. The Officer's member fraternity president, as well as her Phoenix Panhellenic Association and National Panhellenic Conference delegate and/or Area Coordinator, will also be given an opportunity to attend the meeting. The Officer at issue, her member fraternity president, her Phoenix Panhellenic Association and National Panhellenic Conference delegate and/or Area Coordinator, and the Voting Delegates will be informed of the meeting in writing. The Officer shall not participate in the decision regarding her possible removal. If after the meeting three (3) out of the five (5) Executive

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Board Officers and Voting Members believe, in their sole discretion, that the Officer should be removed from her position, then the Officer shall be removed and she and her member fraternity president will be informed in writing of her removal. The Officer's Executive Board vacancy shall be filled based on the procedure stated in Article VI, Section 4. The Officer will also be removed as a delegate representing her member fraternity.

Section 2. Removal of Council Members. If a delegate or alternate delegate who is not an Officer, (each hereinafter referred to as a "Council Member") fails to abide by the Commitment to Excellence as written in the Standing Rules, then the Executive Board shall hold a meeting where the Council Member is given an opportunity to discuss the matter with the Executive Board and one (1) Voting Delegate as defined in Article X, Section 1(B). The Council Member's fraternity member president, as well as her Phoenix Panhellenic Association and National Panhellenic Conference delegate and/or Area Coordinator, will also be given an opportunity to attend the meeting. The Council Member at issue, her member fraternity president, her Phoenix Panhellenic Association and National Panhellenic Conference delegate and/or Area Coordinator, and the Voting Delegates will be informed of the meeting in writing. If the Council Member at issue would have been the Voting Delegate, then she shall not participate in the decision regarding her possible removal and the next delegate in the Order of Rotation as outlined in Article VI, Section 1 shall serve as the Voting Delegate. If after the meeting three (3) out of the five (5) Executive Board Officers and Voting Members believe, in their sole discretion, that the Council Member should be removed from her position, then the Council Member shall be removed, and may not serve as delegate or alternate delegate, and she and her member fraternity president will be informed in writing of her removal. The Council Member's vacancy shall be filled by the Council Member's fraternity within a reasonable amount of time.

ARTICLE XI – DISSOLUTION

Dissolution. When the active members of the Phoenix Panhellenic Association have reached a decision to no longer maintain the Association's active status with the National Panhellenic Conference, they shall send a notification and motion to dissolve the Association by either e-mail, letter or fax to all active members remaining on record and the assigned Alumnae Panhellenics Area Advisor Coordinator.

- A. The notification shall include the time, date, location, and/or method for how the Phoenix Panhellenic Association members will vote on dissolution. The recommended notification time should be at least two weeks prior to the date of the vote. If a meeting is not held, members may vote by e-mail, letter, or fax.
- B. The motion of dissolution shall include but not be limited to the name of the association and the dissolution date.
- C. If the motion of dissolution is adopted, a second motion shall be prepared and adopted directing the disposition of all assets. The remaining assets shall be used in a charitable or educational manner, giving first priority to the National Panhellenic Conference Foundation.

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D. Copies of all records of the dissolution shall be sent to the NPC office, the assigned Alumnae Panhellenics Area Advisor Coordinator and the Alumnae Panhellenics Committee chairman.

ARTICLE XII - AUTHORITY

“Robert’s Rules of Order Newly Revised” shall be the parliamentary authority in all cases not otherwise stated in these Bylaws.

ARTICLE XIII - AMENDMENTS

Section 1. Amendments. These Bylaws may be amended at any regular meeting of the Council by a two-thirds vote, provided notice of the proposed amendment has been given at the preceding meeting, or written notice has been sent to each member of the Council at least 48 hours prior to the meeting, and approval of the NPC Area Advisor Coordinator has been secured.

Section 2. Standing rules. Standing rules are not a part of these Bylaws and may be suspended by a majority vote at any business meeting; the suspension expires at the close of that meeting. Standing rules may be adopted, amended or rescinded by a two-thirds vote of the council without previous notice.

Section 2 does not apply to Standing Rule 17, Commitment to Excellence, which will be subject to the same amendment and suspension restrictions as Bylaws under this Article as stated below in Section 3.

Section 3. Bylaws may never be suspended and require a two-thirds vote for adoption or amendment, plus previous notice. Therefore, rules that require less rigid observance are placed in the standing rules. Standing rules may include such items as the order of business at the meetings, special requirements for committee chairwomen, committee chairwoman to whom special information should be submitted and other provisions.

Section 4. Policies. Phoenix Panhellenic Association will, through its activities, develop policies and these need to be written on a regular basis for reference.

Section 5. Bylaws will be reviewed every other year on the odd years, to be presented to Council at the March meeting and voted on at the April meeting.

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STANDING RULES

As stated in these Bylaws: These standing rules are not a part of the Bylaws and may be suspended by a majority vote at any business meeting; the suspension expires at the close of that meeting. Standing rules may be adopted, amended or rescinded by a two-thirds vote of the council without previous notice.

1. Order of Business:
 - Call to Order
 - Roll Call
 - Minutes
 - Reports of Officers, Standing Committees and Special Committees
 - Unfinished Business
 - New Business
 - Announcements
 - Programming
 - Adjournment
2. Phoenix Panhellenic Association will have a minimum of seven (7) meetings per year. *At least five (5) meetings per year shall follow standard order of business.*
3. An inquiry will be made by the Secretary to any member fraternity having two absences in the fiscal year. Arriving more than ten minutes late or leaving more than ten minutes prior to adjournment will be considered an absence.
4. An inquiry will be made by a designated member of Executive board to any member of Executive Board or Chairwoman of a Standing Committee having two absences from required meetings in the fiscal year.
5. Each fraternity shall send to the directory editor information regarding its delegate, alternate, president, treasurer and Arizona collegiate chapter advisors by July 1st for the following year. Information requested shall be the names, phone numbers, and physical and e-mail addresses for each.
6. The Treasurer shall be responsible for preparing the following year's proposed budget. She will chair the budget committee, which will be composed of herself, the President, Vice President, Secretary, incoming Secretary, the Chairwomen of Standing Committees, and one member-at-large appointed by the President. They shall present the proposed budget in March to the Council for approval in April.
7. Expenditures by the board, committee chairwomen, and members must stay within the approved budget unless approved by the Executive Board, or may not be reimbursed.

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8. The December meeting will be the Celebration for Charity event; which will include the collection of stuffed animals for charitable organizations in Arizona and will not follow the standard order of business.
9. The Celebration of Sisterhood will be held each May and will not follow the standard order of business. The invitations for this event will be sent out by the discretion of the Executive Board.
10. Committee Chairwomen will have the final decision regarding issues handled by their committees, unless specifically directed by council.
11. The vehicle for marketing and posting information shall be the web site at www.phoenixpanhellenic.com. The council will cooperate with the President who will work with the webmaster to keep all website information current.
12. All NPC member fraternities are eligible to participate in the Undergraduate Education Scholarship Award Program.
13. An Active Member Fraternity of the Phoenix Panhellenic Association is eligible to vote and to participate in the Alumnae Recognition Award Program. An Active Member Fraternity meets the following requirements:
 - A. Attends at least six (6) Council meetings in the current Phoenix Panhellenic year, and
 - B. Pays dues by the due date or pays dues along with the appropriate additional delinquent dues assessment.
14. An Active Member Fraternity in Good Standing of the Phoenix Panhellenic Association is eligible to participate in the Continuing Education Scholarship Award Program. An Active Member Fraternity in Good Standing meets the requirements of an Active Member Fraternity as defined above in Standing Rule #13, and meets the following additional requirements:
 - A. Serves on a committee, and
 - B. Actively Participates in Philanthropic Projects events, as defined below in Standing Rule #15.
15. Active Participation in Philanthropic Projects events shall be defined as:
 - A. Each Active Member Fraternity must fill at least two (2) shifts at the Philanthropic Projects event with a seated member of Council (delegate, alternate delegate, alumnae president, or Executive Officer in rotation, if applicable), and
 - B. Each Active Member Fraternity must meet a participation goal as calculated by the Philanthropic Projects Committee.
 1. This goal is not to exceed 80% of a fraternity's membership.
 2. The recommended formula used to calculate the participation goal is as follows: Number of volunteers requested by event officials, less the average number of non-member fraternity volunteers, then evenly distributed back to each member fraternity based on membership totals as listed in the most current directory.

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3. Event participation goals as presented to Council that are determined not using the recommended formula defined above should be presented and approved by the Executive Board prior to release to Council.
 4. Award eligibility based on participation goals are effective for the following fiscal year. A list of eligible and non eligible member fraternities shall be provided by the Philanthropic Projects Chairwoman to Executive Board, Scholarship Chairwoman and Alumnae Relations Chairwoman, at the conclusion of the philanthropic event. Example: Participation goals met or not met at 2018 WMPO will affect Continuing Education Scholarship Awards distributed in the 2018-2019 fiscal year.
16. No less than 70% of the funds earned by Panhellenic Philanthropic Projects shall be earmarked for the Scholarship Awards Program.
- A. The Scholarship Awards Program may include:
 1. The distribution of dollars directly to Scholarship Award recipients and their universities, and
 2. The deposit of dollars into an endowment fund designated for future use by the Scholarship Awards Program.
 - B. The amounts in excess of those earmarked for the Scholarship Awards Program shall be used to pay operational expenses of the Phoenix Panhellenic Association, to include the operational expenses needed for the philanthropic projects events.
 - C. Any excess amounts after the payment of amounts detailed in items A and B above shall be transferred to a savings account to be used for future operational expenses or for the Scholarship Awards Program.
17. Each Executive Officer, delegate and alternate delegate (each hereinafter referred to as a “Council Member”), by accepting such appointment by her fraternity, agrees to abide by the Commitment to Excellence, which consists of the following:
- A. Member understands that she represents her fraternity and all other member organizations of Phoenix Panhellenic Association and National Panhellenic Conference.
 - B. Member understands that her actions, both positive and negative, will reflect not only on herself and her fellow members of Phoenix Panhellenic Association and National Panhellenic Conference groups, and all Greek student and alumnae organizations; she shall do nothing to undermine their reputations or jeopardize their success.
 - C. Member shall treat all Council Members of Phoenix Panhellenic Association, and all persons with whom we interact, with respect.
 - D. Member shall collaborate with her fellow Council Members and other persons with whom we interact to promote Panhellenic sisterhood while striving to meet the goals and purposes of Phoenix Panhellenic Association and National Panhellenic Conference.

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- E. Member understands that all organizations belonging to Phoenix Panhellenic Association have an equal voice and shall respect each of those voices.
- F. Member will offer praise and constructive criticism while keeping in mind that each Council Member is a volunteer and may have unique time restrictions, talents, and opinions.
- G. Member understands Phoenix Panhellenic Association and National Panhellenic Bylaws, policies and purposes, including Expectations of Council Delegation and Standing Rules, as well as the duties of Council Members and Officers, and shall make all reasonable efforts to execute her duties successfully.
- H. Member will participate in the growth and development of current and future Council Members, and Executive Officers to ensure continuity and success of Phoenix Panhellenic Association and National Panhellenic Conference during her term and thereafter.

The Bylaws were approved at the Council Meeting on April 2, 2018.

The next Bylaws review will be in March 2019.