THE PHOENIX PANHELLENIC ASSOCIATION
BYLAWS

(Restated)

ARTICLE I – NAME

The name of this organization shall be the Phoenix Panhellenic Association ("PPA"), an Alumnae Panhellenic affiliated with the National Panhellenic Conference ("NPC"), whose membership is composed of representatives from NPC member group organizations.

ARTICLE II – OBJECTIVES

The objectives of the PPA shall be to develop and maintain Greek life and inter-fraternal relations at a high level of accomplishment and in so doing:

- Promote friendship and collaboration.
- Publicize the high ideals, purpose and accomplishments of the Greek community.
- Stimulate the interest and participation of alumnae members of NPC organizations.
- Advance membership interests in community service, member development and philanthropic efforts.
- Cooperate with the area colleges, universities, and College Panhellenics in the study of and solution to problems of common interest.
- Provide qualified students and/or alumnae with financial assistance.

ARTICLE III – MEMBERSHIP

Alumnae members of any NPC organization may become members of the PPA upon payment of prescribed dues set forth in these Bylaws.

Section 1. Composition of the PPA.
The PPA shall be composed of delegates selected by their organized alumnae groups; an individual may represent her member organization where there is no active alumnae group.

Section 2. Voting.
One vote shall be granted to each NPC member organization represented in the PPA, regardless of the number of alumnae associations and/or individuals of a particular NPC group participating in this Alumnae Panhellenic.

Section 3. Membership Classification.
There shall be four classes of membership: regular, provisional, associate, and individual.

A. Regular Members shall be from those NPC organizations that have fully qualified for membership as specified by NPC and that have been duly admitted to membership in NPC.

B. Provisional Members shall be from those NPC organizations that have not fully qualified for active membership in NPC but which have been admitted to associate membership in NPC.

C. Associate Members shall be from those NPC organizations that have not qualified for active membership in NPC, and may include local, regional or inter/national non-NPC sororities that apply for PPA Associate Membership. An Associate Member shall be admitted and/or expelled for cause by a majority vote of Council.

D. Individual Members shall be those individuals from NPC member organizations that do not have a local alumnae group. Once an alumnae group is established and joins PPA, that alumnae group shall represent the member organization and replace the Individual Member.

Section 4. Privileges and Responsibilities of Membership.
A. Duty of compliance.
All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these PPA Bylaws, Standing Rules, Commitment to Excellence and any additional rules or documents this Alumnae Panhellenic Association may adopt. Any rules adopted by this Alumnae Panhellenic Association in conflict with the NPC unanimous agreements shall be void.

B. Commitment to Excellence.
Each member serving as a delegate or an alternate delegate, regardless of member classification, and/or as a member of the Executive Board, agrees to abide by the Commitment to Excellence as so stated in the PPA Standing Rules.

ARTICLE IV - STRUCTURE AND REPRESENTATION

Section 1. Governing Body.
The governing body of this organization shall be vested in the PPA which is comprised of Officers, Executive Board, and the Council.

Section 2. Composition & Privileges.
The PPA shall be composed of one delegate and at least one alternate delegate from each regular, provisional, associate and individual member classification. Dependent upon member classification, the delegates shall be the voting members of the PPA. There is one vote per NPC member organization regardless of the number of alumnae chapters in the area or the number of individual members represented in the association. The alternate delegate(s) have a voice, but no vote. An alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both the delegate and alternate delegate(s) are absent, the vote may be cast by a member of the sorority, providing her credentials have been presented to the PPA President. The delegates and alternate delegate(s) shall be announced by each member organization at the first PPA Council meeting of the fiscal year.

Section 3. Regular and Individual Members.
Member organizations holding Regular or Individual membership classifications shall each be entitled to send one (1) delegate and at least one (1) alternate delegate to Council meetings and shall have a voice and one (1) vote per member organization. Delegates and alternate delegate(s) from these member classifications may serve as Officers, hold Executive Board positions, and serve as committee chairwomen. Each member organization shall serve on at least one (1) committee.

Section 4. Associate and Provisional Members.
Member organizations holding Associate or Provisional membership classifications shall each be entitled to send one (1) delegate and at least one (1) alternate delegate to Council meetings and shall be entitled to a voice but no vote. Delegates and alternate delegates from these member classifications may not serve as Officers or hold Executive Board positions. Delegates and alternate delegate(s) from these member classifications may serve as committee chairwomen. Each of these member organizations shall serve on at least one (1) committee.

Section 5. Selection of Delegates and Alternate Delegates
Delegates and Alternate Delegates to the PPA shall be selected by their representative member organizations.

Section 6. Delegate Vacancies.
When a Delegate vacancy occurs, it shall be the responsibility of the member organization to select a replacement within thirty (30) days and to notify the PPA Secretary of the changes. While the vacancy exists, the Alternate Delegate of the member organization shall fulfill the duties in all capacities of the member organization Delegate.

ARTICLE V – MEETINGS

Section 1. Regular Meetings.
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. Quorum.
Two-thirds (2/3) of the voting members shall constitute a quorum at all meetings of the Council for the transaction of business.

Section 3. Special Meetings.
Special meetings may be called by the President or the Executive Board so long as notice of 48 hours has been provided. Special meetings may also be called at the written request to the Executive Board by no less than one-fourth (¼) of the regular member organizations so long as notice of 48 hours has been provided.

Section 4. There shall be at least one open PPA meeting each year that all alumnae members of NPC organizations may attend.

Section 5. When necessary, the President may call for a vote in between regularly scheduled meetings. In that instance, voting may take place via email.

Section 6. Vote Requirements.

A. Proposed motions on issues that significantly impact a member organization as a whole must be announced at a previous meeting to allow the opportunity for alumnae chapter input before a vote may be taken on the issue.
B. A majority vote of the PPA shall be required, unless otherwise specified in these Bylaws, to approve adoption of all votes.

ARTICLE VI - EXECUTIVE BOARD

Section 1. Composition.
The Executive Board of the Council shall consist of the President, Vice President, Treasurer, Secretary, and Executive Board Member-at-Large.

Section 2. The Executive Board shall arrange for all meetings, be responsible for the administration of all business of the PPA, receive and consider recommendations from the standing and special 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 and any and all additional documents outlining roles, responsibilities and conduct.

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

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

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

Section 6. Officers of the Executive Board shall administer routine business, have general supervision of the affairs of the PPA, receive and consider recommendations from the standing committees and perform such additional duties as defined and outlined within these Bylaws and all other documents suggesting roles and responsibilities.

ARTICLE VII – OFFICERS AND EXECUTIVE BOARD

Section 1. Composition of the Executive Board.

A. There shall be four Officers elected by Council. The Officers of the PPA Executive Board shall include:

- Four (4) elected officers with a two (2) year election cycle starting in the spring of 2021 and shall include the President, Vice President, Treasurer and Secretary.

B. In addition to the Officers of the PPA, the Executive Board shall also include:
   - One (1) rotating member that shall follow the rotation cycle as outlined below and shall serve as the Executive Board Member-At-Large.

Section 2. Eligibility.

A. Officer elections and rotation shall include all NPC member groups who fall under the Regular and/or Individual Member classification and shall be in good standing with both the PPA and NPC.
B. Each member of the Executive Board serves on a non-partisan basis.
C. While serving on the Executive Board, excluding the Executive Board Member-at-Large, the member organization shall continue to seat a delegate on Council who shall cast the vote for her member organization.

Section 3. Officer Selection.

A. The Office of President shall be elected by the Council. A member shall be eligible to serve as President if she has served at least two (2) years on the Executive Board and/or three (3) years as a Delegate or Alternate Delegate.
B. The offices of Vice President, Treasurer, and Secretary shall be elected by the Council.
C. No member organization shall have more than one member serving as an elected Officer at the same time.

Section 4. Nomination Procedure.

A. A Nominating Committee shall be formed and consist of five (5) members representing five (5) different member organizations.
B. The Executive Board shall appoint a Chairwoman of the Nominating Committee and the Nominating Chairwoman shall appoint two (2) members, while two (2) additional members shall be elected by the Council at the October Council meeting.
C. All members of the Nominating Committee shall serve on a non-partisan basis.
D. The Nominating Committee shall establish the election process and procedures and submit those to the Executive Board and Council for approval. The Nominating Committee will then execute the approved process and detail that process in the governing documents of the PPA.

Section 5. Elections.

Elections shall be held every two years at the April Council meeting and at other times as deemed necessary by the Executive Board and/or Nominating Committee.

Section 6. Terms.

A. All Executive Board Members, including the Executive Board Member-at-Large position, shall be installed during the last Council Meeting of the fiscal year, and at other times as deemed necessary by the Council. Their term of office shall begin following installation.
B. All members of the Executive Board, except the Executive Board Member-at-Large, shall serve a term of two years, or until their successors are selected.

C. The Executive Board Member-at-Large shall serve a term of one year.
D. No Officer, other than the Treasurer, shall serve more than two (2) consecutive two (2) year terms in the same office. Nor shall she serve more than six (6) consecutive years as an Officer. She must take a two (2) year break prior to being considered for an additional Officer position.
E. The rotating Executive Board Member-at-Large position shall accede to the Executive Board through rotation for a one (1) year term and follow the PPA rotation cycle:

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

F. Should there be more than one alumnae group representing a single member organization, the combined group shall select one person to serve during their term as Executive Board Member-at-Large.
G. If a member organization is unprepared to enter the Member-at-Large rotation, written notice shall be sent to the PPA President no later than December 1st of the year prior to taking office and its place shall be relinquished to the next member organization. The member organization 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 organization shall be placed back at their original location within the current Council rotation.

Section 7. Voting.

A. All members of the Executive Board have a vote during Executive Board meetings, excluding the immediate Past President or designee.
B. In the event of a deadlocked vote by the Executive Board, for any reason, the subject shall be moved to a Council vote.

Section 8. Vacancy.

A. In the event a vacancy occurs in one of the four (4) elected Offices of the Executive Board, the Executive Board shall appoint an individual to fill the position until the Nominating Committee can conduct a special election.

B. In the event a vacancy occurs with the one (1) rotating Executive Board Member-at-Large position, the member organization shall select a new Executive Board Member-at-Large, so long as she meets the eligibility requirements as stated in this section and/or otherwise approved by the Executive Board, to fill the unexpired term and continue on with the rotation as outlined in these Bylaws.
C. If the member organization is unable to find a delegate to place in the Executive Board Member-at-Large position, then that member organization is placed back at their original location within the current Council rotation and the next member organization in the order of rotation will accede to the position.

Section 9. Performance Expectations for Executive Board Members

A. Each Executive Board Member may be excused from one (1) Executive Board meeting and one (1) Council meeting per year. Such allowances shall be at the discretion of the Executive Board and may only be excused by such.
B. Executive Board Members shall successfully complete all duties as stated in these Bylaws and shall adhere to all PPA documents outlining specific roles, responsibilities and conduct for each individual position.
C. If an Executive Board Member cannot successfully complete all duties, they shall provide a thirty (30) day notice in writing to the Executive Board along with a transition plan for their replacement.

ARTICLE VIII – DUTIES OF EXECUTIVE BOARD MEMBERS

Section 1. Duties.

Each Executive Board Member shall serve on a non-partisan basis and as outlined herein, in the Standing Rules and the PPA Roles & Responsibilities Handbook.

A. President: The President shall be the chief executive officer and shall perform the duties as outlined in the Bylaws and all other documents outlining roles, responsibilities and conduct. The President shall be the official spokesperson of PPA and be an ex- officio member of all standing and special committees. The President shall be in charge of goal setting and Executive Board goal setting, transitioning, expectations, the summer retreat and any other pertinent information she deems necessary. Except where otherwise provided in these Bylaws, she shall appoint all committees and committee chairwomen, subject to the approval of the Executive Board. The President shall also be responsible for the return of all reports requested by the Alumnae Panhellenic Committee of the NPC.

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 and shall be an ex-officio member of all committees and chair of any and all Events Committees. The Vice President shall also serve, with the President, as a liaison to the Presidents of the member organizations to encourage networking, feedback, ideas for member development and brainstorming for chapter and Panhellenic improvements.

C. Treasurer: The Treasurer shall be the custodian of all monies of the PPA and shall render a report of the receipts and disbursements at each Council meeting. Each year, the Treasurer shall pay the dues of PPA to NPC, shall chair the budget/finance committee and shall ensure

that all tax documents are filed (such as form 990), and shall make available the books and records for an outside 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, shall be responsible for all correspondence, shall keep an accurate record of the names and all contact information of all members, and shall prepare the Council directory. The Secretary shall also be responsible for working with the Media Relations Committee to create and circulate a PPA newsletter and shall maintain all official corporate documents.

E. Member-at-Large: One Executive Board Member-at-Large will accede to office by rotation and shall have a voice and a vote on the Executive Board, attend Executive Board and Council meetings, serve as a liaison between the Council and the Executive Board, provide assistance to the other members of the Executive Board as requested, and perform other duties as agreed upon.

ARTICLE IX - COMMITTEES

Section 1. Standing and Special Committees.
With the approval of the Executive Board, the President shall appoint these standing committees: Scholarship, Collegiate Relations, Philanthropic Projects, Media Relations, Events Committee, and Historian.

The President shall appoint such other special committees as deemed necessary, subject to the approval of the Executive Board. 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 at the conclusion of its work no later than May 15th or 10 days prior to the due date of the Annual Report to NPC, whichever comes first.

The standing committees shall create and maintain a committee handbook that outlines the committee's duties and responsibilities. The roles and responsibilities of each standing committee shall also be a part of the PPA Roles and Responsibilities Handbook.

Section 2. Scholarship.
This committee shall determine the criteria and information needed for the Scholarship Award applications, solicit applications, determine a rating guideline, and decide upon the number and dollar amount of the Scholarship Awards each year. Such information shall be presented for approval by the Council at a Council Meeting prior to the presentation of the Scholarship Award(s).

Section 3. Collegiate Relations.
This committee shall be the liaison to any College Panhellenic organizations within the state of Arizona 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 Greek system to prospective members. This committee shall represent all twenty-six (26) NPC member organizations 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 interests.

Section 5. Media Relations.
This committee shall manage all mediums of communication for the PPA, in coordination with the Executive Board and other Standing Committees. With the assistance of the Secretary, the committee shall create and distribute a PPA newsletter.

Section 6. Events Committee.
This committee shall work with the Vice President to plan and coordinate all PPA events during the fiscal year.

Section 7. Historian.
The Historian shall maintain any and all materials and information of historic relevance. The Historian shall work with the Executive Board to keep an ongoing scrapbook of each year of the PPA.

ARTICLE X – REMOVAL OF OFFICERS AND COUNCIL MEMBERS

Section 1. Removal of Executive Board Members for Not Performing Duties.
If an Officer is not successfully performing her duties as outlined in these Bylaws the following action shall be taken:

A. Email documentation of the failure to perform shall be sent to the Officer in question from the President with the Area Coordinator being copied.
B. Clarification of expectations and timeline(s) for completion of duties shall accompany such an email to the Officer in question.
C. If the Officer in question does not comply as stated in the first email within the timeframe given, the President shall request an immediate discussion as to why the resolution is not being met.
D. If the Officer continues to fail to comply to meet the duties and/or timeline in the email, a subsequent email shall be sent to the Officer in question from the President with the Area Coordinator copied. At that time, the Officer in question shall be notified that they have thirty (30) days to identify a transition plan for their replacement and vacate the office.
E. The vacancy shall be filled based on the procedures outlined in these Bylaws.

Section 1. Removal of Executive Board Members for failure to meet Commitment to Excellence.
If a member of the Executive Board fails to abide by the Commitment to Excellence as written in the PPA Standing Rules, then the Executive Board shall hold a meeting where the Executive Board Member is given an opportunity to discuss the matter with the Executive Board and two (2) Council Members who will also vote on the Executive Board Member's possible removal ("Voting Delegates").

The Voting Delegates will be delegates of the two (2) member organizations that are next in the order of rotation for the Executive Board Member-at-Large position. If the Executive Board Member in question would have been a Voting Delegate, then she shall not participate in the decision regarding her possible removal and the next delegate in the Order of Rotation shall serve as a Voting Delegate.

A. The Executive Board member organization's Alumnae Group President, as well as her PPA and NPC delegate and/or Area Coordinator, shall also be given an opportunity to attend the meeting. The Executive Board Member in question, her member organization alumnae group president, her PPA and NPC delegate and/or Area Coordinator, and the Voting Delegates shall be informed of the meeting in writing.
B. If, after the meeting, four (4) out of the (7) Executive Board Members and Voting Delegates represented believe, in their sole discretion, that the Executive Board Member should be removed from her position, then the Executive Board Member shall be removed. She may not serve as delegate or alternate delegate for her member organization, and she and her member organization's President shall be informed in writing of her removal.
C. The Executive Board Member's vacancy shall be filled based on the procedures as outlined in these Bylaws.

Section 3. Removal of Council Members.

A. 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 Section 2 above. If the Council Member in question 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 shall serve as the Voting Delegate.
B. The Council Member's alumnae group president, as well as her PPA and NPC delegate and/or Area Coordinator, shall also be given an opportunity to attend the meeting. The Council Member in question, the president of the member organization, her PPA and NPC delegate and/or Area Coordinator, and the Voting Delegates shall be informed of the meeting in writing.
C. If after the meeting, four (4) out of the seven (7) Executive Board Members and Voting Delegates represented believe, in their sole discretion, that the Council Member should be removed from her position, then the Council Member shall be removed. She may not serve as delegate or alternate delegate, and she and her member organization President shall be informed in writing of her removal.
D. The Council Member's vacancy shall be filled by the Council member's organization within thirty (30) days after removal..

ARTICLE XI – FINANCE

Section 1. Fiscal Year.
The fiscal year of the PPA shall be from July 1st to June 30th, inclusive.

Section 2. Dues and Assessments

A. Annual dues shall be payable on or before September 15th as follows:
   a. Regular, Associate, and Provisional member organizations shall pay $50.00 plus $1.75 per dues paying member based on the member organization's roster from December 31st of the preceding year.
   b. Individual Members shall pay a flat $50.00.

B. After September 30th, dues shall be considered delinquent. A member organization that is delinquent in paying dues shall forfeit its vote at Council meetings until dues are paid in full. An additional assessment of $5.00 per month shall be placed on all delinquent dues after the September 30th deadline, unless the member organization has discussed and agreed to other options with the PPA Executive Board.

Section 3. Other Fees and Assessments
The PPA Council shall have the authority to determine fees and assessments as may be considered necessary.

Section 4. Contracts.
The signature of the President or the Vice President, with the consent of the Executive Board, shall be required to bind the PPA on any contract. No other officer or representative of the PPA shall be a signor on PPA related contracts.

Section 5. Checks.
All checks issued on behalf of the PPA shall bear the signature of an Officer.

Section 6. Payments.
All payments due to the PPA shall be received by the Treasurer, who shall record them. Checks for payments shall be made payable to the Phoenix Panhellenic Association.

Section 7. Internal Financial Review.
The Executive Board may appoint a person or persons not associated with the Treasurer to review the books and records to see if these records appear to be in order, preferably on an annual basis. This person shall provide a report to Council.

ARTICLE XII– DISSOLUTION

Section 1. Dissolution
When the active members of the PPA have reached a decision to no longer maintain

the Association's active status with the NPC, they shall send a notification and motion to dissolve the Association by either email, letter or fax to all active members remaining on record and the assigned Alumnae Panhellenic Area Advisor Coordinator.

A. The notification shall include the time, date, location, and/or method for how the PPA members shall 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 email, 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 NPC Foundation.
D. Copies of all records of the dissolution shall be sent to the NPC office, the assigned Alumnae Panhellenic Area Advisor Coordinator and the Alumnae Panhellenic committee chairman.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern the PPA when applicable so long as they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special or additional rules of order the PPA may adopt.

ARTICLE XIV - AMENDMENTS

Section 1. Amendments.
These Bylaws may be amended at any regular meeting of the Council by a two-thirds (2/3) 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 forty-eight (48) hours prior to the meeting, and approval of the NPC Area Advisor Coordinator has been secured.

Section 2. Bylaws.
Bylaws may never be suspended and require a two-thirds (2/3) vote for adoption or amendment, provided that there has been previous notice. Therefore, rules that require less rigid observance are placed in the standing rules. Bylaws shall be reviewed every three years by the President and her Executive Board, committee chairwomen, incoming Executive Board Member-at-Large and those delegates that the President deems appropriate and be presented to Council at the March meeting and voted on at the April meeting, unless otherwise requested by the Executive Board. The President may also have the privilege of conducting small group meetings to discuss the PPA bylaws in pursuit of proposed and appropriate changes during this third (3rd) year.

Section 3. 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 (2/3) vote of the Council without previous notice.

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 as deemed necessary to fulfill the duties and obligations of the PPA.

Section 4. Policies.
The PPA shall, through its activities, develop policies which shall need to be recorded by the Secretary on a regular basis for reference.

The Bylaws were approved at the Council Meeting on: ***April 4, 2022***

THE PHOENIX PANHELLENIC ASSOCIATION
STANDING RULES

As stated in the PPA Bylaws, these standing rules are not a part of the PPA 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 (2/3) vote of the council without previous notice.

1. Order of Business: Call to Order
   Roll Call
   Minutes
   Reports of Officers and Standing/Special Committees
   Unfinished Business
   New Business
   Announcements
   Adjournment

2. The PPA shall 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 shall be made by the Secretary to any member organization having two absences within the fiscal year. Arriving more than ten minutes late or leaving more than ten minutes prior to adjournment shall be considered an absence unless previously excused by the Executive Board.

4. An inquiry shall be made by the President of the Executive Board to any member Executive Board or Chairwoman of a standing committee having two absences from required meetings in the fiscal year.

5. Each member organization shall send the Secretary any and all contact information for its delegate, alternate delegate/s, president, treasurer and Arizona collegiate chapter advisors by July 1st for the following year.

6. The Treasurer shall be responsible for preparing the following year's proposed budget. She shall chair the budget/finance committee, which shall be composed of herself, the President, Vice President, Secretary, the Executive Board Member-at-Large, the incoming Executive Board Member-at-Large, the chairwomen of standing/special committees, and other Council Members as the President deems appropriate. They shall present the proposed budget in March to the Council for approval in April.

7. Expenditures by the Executive Board, committee chairwomen, and Council shall stay within the approved budget unless approved by the Executive Board, or they may not be reimbursed.

   A. All reimbursement requests shall go through the Treasurer. Only budgeted expenditures shall be paid by the Treasurer. Expenditures not budgeted shall be approved by two-thirds (2/3) of the Executive Board.

B. The President and Treasurer shall be authorized signors on the PPA bank accounts. All signors on the PPA account shall have access to the account's debit card and may be used solely for budgeted expenditures. Debit cards shall be immediately forfeited once the officer vacates her position.

8. The December meeting shall be the Celebration for Charity event; which shall include the collection of stuffed animals for charitable organizations in Arizona and shall not follow the standard order of business.

9. The annual awards banquet shall be held in the spring and shall not follow the standard order of business. The invitations for this event shall be sent out at the discretion of the Executive Board.

10. Committee Chairwomen shall have the final decision regarding issues handled by their committees, unless specifically directed by Council or the Executive Board.

11. The vehicle for marketing and posting information shall be the web site at www.phoenixpanhellenic.com and all additional social media platforms that the PPA utilizes. The Secretary shall work with the Media Relations Committee, the webmaster and any and all others deemed appropriate to keep all website information and social media platforms current.

12. All NPC member organizations in good standing are eligible to participate in the Undergraduate and Continuing Education Scholarship Awards Program so long as they meet the following requirements:

A. Undergraduate Scholarship Program:
   a. Attends at least six (6) Council meetings in the current Phoenix Panhellenic year.
   b. Pays dues and fees as scheduled in the PPA Bylaws, including any delinquent assessments.
   c. Serves and actively participates on a standing/special committee

B. Continuing Education Scholarship Awards Program:
   a. Each member organization fulfills all of the Undergraduate Scholarship Program requirements.
   b. Each member organization shall fill at least two (2) shifts at the Philanthropic Projects event with a seated member of Council (delegate, alternate delegate, or Executive Board member).
   c. Each Active member organization must meet a participation goal as calculated by the Philanthropic Projects Committee, which is to not exceed 80% of the organization's membership.
   d. The recommended formula used to calculate the participation goal above is as follows: Number of volunteers requested by event officials, less the average number of non-member organization volunteers, then evenly distributed back to each member organization based on membership totals as listed in the most current directory.

Eligibility for scholarship awards that are based on participation goals are effective for the following fiscal year. A list of eligible and non-eligible member organizations shall be provided by the Philanthropic Projects Chairwoman to the Executive Board and Scholarship Chairwoman at the conclusion of the philanthropic event. Example: Participation goals met or not met at 2021 WMPO shall affect Continuing Education Scholarship Awards distributed in the 2021-2022 fiscal year.

13. No less than 70% of the funds earned by Panhellenic Philanthropic Projects and other fundraising activities shall be earmarked for the Scholarship Awards Program and/or member development programming related to the objectives of the PPA.

The Scholarship Awards Program may include:

A. The distribution of dollars directly to Scholarship Award recipients and their universities.
B. The deposit of dollars into a fund designated for future use by the Scholarship Awards Program.

The amounts in excess of those earmarked for the Scholarship Awards Program and member development programming shall be used to pay operational expenses of the PPA.

Any excess amounts after the payment of amounts to the Scholarship Awards Program or member development programming through the Engagement Committee, shall be transferred to a savings account to be used for future operational expenses, the Scholarship Awards Program and/or member development programming.

14. Commitment to Excellence

Each member serving as a delegate or an alternate delegate (each hereinafter referred to as a "Council Member") and/or on the Executive Board agrees to abide by the Commitment to Excellence, which consists of the following:

A. Each Member understands that she represents her member organization and all other member organizations of PPA and NPC.

B. Each Member understands that her actions, both positive and negative, shall reflect not only on herself and her fellow members of PPA and NPC groups, but all Greek student and alumnae organizations; she shall do nothing to undermine their reputations or jeopardize their success.

C. Each Member shall treat all Council Members of PPA, and all persons with whom we interact, with respect.

D. Each 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, purposes, mission and values of PPA and NPC.

E. Each Member understands that all organizations belonging to PPA have an equal voice and shall respect each of those voices.

F. Each Member shall 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. Each Member understands the PPA and NPC Bylaws, policies and purposes, including Expectations of Council Delegation and Standing Rules, as well as the duties of Council Members and Officers, as outlined in the PPA Roles and Responsibilities Handbook and shall make all reasonable efforts to execute her duties successfully.

H. Each Member shall participate in the growth and development of current and future Council Members, and Executive Officers to ensure continuity and success of PPA and NPC during her term and thereafter.

I. Each Executive Board member shall sign a Letter of Commitment agreeing to comply with her duties and responsibilities as stated in the Bylaws, Standing Rules, any other documents stating roles, responsibilities and conduct as mandated by the PPA Executive Board prior to assuming office. These letters shall be maintained by the President.

The Standing Rules were approved at the Council Meeting on: ***April 4, 2022***