

**Constitution of the Prytanean Women's Honor Society**  
**University of California, Davis Chapter**  
Revised Fall 2009

**ARTICLE I - NAME**

**Section 1 - Name**

The name of this society shall be the Prytanean Women's Honor Society.

**ARTICLE II - OBJECTIVE**

**Section 1 - Objective**

The Prytanean Women's Honor Society promotes the high ideals of scholarship, leadership and service within the university and the community. We uphold the values of friendship, support and respect among diverse women.

**ARTICLE III - MEMBERSHIP**

**Section 1 - Membership**

The Society shall consist of active members, half-status members, associate members, inactive members, alumnae members and honorary members.

*Clause 1 - Active Members*

An active member has the privilege of attending all Prytanean meetings and activities, voting and holding offices. Active members pay annual dues and must complete at least 6 hours of service per quarter, of which, at least 4 hours must be Prytanean service hours. New initiates must take active status the Winter Quarter following initiation.

A member in good standing at another University chapter may transfer her membership to this chapter upon enrollment at UC Davis.

*Clause 2 - Half-Status Members*

An active member may request half-status if she cannot attend one hour of meetings due to class, internship or job scheduling conflicts. Half-status may also be requested because of a lack of time for involvement for other reasons. Requests for half-status must be submitted in writing to the Secretary by midnight of the third Monday of the quarter. Requests are reviewed on a case-by-case basis and will be granted upon a majority vote of the officers. Half-status may be granted only twice in a Prytanean calendar year (Winter Quarter to Fall Quarter). An active member may take either two half-status quarters or one associate quarter in a Prytanean calendar year.

A half-status member attends one hour of each Prytanean meetings. Half-status members still pay annual dues and must complete in their half-status quarter an additional 2 hours of service, totaling at least 8 hours of service, of which, at least 6 hours must be Prytanean service hours.

*Clause 3 - Associate Members*

An active member may request associate status if she cannot attend entire meetings due to class, internship or job scheduling conflicts. Associate status may also be requested because of a lack of time for involvement for other reasons. Requests for associate status must be submitted in writing to the Secretary by midnight of the third Monday of the quarter. Requests are reviewed on a case-by-case basis and will be granted upon a majority vote of the officers. Associate member status may be granted only once in a Prytanean calendar year (Winter Quarter through Fall Quarter). A member is not eligible for associate status if she has outstanding hours,

exceptions made for extenuating circumstances. An active member may take either two half-status quarters or one associate quarter in a Prytanean calendar year.

An associate member does not attend Prytanean meetings. Associate members still pay annual dues and must complete in their associate quarter an additional 4 hours of service, totaling at least 10 hours of service, of which, at least 8 hours must be Prytanean service hours.

#### *Clause 4 - Inactive Members*

An active member may request inactive status if she will be physically absent from Davis (i.e. an out-of-town internship, PELP, or study abroad). Requests for inactive status must be submitted in writing to the Secretary by midnight of the third Monday of the quarter. Requests are reviewed on a case-by-case basis and will be granted upon a majority vote of the officers. Inactive member status may be granted only if at least three quarters of active status will be completed before graduation.

Inactive members still pay annual dues but are not responsible for service hours during inactive quarter(s).

#### *Clause 5 - Alumnae Members*

Active members will become alumnae members upon graduation or leaving the University.

#### *Clause 6 - Honorary Members*

Women connected officially with the University of California, Davis, prominent alumnae of the University, partners of members of the faculty and other women who have shown deep interest in the University shall be eligible for membership in the Society. Honorary members shall be entitled to all privileges of alumnae members.

## **Section 2 - Eligibility for Membership**

### 1. Requirements:

- A. Any woman student of UC Davis who has attained sophomore, junior or senior status, determined by unit total (sophomore: 45.0-89.9, junior: 90.0-134.9, and senior: 135.0 or more), by Fall Quarter. Prospective members must be able to serve at least three active quarters in Prytanean before graduating.
- B. Sophomore students must have earned a minimum UC cumulative GPA of 3.4 to be eligible for initiation.
- C. Junior and non-graduating senior students must have earned a minimum UC cumulative GPA of 3.2 to be eligible for initiation.
- D. Transfer students must have earned a minimum transfer GPA of 3.4 to be eligible for conditional initiation. A minimum UC GPA of 3.2 (taken from Fall Quarter grades) is needed to continue membership.
- E. Students of sophomore or above standing who have overcome extraordinary circumstances to pursue high academic achievement are eligible for membership.
  - 1) Sophomore students with extraordinary circumstances must have earned a minimum UC GPA of 3.2 to be eligible for initiation.
  - 2) Transfer students with extraordinary circumstances must have earned a minimum transfer GPA of 3.2 to be eligible for initiation, and must maintain a UC GPA of 3.2 (taken from Fall Quarter grades) to continue membership.
  - 3) Junior and non-graduating senior students with extraordinary circumstances must have earned a minimum UC GPA of 3.0 to be eligible
  - 4) Extraordinary circumstances may include, but are not limited to, severe or ongoing health problems, financial challenges, and family crises.
  - 5) The student must provide a letter of recommendation with her membership application

to evidence how the extraordinary circumstance has challenged her in pursuing academic achievement, and how she has worked to overcome this challenge. A professor, doctor, supervisor, financial counselor, or other person with whom the student has a professional relationship must provide the letter of recommendation.

6) The student with extraordinary circumstances must provide a current, official UC or transfer transcript with her membership application.

F. Active members are expected to maintain a minimum UC cumulative GPA of 3.2 during enrollment in the University. Failure to maintain this GPA will result in dismissal from the Society if all of the following conditions exist:

1.) A UC cumulative GPA of 3.2 has not been achieved for three consecutive quarters; and

2.) The UC cumulative GPA has fallen below a 3.0; and

3.) There are no extraordinary circumstances.

G. Other criteria to be used in selecting new members include:

1.) Devotion and loyalty to the University through leadership and unselfish service to the campus and/or community.

2.) A demonstrated ability and desire to continue in active service and leadership and in shaping and maintaining the highest ideals.

### **Section 3 - Selection to Membership**

#### *Clause 1 - Selection of Active Members*

Selection of active members shall proceed through an open application membership drive, held annually. Interested, eligible women shall submit their applications to the Society for consideration.

#### *Clause 2 - Selection Process and Selection Meeting*

The membership drive and selection of members shall take place during the Fall Quarter. A Membership Committee working with the Membership Chair shall organize the membership drive.

Each active and half-status member of the Society is required to sign up for at least two interviews. The required two interviews do not count as service hours. An interview will consist of two members of the Society and the applicant. The interviewers will ask the applicant a standard set of questions. Following the interview, the interviewers will score the applicant on the basis of both her application and interview according to the criteria established for membership selection.

The Membership Chair shall present each applicant's name, class level and numerical ranking to the Society at the Membership Selection Meeting. Members of the Society may express opposition to any applicant. If a member feels that an applicant's admission or denial of admission is inappropriate to the goals of the Society, she may ask for a discussion followed by a 2/3-majority vote. If there is no dissent, membership will be determined by a majority vote.

#### *Clause 3 - Number of Active Members*

The number of active members shall be limited to that number most compatible with upholding the ideals and goals of the Society. The number of active members shall be determined by the Society.

#### *Clause 4 - Honorary Members*

Active and alumnae members shall make nominations for honorary membership. The names for nomination shall be submitted at the same time as the list for nominations to active membership. Honorary members shall be voted on by the Society in the same manner as outlined in Clause 2. The number of honorary members shall be determined by the Society.

*Clause 5 - Initiation into Membership in the Society*

Initiation of new and honorary members shall take place during the last meeting of Fall Quarter. New initiates must take active status the Winter Quarter following initiation.

**ARTICLE IV - PARTICIPATION**

**Section 1 – Meetings**

Active and half-status members are able to miss one meeting per quarter without penalty. An additional two hours of service is allotted for each missed meeting beyond the first. These extra service hours, along with other penalty hours incurred that same quarter, must be completed within the following quarter.

Missing ½ of a meeting counts towards missing one meeting. Therefore, an active member may miss one entire meeting or half of two meetings without penalty.

**Section 2 - Activities**

Attendance at Prytanean activities that occur in place of general meetings is subjected to rules outlined in Article IV, Section 1. Prytanean activities include but are not limited to Dinner for Ten Strangers, Senior Farewell, Initiation and events with alumnae.

*Clause 1 - Committees*

In each Prytanean calendar year, non-officer members shall formally participate on at least one of the following committees (unless of mitigating circumstances):

1. Picnic Day Float Construction
2. Picnic Day Fundraising
3. Senior Farewell
4. Membership Drive
5. Initiation/Applicant Refresher
6. Retreat
7. Dinner for 10
8. Benefit Ball
9. Relay for Life

Participation in these committees shall count towards Prytanean hours as listed in Article IV, Section 3.

*Clause 2 – Fundraisers*

In each Prytanean calendar year, active members shall participate in at least eight hours of fundraising, four of which must be at a fundraising event, except seniors graduating at the end of the Winter or Spring quarters must only participate in at least four hours fundraising at an event.

**Section 3 – Service Hours**

Each active member is required to complete at least 6 hours of service per quarter. Each half-status member is required to complete at least 8 hours of service per quarter. Each associate status member is required to complete at least 10 hours of service per quarter. Prytanean Women’s Honor Society Honor Cords may only be presented to those graduating seniors with no outstanding service hours. To be honored at the Senior Farewell, a graduating Prytanean must be in good standing and have completed all required service hours. A senior graduating in the Spring must have completed all required service hours for the Spring quarter by the next-to-last general meeting of the quarter.

#### *Clause 1- Definition of Service Hours*

Service hours are an unselfish giving of time to help others. Service hours may be performed to assist Prytanean, the campus or the community. Service hours may not be performed simultaneously for another organization (i.e. sorority or other club). Service hours may also not be performed for academic credit, transcript notation (i.e. internship) or pay.

As part of the quarterly service hours, each member is required to do a minimum number of “Prytanean Hours”, depending on membership status. Prytanean hours encompass service projects organized or approved by any Prytanean officer in which other members of the Society will be present. Each member must attend at least one community service event hosted by the Service Vice President per quarter.

Independent service projects are honored as service hours. The Service Vice President must approve independent projects before credit can be given. Approval can be granted through completion and approval of a project approval sheet and submitting proof of participation.

#### *Clause 2- Attendance*

If a member fails to show for a service project previously signed up for, an additional two hours of service is allotted. Penalty is excused if within 48 hours of a Prytanean event, a member can secure a replacement.

#### *Clause 3- Recording Service Hours*

The Service Vice President shall be in charge of maintaining active records of each member’s service hours. Each active, half-status and associate status member is responsible for reporting her quarterly service hours to the Service Vice President by the last day of finals at the conclusion of each quarter.

### **Section 4 - Dismissal**

#### *Clause 1-Traditional Service Hours*

Failure to complete and record allotted number of service hours by the last day of finals each quarter will result in a penalty of additional service hours for each unrecorded hour. The number of missed hours will be multiplied by 2 in order to determine the appropriate number of penalty hours.

#### *Clause 2-Prytanean Service Hours*

In addition, failure to complete and record Prytanean hours (see Article IV, Section 3, Clause 1) by the last day of finals each quarter will result in a penalty of two additional Prytanean service hours for each unrecorded Prytanean hour. Moreover, failure to participate on a committee during the Prytanean calendar year (see Article IV, Section 2, Clause 1) will result in a penalty of additional Prytanean service hours.

#### *Clause 3-Fundraising Hours*

Failure to complete 8 fundraising hours per Prytanean year (see Article IV, Section 2, Clause 2) will result in a penalty of 8 fundraising hours (two fundraising credits) to be conducted during the following winter quarter.

#### *Clause 4-Notification*

A letter will be sent to the member stating she is subject to dismissal. Failure to complete and report to the Service Vice President the remaining hours from the previous quarter, including any penalty hours by the fifth week of the subsequent quarter, or failure to complete and report to the Service Vice President the allotted number of hours for that subsequent quarter by the last day of finals of the quarter will result in dismissal from the Society. A letter will be sent to the member informing her of the dismissal.

Personal and family emergencies, as well as extraordinary circumstances will be treated fairly and appropriately at the vote of the officers.

## **ARTICLE V - FUNDS**

### **Section 1 - Dues**

Active, half-status, associate and inactive members may be assessed an amount prescribed by  $\frac{3}{4}$  of the Society. Membership dues are \$40.00 for new members and \$35.00 for continuing members, which must be paid by the second general meeting of the Winter quarter.

### **Section 2 - Placement of Funds**

Funds shall be placed in an account with a local bank in the name of the Society.

## **ARTICLE VI - OFFICERS**

### **Section 1 - Election of Officers**

The officers of the Society shall be elected at the fifth general meeting of Winter Quarter. Election of officers shall be conducted by the current President with an anonymous vote of the Society present at the general meeting. Simple majority vote constitutes election to office.

### **Section 2 - Terms of Office**

Newly elected officers shall assume their respective offices at the first meeting of Spring Quarter following the election. Their term in office shall continue through the end of the following Winter Quarter. Officers must remain active members of the Society for all three quarters of their office. Extraordinary circumstances can be approved at the discretion of the President.

### **Section 3 - Officers of the Society**

The officers of the Society shall consist of a President, a Service Vice President, a Social Vice President, a Secretary, a Treasurer, a Historian, a Membership Chair, a Fundraiser, a Publicity Chair, and a Web Coordinator.

#### *Clause 1 - Duties of the President*

The President shall represent the Society to the campus and community. She shall preside at all meetings of the Society, announce results of balloting or other votes and have general supervision of the business of the Society. The President shares joint custody of off-campus accounts with the Treasurer.

#### *Clause 2 - Duties of the Service Vice President*

The Service Vice President shall create, organize and execute service activities for the Society. She shall seek out and approve community service projects to satisfy the Prytanean service requirement. She shall keep a current record of service projects performed by members of the Society. She shall apply for community service scholarships and awards to benefit the Society. She shall preside in the President's absence and shall assume all duties of the President if the President should become temporarily or permanently incapacitated.

#### *Clause 3 - Duties of the Social Vice President*

The Social Vice President shall facilitate social interaction amongst Prytanean members and alumni. She shall plan various social events for members and alumni, including the winter retreat. The Social Vice President is in charge of organizing Senior Farewell.

#### *Clause 4 - Duties of the Secretary*

The Secretary shall maintain the Prytanean list serve, document committee participation, keep attendance records for meetings, and note penalty hours and each member's

status. The position involves individual, administrative work and sporadic visits to the IT Center. The Secretary shall maintain the roster and keep Prytanean alumnae information current.

*Clause 5 - Duties of the Treasurer*

The Treasurer shall have custody of all funds of the Society. The President shares joint custody of off-campus accounts. She shall have authority to collect and disburse such funds in a manner approved by the Society. She shall be prepared to give the Society a complete and accurate account of funds in the local bank and campus agency account. She shall apply for funding through Club Finance Council. She shall coordinate and execute the annual “Dinner for Ten Strangers” with the Historian.

*Clause 6 - Duties of the Historian*

The Historian shall be in charge of the Society’s scrapbook, keeping it current at all times and bringing it to activities as requested by the Society. She shall attend all activities to take photographs and maintain the archives. The Historian will schedule the group photo, oversee the construction of the Picnic Day float and update and edit the Prytanean History. She shall coordinate and execute the annual “Dinner for Ten Strangers” with the Treasurer.

*Clause 7 - Duties of the Membership Chair*

The Membership Chair shall organize and execute the annual membership drive. She shall administer the membership drive questionnaire, update the application and potential applicant letter and organize the interview process. She shall be the primary contact with applicants, mailing reminders and status letters. The Membership Chair shall assist with Picnic Day activities, Senior Farewell, and publicity of the membership drive.

*Clause 8 - Duties of the Fundraiser*

The Fundraiser shall create, organize and execute all fundraising activities for the Society. She shall be in charge of Picnic Day activities, such as the bake sale and selling member-created headbands.

*Clause 9 - Duties of the Publicity Chair*

The Publicity Chair shall publicize Prytanean in a variety of aspects, including social and community events to current members and the organization itself to the University and community. Tasks include designing and ordering T-shirts, publicizing the membership drive through flyers, emails to list serves, tabling and Aggie ads and assisting with float construction for Picnic Day. She shall update, distribute and work with the Treasurer to get funding for the Honor Societies’ Brochure.

*Clause 10 - Duties of the Web Coordinator*

The web coordinator shall maintain the Prytanean website. Each quarter, she shall update the website with current information, including meeting times and location, as well as maintain a calendar with the current community and social events. She shall contribute to member networking by keeping an updated networking page with Prytanean members’ information. For fall quarter, she shall upload any membership drive information. She shall encourage the use of the Prytanean website and publicize it both to current members and Alumnae.

**Section 4 - Replacement of Officers**

In the event an officer of the Society resigns or is removed from office prior to the Winter Quarter officer election, her successor shall be elected in the manner described in Article VI, Section 1.

**Section 5 – Advisor**

The Society shall possess an on-campus advisor. She will be interviewed and elected by the current officers. She will be initiated into the Society as an honorary member at initiation.

**ARTICLE VII – AMENDMENTS**

The Constitution may be amended by a 2/3 vote of the Society present at a general meeting.

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I, \_\_\_\_\_ (print name), have read the above Constitution of the Prytanean Women’s Honor Society and agree to make a commitment to meet these expectations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date