

UNIVERSITY of
NORTHERN COLORADO



Greek Life

**Panhellenic Elections Packet
2009**

Election time is fast approaching and this year we want you!! Panhellenic elections are open to anyone in good standing with their National Panhellenic Conference (NPC) sorority. Panhellenic Council consists of 7 executive board positions and 2 cabinet positions. Be sure to check specific requirements for each position in the Constitution and Bylaws. Women running for these positions should truly have the good of the community in mind, and plan on putting a lot of heart and hard work into the position.

Executive Panhellenic Council

- President
- Vice President of External Affairs
- Vice President of Recruitment
- Assistant Vice President of Recruitment
- Director of Internal Affairs
- Director of Public Relations
- Director of Risk Management

Panhellenic Cabinet

- Interfraternity Council Liaison
- Student Senate Liaison

The following are scheduled dates for elections:

Friday, October 30, 2009 @ 4pm: Deadline for Candidate Applications.
Applications must be turned into the Student Activities Office.

Monday, November 2, 2009: Letters of Intent are read at the weekly Panhellenic Council Meeting. Copies of letters for all candidates are distributed to each chapter.

Tuesday, November 10, 2009: Voting will take place at the combined Interfraternity and Panhellenic Councils meeting (6 pm in the UC Council Room). Chapter delegates cast one vote per position.

Saturday, November 14, 2009: Mandatory Transition Retreat for outgoing and incoming officers.

Friday, January 8, 2009: Mandatory Training for all Greek Council Members (in collaboration with UPC and Student Senate)

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**Panhellenic Council
Election Process and Responsibilities**

Election Process

1. Each woman running for office shall submit a letter of intent stating the desired position and addressing her qualifications and experience pertaining to the position. Letters of intent should be turned into the current Panhellenic President.
2. All candidates filing letters of intent must be present at the meeting at which the letters of intent are due for the purpose of addressing the council and answering questions. If the candidate cannot attend, then she is required to send an informed representative to speak in her place, also they must include a reason as to why they are not present.

Responsibilities:

1. All offices require a minimum cumulative grade point average of 2.5.
2. All officers must be full-time students. Full-time are 12 credit hours.
3. All executive officers must be able to attend all scheduled meetings and all Executive Council meetings. In addition, they must be able to hold a minimum of three (3) office hours per week.
4. All cabinet officers must be able to attend all scheduled meetings.
5. The positions of Vice President of Recruitment and Assistant Vice President of Recruitment must be available for summer office hours and New Student Orientation presentations.

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**Bylaws of
Panhellenic Association**

Article IV. Duties of Officers

Section 4. Qualifications for Panhellenic Council Officers are as follows:

- a. President
 1. Served on Panhellenic Executive board the previous year
 2. Junior or Senior status as specified by the University of Northern Colorado
 3. 2.5 grade point average or above (based on a 4.0 system)
- b. Vice President of External Affairs
 1. Junior or Senior status as specified by the University of Northern Colorado
 2. 2.5 grade point average or above (based on a 4.0 system)
- c. Vice President of Recruitment
 1. Served as Recruitment chair, President or Vice President within their respective chapter, previous Panhellenic Executive officer, or Recruitment Counselor during the previous fall semester
 2. Junior or Senior status as specified by the University of Northern Colorado
 3. 2.5 grade point average or above (based on a 4.0 system)
 4. In the event that no qualified candidates for Vice President of Recruitment apply for the position, the Executive Panhellenic Council has the ability to extend the application to all members who have held an executive office within their respective chapter. Applicants must have experienced formal recruitment as an active member.
- d. Director of Internal Affairs
 1. 2.5 grade point average or above (based on a 4.0 system)
 2. Experience with financial matters
 3. Computer skills preferred
- e. Director of Risk Management
 1. 2.5 grade point average or above (based on a 4.0 system)
 2. Demonstrate impartiality towards all member fraternities

- f. Director of Public Relations
 - 1. 2.5 grade point average or above (based on a 4.0 system)
 - 2. Experience with marketing/advertising
- g. Assistant Vice President of Recruitment
 - 1. 2.5 grade point average or above (based on a 4.0 system)
 - 2. Applicants must have experienced formal recruitment as an active member.
- h. Student Representative Council Liaison
 - 1. 2.5 grade point average or above (based on a 4.0 system)
 - 2. If for some reason the elected Liaison cannot fulfill their duties, the Panhellenic Executive Council may then appoint a new Liaison.
- i. Interfraternity Council Liaison
 - 1. 2.5 grade point average or above (based on a 4.0 system)
 - 2. If for some reason the elected Liaison cannot fulfill their duties, the Panhellenic Executive Council may then appoint a new Liaison.

In your letter of intent, please address the following questions (If applying for multiple positions, a separate letter of intent is required for each position):

1. What is the importance of this position?
2. What qualifications would you bring to this position(s)?
3. What specifically interests you about this position(s)?
4. Meet with the outgoing officer(s):

Signature: _____ Date: _____

I give permission for the Student Activities Office to check my cumulative GPA and current class load.

Signature: _____ **Date:** _____

OFFICE USE ONLY

Letter read on _____ Date: _____

Comments: _____

Cum: _____ Credits: _____ Initials: _____