

STANDING RULES OF THE UNIVERSITY OF SOUTH FLORIDA PANHELLENIC ASSOCIATION

Amended **Fall 2025** by the Panhellenic Association

Article 1: Membership

Section 1: Dues

- A. NPC College Panhellenic Dues shall be paid annually as invoiced by the NPC office.
- B. Panhellenic Association membership dues shall be an assessment per member and new member.
 - 1. The amount of such assessment shall be \$20 dollars for active members and \$25 dollars for new members per semester.
 - 2. The dues of each Panhellenic Association member fraternity shall be payable on or before October 1 for the fall semester and February 15 for the spring semester. Chapters will be informed of the specific deadline by the Vice President of Finance during the first Panhellenic Council meeting of each semester. Chapters will always have 30 days to submit their payment if the set date is not met by the Vice President of Finance.

Section 2: Fines/Late Fees

- A. The Panhellenic Council shall have the authority to determine fees as may be considered necessary. For any fees not currently determined by the Standing Rules, they will be decided by majority vote of the delegates.
- B. Late fines.
 - 1. An item is considered late if it is turned in past the requested deadline accruing a \$10 late fee. An additional 10 dollars will be accrued for every 24 hours until the item is turned in and will be applied to the invoice at the end of that business week on Friday.
 - 2. For every week a fee/fine is overdue, the chapter must pay \$20 in addition to the original amount of the fine.
 - 3. The late policy is cumulative—for example, a fee that is three weeks late will have an additional \$60 to the original fee, making the total fee \$270.
- C. Missing mandatory or scheduled meetings/events on the Panhellenic calendar.
 - 1. The All-Panhellenic Meeting is a mandatory event for all active members. A fine of \$10 per member that is absent will be administered to those who are not excused by the Panhellenic Association. The payment shall be to the Panhellenic Association at the University of South Florida, and it is the responsibility of the chapter and not individual members.
 - 2. The chapter must have at least 80 percent of its members present at the All -Panhellenic Meeting (or it) be subjected to payment of a flat fine of \$150, in addition to the \$10 per member.

3. All sorority women must attend Panhellenic events voted mandatory by the Panhellenic delegates. Protocol regarding excuses and appealing fines should follow the process set forth for the all-sorority meeting. Unexcused absences will result in a fine of \$50 for the chapter.

4. If the fine/late fees are not paid 3 weeks past the original due date, the chapter will be restricted from anything the Panhellenic Executive board deems appropriate that does not restrict the chapters right to vote, participate in recruitment, and/or ability to function.

5. Any other fines including those listed above may be compiled in the Fines Sheet made by the Vice President of Conduct and Integrity with the approval of the delegates and the Executive Board.

Article 2: Officers and Duties

Section 1: Additional Duties of the Executive Board

A. Attend and actively participate in all Panhellenic Council meetings, Panhellenic Executive Board meetings, and other Panhellenic or Center for Student Involvement & Fraternity/Sorority Life events deemed mandatory by the Executive Board.

B. An event can be deemed mandatory by any member of the Panhellenic Executive Board in conjunction with the Executive Vice President overseeing the event with at least two weeks' notice.

C. Attend monthly one-on-one meetings with the Executive Vice President.

D. Attend monthly one-on-one meetings with the Panhellenic Advisor, unless the position requires otherwise.

E. Hold two consistent and published office hours per week in the Center for Student Involvement in the Spring and Fall.

F. Appoint all standing and special committees' members and their chairs, and in making these appointments, recognize representation from all member organizations.

G. Serve on the Panhellenic Recruitment Team during Primary Recruitment and attend all pre and post Recruitment events, meetings, and activities associated with this role.

H. Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council and record the action in the minutes of that meeting.

I. Work with corresponding officers of the Interfraternity Council,

Multicultural Greek Council, and National Pan-Hellenic Council in joint programming and initiatives.

J. Represent the USF Panhellenic Association at national conferences as deemed necessary to the role.

L. Remain confidential during and after term.

M. It is the responsibility of executive board officers to complete their term to its entirety. If an executive board officer leaves her term early, she may be responsible for repaying any expenses incurred during her term. At the discretion of the Panhellenic President and Vice President of Finance, and in collaboration with the Panhellenic Advisor, officers may be responsible for repaying half travel/other costs associated with conferences or regional development experiences (unless said officer has resigned/been removed from their position after Primary Recruitment), apparel, or any other miscellaneous expense incurred as a result of being in the role and recommend a replacement.

N. Must fulfill any duties not completed by directors reporting directly to them.

O. Have a completed template of a transition guide by the end of September for proper preparation of the next Executive Board.

P. Any Vice President with a director, committee, or team under their position must prepare applications before the end of term.

Q. Complete the After-Term Contract and return the document to the Panhellenic Advisor following one week after transitioning the new officers.

R. Must copy Panhellenic Advisor, President and Executive Vice President on all emails.

Section 2: Executive Board Eligibility

A. Eligibility to serve as an officer shall depend on the class of membership:

1. Regular membership. Members from women's fraternities holding regular membership in the Panhellenic Association at the University of South Florida shall be eligible to serve as any officer.

2. Provisional membership. Members from women's fraternities holding provisional membership in the Panhellenic Association at the University of South Florida shall not be eligible to serve as an officer.

B. Executive board members must meet the following criteria:

1. Must be an enrolled student at the University of South Florida.

2. Must be an initiated member of her chapter.
3. Must maintain active status with her chapter for the duration of her term in office.
4. May not concurrently serve as President or Recruitment Chair of her own chapter.
5. Must have at least a USF cumulative grade point average of a 3.00 to be slated.
6. Must have at least a USF cumulative grade point average of 2.75 to remain an officer.
7. All applicants must be initiated the semester or year prior to application submission.
 - i. New members are not permitted to run for a Panhellenic Executive Board Office.
7. If the above criteria are not met each semester a written agreement may be established per the discretion of the Panhellenic President, Panhellenic Advisor, and Panhellenic Area Advisor to outline a probationary agreement until all the criteria are met.

C. Additional Requirements for Select Executive Board Officers

1. The President must have held one or more of the following positions:
 - i. Panhellenic Executive Officer
 - ii. Chapter Executive Board Officer
2. May only serve one term as USF Panhellenic President.
3. The Vice President of Recruitment and the Vice President of New Member Relations must have held one or more of the following positions:
 - i. Chapter Recruitment Chair
 - ii. Recruitment Guide
 - iii. Chapter Assistant Recruitment Chair
 - iv. Panhellenic Executive Officer
 - v. Panhellenic Logistics Team Member
 - vi. Chapter Executive Board Officer

Section 3: Selection of Executive Board Officers

A. Application Process

1. Each interested candidate will complete an application made available by the University of South Florida Panhellenic Association.

2. Panhellenic Executive Board applications must close at least sixteen days before the last GBM of the fall semester.
3. Applications must be completed by the deadline in order to be considered.
4. The application period must be open for a minimum of two weeks.
5. Any sorority that does not have members applying for Panhellenic Executive Board forfeits its right to be represented on the Panhellenic Executive Board.

B. Application Review

1. The Panhellenic President, Executive Vice President and Panhellenic Advisor will review the applications to ensure that applicants meet the minimum election requirements. Applications will then be distributed to the Slating Committee.

C. Office-Holding limitations

1. Panhellenic Executive Board positions shall be limited to no more than **two** members of a single chapter unless members from other chapters, which are eligible to apply, chose not to do so. Exceptions to this clause shall be made at the discretion of the Slating Committee.

D. Slating Process

1. Slating Committee

- i. The Panhellenic President shall serve as the Chair of the Slating Committee.
- ii. The Slating Committee shall consist of the Panhellenic Executive Board officers.
 - a. If a current member of the Panhellenic Executive Board is running for another term on the Panhellenic Executive Board, her position on the Slating Committee shall be replaced with another representative of equal knowledge of that position (i.e. a Director or Assistant) by the date applications close.
 - b. The Slating Committee shall consist of a minimum of six members, including alternates if necessary to ensure a quorum, with at least two-thirds of the total members present to conduct business.
 - c. In the case that there are fewer individuals on the slate as there are on the Panhellenic Executive Board, the President shall become familiar with their positions in order to best interview and slate.

2. Interview

- i. All candidates who apply will be required to attend an interview conducted by the Slating Committee which will take place within ten days of the application due date.
- ii. Following the interview and an examination of the applicant's qualifications, the Slating Committee shall slate candidates for each position.

- a. This process is closed, so only members of the Slating Committee can take part in or hear the conversations about choosing the Panhellenic Executive Board.

- iii. In the event the Slating Committee does not feel current candidates are qualified for particular positions, the Slating Committee has the right to leave positions open on the slate.

3. Presentation of Slate

- i. The slate will be presented at the first Panhellenic General Body meeting following interviews.
- ii. Qualifications for each slated candidate will be provided along with the slate.

4. Voting of the Slate

- i. The voting on the slate shall occur during a Panhellenic General Body Meeting following the meeting in which the slate is presented.
- ii. The Panhellenic Delegates shall vote to approve the slate. The slate shall be voted on individually to each respective position, in the respective order of the Panhellenic Executive Board
- iii. If there are vacancies on the slate after it has been passed by the delegates, the slating process should be repeated so that an officer may be slated and voted on by the Panhellenic Association at the University of South Florida in the following meeting.

E. Election Procedure in Case of Vacancies in a Passed Slate

- 1. In the case of a passed slate with vacancies in the Panhellenic Executive Board positions, the slated board will reopen the applications and anyone that meets the application requirements is eligible to apply.
- 2. Interviews for the vacant positions will be held no later than one week following the application deadline by the Panhellenic

Executive Board and/or selected representatives from the Panhellenic Community.

3. Selection for the slate of vacant positions will be up to those chosen to be a part of the Slating Committee.

F. Voting Procedures:

1. Voting shall be done through a roll call vote.
2. The voting delegate of each chapter must cast the votes. If the voting Delegate is a candidate, the alternate casts the vote.
 - a. The alternate should possess knowledge equivalent to that of the Panhellenic Delegate and must not have any conflicting interest that could influence her role as an alternate.
 - i. A conflict of interest will be reviewed and determined by the Panhellenic President, Executive Vice President and Vice President of Conduct & Integrity if applicable.
3. The slate shall be voted on individually to each respective position.
4. Each position on the slate is approved with two-thirds of the voting delegates' votes.

G. The order of elections shall be:

1. President
2. Executive Vice President
3. Vice President of Conduct and Integrity
4. Vice President of Recruitment
5. Vice President of Finance
6. Vice President of Community Development and Outreach
7. Vice President of Public Relations
8. Vice President of New Member Relations
9. Vice President of Diversity, Equity, and Inclusion

H. Election Procedure in Case of Failed Slate

1. In the case that a position on the slate does not pass with two-thirds of the vote, anyone that completed the application process for that prospective term for an Executive Board position can be nominated for a position she is eligible for regardless of whether she was slated or not.
2. To be nominated from the floor by a delegate, the candidate must be present at the GBM and have turned in an application and been interviewed by the Slating Committee for an Executive Board position.

3. Candidates will be required to give speeches for each position they are nominated for. The speeches are not to exceed two minutes in length and must include the candidate's leadership abilities and experiences as well as her goals for the position.

4. The delegates shall then have time to discuss the candidates, and then vote for the remaining vacant spots on the slate.

i. Should a position not pass for a second time, the spot shall remain vacant, and applications will be reopened.

Section 4: Term of Executive Board Officers

A. All Executive Board members will begin office the day following Induction, which will occur prior to or at the last Panhellenic Meeting of the fall semester.

B. The length of term for Executive Board members shall be from the time they are inducted until the next Executive Board is inducted.

C. An officer transition session between the outgoing and incoming Executive Boards shall occur no later than one week after the end of the fall semester.

Section 5: Officer and Director Removal Procedure

There may come a point where your College Panhellenic has to make the decision to remove one of its officers from their position or where there is immediate cause for removal. This guide is intended to serve as a resource for you and the process by which to remove officers.

A. Criteria for Improvement or Removal:

A motion to remove an officer from the College Panhellenic Executive Board may be made by a delegate for any of the following reasons:

1. Failure to fulfill the duties of the role as outlined in the College Panhellenic bylaws.
2. Failure to consistently attend regularly scheduled meetings of the College Panhellenic.
3. Removal of membership from their chapter. *(Must result in immediate removal as outlined below.)*
4. Loss of good standing status within their chapter. *(Must result in immediate removal as outlined below.)*
5. Issues of poor personal conduct that violate the Panhellenic code of ethics and/or Panhellenic purpose.

B. Immediate Removal:

In the event that a Panhellenic officer is removed from her chapter or is no longer in good standing with her chapter, the delegate for that chapter should motion at the College Panhellenic meeting following the officer's loss of membership or good standing that the officer in question be removed from her role. *These are the only situations in which an immediate removal occurs and no vote is necessary.*

The NPC College Panhellenic area advisor will confirm this with the member organization's chief panhellenic officer before the College Panhellenic officially notes and announces the role as vacant.

C. Improvement Process:

1. Initial Conversation

- a. The Panhellenic president and peer accountability officer will hold a meeting with the officer in question to discuss their current performance and areas in which the officer is not fulfilling responsibilities/expectations. The first conversation is documented and sent to the NPC area advisor. This serves as an opportunity to improve their performance.

2. Improvement Plan

- a. If there is a continued need for improvement, the officer will be asked to assist the Panhellenic president and peer accountability officer in developing an improvement plan for no more than the remainder of the term. The improvement plan should carefully outline the expectations for the officer's role and the consequence(s), such as removal from the role, if she fails to meet the expectations.
 - i. If the officer chooses not to agree to the plan, the president will discuss removal with the NPC area advisor and fraternity/sorority advisor and begin the removal process.
 - ii. The officer has the right to resign at any point in this process.

3. Progress Check

- a. The president or her designee (should the president be the officer in question) will follow up with the officer in question regarding progress toward completing the improvement plan on a regular basis (i.e., every two weeks).
 - i. If the improvement plan is met, the officer will be considered in "good standing" and any future issues with fulfillment of responsibilities or expectations will begin again at step one. Both the officer and NPC area advisor, as applicable, will be notified.
 - ii. If the officer has not met the expectations laid out in the improvement plan, the College Panhellenic will move to the removal process.

D. Removal Process:

If the officer fails to meet the expectations of her role as outlined in the improvement plan, the president will notify the chapter delegates to expect a vote at the next regularly scheduled meeting or scheduled special meeting to remove the officer from her role.

1. Both the College Panhellenic president and the officer in question will present relevant materials supporting removal to the delegates.
2. The vote should happen in the same meeting as the presentation of materials.
3. The delegate vote must pass by a two-thirds majority.
4. Following the vote, the officer, NPC area advisor and the officer's organization will be notified.

If the vote passes or the officer in question chooses to resign from her position, the College Panhellenic will need to follow the officer vacancy process outlined in their

bylaws.

If the vote fails, the officer will be considered in “good standing” and any future issues with fulfillment of responsibilities or expectations will begin again at step one. Both the officer and NPC area advisor will be notified.

E. Filling a Vacancy

The College Panhellenic will fill a vacancy using the officer election or rotation process outlined in their bylaws.

Section 6: Executive Officer Vacancies

A. Vacancy Before April 1

1. In the event that a Panhellenic Executive Officer must be relieved of or resign from her position before the final Panhellenic meeting of the spring semester, a slating process will take place to fill the vacancy.
2. The Slating process will remain the same as described in Article IV Section 13, with the exception of the application deadline, which will be one week from the time of release.

B. Vacancy After April 1

1. In the event that a Panhellenic Executive Officer must be relieved of her position after April 1, the Panhellenic Executive Board will be responsible for appointing a new officer and notifying the Association’s member chapters of the timeline taken to fill the vacancy.
2. Any member of a standing committee may be appointed to the respective vacant Vice President position heading the committee at the discretion of the Executive Board. If no chairmen can fill the position the following would apply:
 - i. Chapter members will be given one week to apply for the vacant position(s).
 - ii. The Panhellenic Executive Board will serve as the slating committee and will conduct interviews within 48 hours of the application deadline.
 - iii. The Panhellenic Executive Board will vote on the new officer and will notify the chapters of the decision within forty-eight hours.
3. In the event that another member of the current Executive Board fills a vacancy, the duties of the newly vacated position shall be filled through the process outlined above in Article IV Section 13.

C. Vacancies occurring after October 1

1. In the event of an unforeseen circumstance and it is not plausible for a new candidate to be interviewed and transitioned

after October 1, duties of the Vice President or director can be delegated amongst the current Panhellenic Executive Board or the Executive Board may appoint someone to the position with the approval of the community.

Article 3: The Panhellenic Council

Section 1: Delegate Duties and Responsibilities Continued

Delegate duties include, but are not limited to:

A. Understand and educate her chapter in a timely manner about all necessary information, including but not limited to recruitment rules and guidelines, unanimous agreements, the judicial process, and events in other Fraternity and Sorority Life councils.

B. Notify her chapter members of all regular and special meetings of the Panhellenic Association at the University of South Florida.

C. Attendance at Panhellenic General Body meetings, Panhellenic Delegate roundtables, and other events as determined by the Panhellenic Executive Board.

1. All notices of absences must be received 24 hours prior to the event and emailed to the Panhellenic Executive Vice President's email.

2. Absences will be reviewed on a case-by-case basis and approved by the Panhellenic Executive Board.

3. Delegates are required to attend all meetings, with no more than two permissible excuses per semester. Should the delegate miss more than two meetings a meeting will be held with the Executive Vice President, Chapter President, and Panhellenic Advisor. If the absences continue to occur a meeting with the Area Advisor will be held.

4. If no representative with the appropriate credentials is present from a Panhellenic organization, that organization yields their rights to vote on any proposed articles for that date.

5. Proper attire needs to be worn to all meetings. Failing to do so will result in a strike.

6. Attire for general members will be what the specific chapter dictates as snappy casual and attire for delegates will be business casual.

D. Create and submit amendments as needed to governing documents and guidelines as needed by the stated deadline.

E. Send out the attendance sign up sheet for General Body Meetings to her chapter the week of the meeting and remind her chapter that a minimum of five members per chapter is recommended for attendance.

F. The fine may be lowered to the discretion of the Executive Vice President while taking situations into consideration and consulting the Vice President of Conduct and Integrity, the President, and the rest of the executive board.

Section 2: Delegate Accountability

The Panhellenic Executive Board holds the right to hold a mediation between the delegate and their Chapter President if a delegate is not upholding her responsibilities.

Section 3: Regular Meetings

- A. The Panhellenic Council at the University of South Florida shall hold at least one regular meeting at a time and place established no later than one week prior to the start of classes each semester. The Panhellenic Executive Board will determine the number of meetings for the entire semester at that time.
- B. If a member of the Panhellenic Executive Board schedules a roundtable in addition to regularly scheduled meetings, attendees must be notified at least ten days in advance.
 - i. If an attendee fails to attend a required meeting after proper notification, without notifying the host of the meeting with a valid excuse, they may face disciplinary action as determined by the VP of Conduct and Integrity and the meeting's original host.
- C. The minutes of all meetings will be sent out to the general public within 48 hours of the conclusion of the meeting,

Section 4: Vote Requirements

- A. Proposed motions on issues which impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.
- B. A two-thirds vote of the Panhellenic Council shall be required to approve a re-establishment plan and for all extension-related votes, as well as in Panhellenic Executive Board slating votes (See Article V of this document). All other votes, unless specified in these bylaws, shall require a majority vote for adoption. (See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.)
- C. All other votes, unless specified in the bylaws, shall require a majority vote for adoption (fifty percent plus one).

D. In the event that a fraternity/sorority has a ritual occurring during a Panhellenic Council meeting at which voting is to occur, a paper ballot signed by the Delegate and Chapter President should be submitted to the Panhellenic President or the Panhellenic Advisor no later than 5 pm on the day of the meeting.

E. All voting will take place using a roll-call vote, unless specified otherwise.

Article 4: Non-elected Officers

Section 1: Recruitment Guides Education (PF or Rho Gamma)

1. Eligibility:

A. Must be an enrolled student at the University of South Florida.

B. Must be an initiated member of her chapter.

C. Must maintain active status with her chapter for the duration of her term in office.

D. May not concurrently serve as President or Recruitment Chair of her own chapter.

E. Rho Gamma applicants must have previously participated in recruitment with their own chapter before applying.

F. Must have at least a USF cumulative grade point average of a 2.75 to be slated. Membership:

G. The Recruitment Guides shall be representatives of each fraternity/sorority selected by a Selection Committee created by the Vice President of Recruitment, Vice President of New Member Relations, President and Directors of Recruitment Guides. The Committee shall consist of at least one representative from each chapter. The Selection Committee shall determine the number of Recruitment Guides. The Selection Committee shall form in the spring semester; Recruitment Guides should be selected before April of every year.

B. Duties:

1. It shall be the duty of the Recruitment Guides to stimulate and maintain interest in joining a sorority, make the Recruitment experience enjoyable and memorable for Potential New Members by guiding them through the process, and to explain and assist with the mechanics of Primary Recruitment.

2. Recruitment Guides shall participate in all training offered in the spring semester, attend the official Leadership Class throughout the summer, attend all required retreats, assist in booths and

other Recruitment marketing opportunities, and conduct post-recruitment follow up with potential new members.

3. Fulfilling position duties is required for the duration of a year.

4. To work closely with the Panhellenic Recruitment Team to facilitate the recruitment process.

5. Assisting the Panhellenic Vice President of New Member Relations in areas including but not limited to:

i. Providing Potential New Members with recruitment confirmation packets and hype emails.

ii. Assisting the Panhellenic Recruitment team with marketing efforts (i.e., chalking, tabling, passing out flyers, etc.) for the Primary Recruitment Process.

iii. Developing Potential New Members event schedules and invitation list.

6. Members are required to disassociate in conjunction with the Panhellenic Recruitment Team in regard to the terms outlined in the Recruitment Guidelines.

I. Recruitment guides must follow all rules set for the Panhellenic Recruitment Team as outlined in the Recruitment Guidelines.

7. Assisting the Panhellenic Vice President of New Member Relations in any additional assigned duties.

Section 2: Director of Online Communications

A. Eligibility:

1. Must be an enrolled student at the University of South Florida.
2. Must be an initiated member of her chapter.
3. Must maintain active status with her chapter for the duration of her term in office.
4. Must have at least a USF cumulative grade point average of a 2.75 to be slated.

B. Appointment:

1. Applications for the Director of Online Communications shall be available within two weeks of the supervising Vice President's transition into office. Applications must remain open for two weeks and interviews will be conducted no later than one week after the application closes.

2. The Selection Committee shall consist of at least one representative from each chapter. The Selection Committee shall form in the spring semester.

C. Duties:

1. Be responsible for all online public relations and marketing efforts for the Panhellenic Association.

2. Be responsible for the advertisement of Panhellenic Recruitment and all Panhellenic sponsored events on all online platforms.
3. Collaborate with the Panhellenic Marketing Team to create graphics and ideas for all online platforms.
4. Collaborate with the Vice President of Public Relations to create an annual marketing and public relations plan for the Association including a 365- Day Recruitment Marketing Plan in conjunction with the Vice President of Recruitment.
5. Create online marketing material for all Panhellenic sponsored events in collaboration with the Executive Board Officer planning the event.
6. Be responsible for regularly maintaining the Panhellenic Facebook page.
7. Oversee all Panhellenic social media accounts.
8. Monitor chapter websites, blogs, and social media for appropriate content; if inappropriate content exists, contact the Vice President of Conduct and Integrity.
9. Brand and distribute the Panhellenic newsletter with information provided by the Vice President of Community Development and Outreach, which will serve to educate and inform the Tampa, USF, and the Fraternity and Sorority community about Panhellenic news and events.
10. Perform all other duties as assigned by this office.

Section 3: Director of Philanthropy

A. Eligibility:

1. Must be an enrolled student at the University of South Florida.
2. Must be an initiated member of her chapter.
3. Must maintain active status with her chapter for the duration of her term in office.
4. Must have at least a USF cumulative grade point average of a 2.75 to be slated.

B. Appointment:

1. Applications for the Director of Philanthropy shall be available within two weeks of the supervising Vice President's transition into office. Applications must remain open for two weeks and interviews will be conducted no later than one week after the application closes.
2. The Selection Committee shall consist of at least one representative from each chapter. The Selection Committee

shall form in the spring semester.

C. Duties:

1. Report directly to the Vice President of Community Development and Outreach.
2. Record minutes at all Philanthropy Roundtables set by the Vice President of Community Development and Outreach.
3. Lead the Circle of Sisterhood Committee.
4. Host Panhellenic's annual philanthropy event for Circle of Sisterhood with the assistance of the Vice President of Community Outreach and Circle of Sisterhood Committee.
5. Work with the Center for Leadership and Civic Engagement and local charities to increase service involvement between the women of Panhellenic and the Tampa community.

Section 4: Director of Programming

A. Eligibility:

1. Must be an enrolled student at the University of South Florida.
2. Must be an initiated member of her chapter.
3. Must maintain active status with her chapter for the duration of her term in office.
4. Must have at least a USF cumulative grade point average of a 2.75 to be slated.

B. Appointment:

1. Applications for the Director of Programming shall be available within two weeks of the supervising Vice President's transition into office. Applications must remain open for two weeks and interviews will be conducted no later than one week after the application closes.
2. The Selection Committee shall consist of at least one representative from each chapter. The Selection Committee shall form in the spring semester.

C. Duties:

1. Report directly to the Vice President of Community Development and Outreach.
2. Host roundtables with the Vice President of Community Development and Outreach at least once a semester with the scholarship chairs from each Panhellenic Chapter.
3. Actively work with Panhellenic chapters who are not above the all-women's grade point average to create programming and benchmarks that provide support to improve academic performance.
4. Plan, implement, and evaluate all programs and activities promoting scholastic excellence within the Panhellenic

Association, including, but not limited to:

- i. Coordinate academic enhancement programs throughout each semester that meet the community's needs (for example: time management, finals week preparation, faculty relations, etc.).

5. Coordinate at least 2 programming events per semester that are focused on Personal or Professional development.

Section 5: Assistant Directors of Recruitment (2 or 3)

A. Eligibility:

1. Must be an enrolled student at the University of South Florida.
2. Must be an initiated member of her chapter.
3. Must maintain active status with her chapter for the duration of her term in office.
4. Must have at least a USF cumulative grade point average of a 2.75 to be slated.
5. Recommended to have been a previous Recruitment Guide, Panhellenic Executive Board member or director, Logistics, or Chapter Recruitment Chair.

B. Appointment:

1. Applications for the Director position shall be available within two weeks of the supervising Vice President's transition into office. Applications must remain open for two weeks and interviews will be conducted no later than one week after the application closes.

C. Duties (not limited to but could include) that will be broken up amongst the directors:

1. Report to the Vice President of Recruitment
2. Attend all Recruitment Roundtables/Meetings and serve as the official secretary for the meetings, distributing the minutes no later than the following Recruitment Roundtable with the approval of the minutes by the Vice President of Recruitment to all Recruitment Chairs, Presidents, and Advisors.
3. Assist the Vice President of Recruitment in working with the Recruitment Chairs by coordinating meetings, approving presentation items, and additional recruitment tasks as needed.
4. Must disassociate with the Panhellenic Recruitment Team in regard to the terms outlined in the Recruitment Guidelines.
5. Plan all aspects of the Recruitment Guide selection process including, but not limited to: creating announcements, hosting Information Sessions for those interested in the position, preparing the application, scheduling interviews, assigning Executive Officers and/or previous Recruitment Guides to interview, and coordinating final selection. All with the assistance of the Vice President of Recruitment, Vice President of New Member Relations and President.
6. Advertise to all Panhellenic chapters to assure balance in

affiliations represented in the recruitment team.

7. Coordinate all aspects of the Recruitment Guide programs including the communication, training, education, development and assessment of all Rho Gammas. This position must:

i. Inform the University of South Florida Community about who the Recruitment Guides are and what their purpose is.

ii. Create facilitation guides, materials, and schedule speakers for the training of Recruitment Guides to ensure they are aware of the process and are prepared to guide Potential New Members through Recruitment.

iii. Schedule workshops and retreats for the Executive Board Officers and Recruitment Guides to improve team morale.

iv. Ensure and oversee that Recruitment Guide role is continuous after the Primary Recruitment process.

v. Ensure Recruitment Guides hold at least one group outing.

vi. Ensure Recruitment Guides keep in contact with their Potential New Members.

vii. Hold a post-Recruitment Guide Roundtable with the Co-Director of Recruitment Guides Operations.

viii. Complete an evaluation process of the Recruitment Guide program and create a post-recruitment report for successor.

ix. Implement a recognition program for Recruitment Guides.

8. Assist the Vice President of Public Relations with developing all aspects of Recruitment Team apparel, such as t-shirts, and other merchandise.

9. Organize and plan which Recruitment Guides will be at booths for marketing of recruitment along with the Vice President of Public Relations.

10. Coordinate the activities of Recruitment Guides during Recruitment in collaboration with the Vice President of Recruitment and Vice President of New Member Relations.

11. Facilitate the Recruitment Guide removal process in collaboration with the Panhellenic Advisor, the Vice President of Conduct and Integrity, and the Panhellenic President.

12. Collaborate with the Vice President of Recruitment and Vice President of New Member Relations with the development of Recruitment Procedures, the Recruitment Matrix, and plans for

Recruitment Preparation Week.

13. Work together with the Vice President of Recruitment and Vice President of New Member Relations in planning and facilitating Spirit Week.

14. The Assistant Directors of Recruitment will report to the Vice President of Recruitment.

15. Perform all other duties as assigned by this office.

Section 6: Panhellenic Website Coordinator

A. Eligibility:

1. Must be an enrolled student at the University of South Florida.
2. Must be an initiated member of her chapter.
3. Must maintain active status with her chapter for the duration of her term in office.
4. Must have at least a USF cumulative grade point average of a 2.75 to be slated.

B. Appointment:

1. Applications shall be available within two weeks of the supervising Vice President's transition into office. Applications must remain open for two weeks and interviews will be conducted no later than one week after the application closes.

2. The Selection Committee shall consist of at least one representative from each chapter. The Selection Committee shall form in the spring semester.

C. Duties:

1. Work and collaborate directly under the Vice President of Public Relations and in collaboration with the Director of Online Communications and Panhellenic Marketing Team.

2. Be responsible for the advertisement of Panhellenic Recruitment and all Panhellenic sponsored events on the Panhellenic website.

3. Maintain and implement a Panhellenic blog to showcase achievements in the Panhellenic community.

4. Regularly update and maintain the Panhellenic Association website with all events and contributing members.

5. Perform all other duties requested by the Executive Board.

Section 8: Committee Member Removal

A. Removal:

1. The Non-elected Officer of the Panhellenic Association is responsible for upholding the duties and expectations of their

position. If the committee member is not fulfilling the requirements of their position or fails to meet the eligibility requirements during any part of her term, they shall be subject to removal through the removal process stated above in Article II Section 5.

2. The three-strike system as outlined in Article II Section 5 is employed by the Vice President that is in charge of the director.

Section 9: Director and Committee Member Vacancy

A. Vacancies:

1. Applications may be reopened throughout the year at the discretion of the Vice President and Panhellenic President in charge of each officer/director.

2. If the vacancy is after August 1, the Vice President may appoint a member to the position.

Article 5: Committees

Section 1: Circle of Sisterhood

A. Membership

1. The Circle of Sisterhood Committee shall consist of members from any Panhellenic chapter at the University of South Florida.

2. The selection of members for the Circle of Sisterhood Committee is at the discretion of the Vice President of Community Development and the Director of Philanthropy without an interview process.

B. Eligibility

1. Must be an enrolled student at the University of South Florida.

2. Must maintain active status with her chapter for the duration of her term in office.

3. Must be an initiated member of her chapter.

4. Must maintain a minimum 2.75 USF cumulative GPA.

C. Duties

1. To serve as a liaison between Panhellenic's national philanthropy, Circle of Sisterhood, and the USF Panhellenic Association.

2. Aiding the Director of Philanthropy in providing input for fundraising and event ideas to promote awareness for philanthropic initiatives.

3. Committee members are required to attend three Circle of Sisterhood meetings per semester and remain in contact via email with the Director of Philanthropy during the off meetings.

4. Assisting the Panhellenic Director of Philanthropy in any additional assigned duties.

D. Removal

1. The Circle of Sisterhood Committee members of the Panhellenic Association are responsible for upholding the duties and expectations of their position. If the members are not fulfilling the requirements of their position or fail to meet the eligibility requirements during any part of her term, she shall be subject to removal through the removal process stated above in Article II Section 5.

2. The three-strike system as outlined in Article II Section 5 is employed by the Vice President of Community Development and Outreach and the Vice President of Conduct and Integrity.

E. Vacancies

1. Applications may be reopened throughout the year at the discretion of the Vice President of Community Development.

Section 3: Marketing Team

A. Membership

1. The Marketing Team shall consist of members from any Panhellenic chapter at the University of South Florida. This Slating Committee should be assembled at the discretion of the Vice President of Public Relations.

B. Eligibility

1. Must be an enrolled student at the University of South Florida.
2. Must maintain active status with her chapter for the duration of her term in office.
3. Must be an initiated member of her chapter.
4. Must have at least a USF cumulative grade point average of a 2.75 to be slated and maintain a 2.7 semester grade point average.

C. Duties

1. The Marketing Team shall promote the brand of the Panhellenic Association at the University of South Florida and the benefits of sorority life.

D. Removal

1. The Marketing Team of the Panhellenic Association are responsible for upholding the duties and expectations of their position. If the members are not fulfilling the requirements of their position or fail to meet the eligibility requirements during any part of her term she shall be subject to removal through the removal process stated above in Article II Section 5.
2. The three-strike system as outlined in Article II Section 5 is employed by the Vice President of Public Relations and the

Vice President of Conduct and Integrity.

E. Vacancies

1. Applications may be reopened throughout the year at the discretion of the Vice President of Public Relations.

Section 4: Diversity, Equity and Inclusion Team

A. Membership

1. The Diversity Equity and Inclusion Team shall consist of one member from each Panhellenic Association chapter at the University of South Florida.
2. The selection of members for the DEI Team is at the discretion of the President of Diversity Equity and Inclusion, with input from the rest of the Executive Board.
3. Must have at least a USF cumulative grade point average of a 2.75 to be slated and maintain a 2.7 semester grade point average.

B. Eligibility

1. Must be an enrolled student at the University of South Florida.
2. Must maintain active status with her chapter for the duration of her term in office.

C. Duties

1. Serve as the liaison between departments and organizations on campus that focus on diversity and inclusion and develop close relationships with these entities.
2. Develop and facilitate educational programs, training, and workshops related to privilege, oppression, diversity, and cultural appropriation.
3. Inform chapters of opportunities of cultural events on campus.
4. Update of Multicultural Greek Council and National Pan-Hellenic Council events.
5. Assist the Vice President of Community Development and Outreach in creating content for the newsletter that reflects the diversity of and promotes inclusion within the council.
6. Advise the Vice President of Public Relations on producing more inclusive and diverse marketing materials.
7. Highlight cultural celebrations and months in conjunction with the Vice President of Public Relations.
8. Coordinate annual training with the assistance of the Panhellenic executive board for chapter executive boards, including but not limited to philanthropy chairs, recruitment/membership chairs, standards chairs, and new member educators.

9. Attend biweekly roundtable discussions and dialogues regarding diversity and inclusion in the community.
10. Serve as a liaison between Panhellenic Vice President of Diversity, Equity, and Inclusion and chapter DEI position.
11. Perform all other duties as assigned by this office.

Article 6: Amendment of Standing Rules

1. Amendment
 - a. Standing rules may be amended at any time during a General Body Meeting by a majority vote of the delegates.
 - b. The Vice President of Conduct and Integrity shall be the one to amend the Standing rules when needed.
 - c. The amendments to the Standing Rules may be amended any time during the year on a case to case basis but the main amendments may occur in the Fall semester.