

## **Bylaws of The University of Akron Panhellenic Association**

Revised: 1986, 1990, 1994, 1996, 1997, 2000, 2001, 2003, 2004, 2005, 2006, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019.

*Last Voted and Ratified on April 3, 2019.*

### **Article I. Name**

The name of this organization shall be The University of Akron Panhellenic Association.

### **Article II. Object**

The object of the Panhellenic Association shall be to develop and maintain women's fraternity life and interfraternity relations at a high level of accomplishment and in so doing to:

1. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
2. Promote superior scholarship and basic intellectual development.
3. Cooperate with member women's fraternities and the University Administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with the National Panhellenic Conference (NPC) Unanimous Agreements, resolutions, and policies.
5. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights, and privileges of member women's fraternities.

### **Article III. Membership**

#### **Section 1. Membership Classes**

There shall be three classes of membership: regular, provisional, and associate.

- A. **Regular Membership.** The regular membership of The University of Akron Panhellenic Association shall be composed of all chapters of NPC fraternities at The University of Akron. Regular members of the Panhellenic Council shall pay dues as determined by the Panhellenic Council. Each regular member shall have voice and one vote on all matters.
- B. **Provisional Membership.** The provisional membership of The University of Akron Panhellenic Association shall be composed of all colonies of NPC fraternities at The University of Akron. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC fraternity.
- C. **Associate Membership.** Local sororities or national or regional non-NPC member groups may apply for associate membership of The University of Akron Panhellenic Association.

March 6, 2019

The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters and, if they are not participating in the formal recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion. These fraternities are not eligible to hold office on the Panhellenic Council.

## **Section 2. 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 The University of Akron Panhellenic Association Bylaws, Code of Ethics, and any additional rules this Panhellenic Association may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.

## **Article IV. Officers and Duties**

### **Section 1. Officers**

The Executive Board of The University of Akron Panhellenic Association shall consist of these officers: President, Vice President of Recruitment, Vice President of Membership, Vice President of Communications, Vice President of Judicial Affairs, Vice President of Risk Management, Vice President of Community Relations, and Vice President of Administration. Coordinators of Panhellenic Association shall consist of the Coordinator of Membership and the Coordinator of Communications.

### **Section 2. Eligibility**

Eligibility to serve as an officer and coordinator shall depend on the class of membership:

- A. Regular membership. Members from women's fraternities holding regular membership in The University of Akron Panhellenic Association shall be eligible to serve as any officer or coordinator.
- B. Provisional membership. Members from women's fraternities holding provisional membership in The University of Akron Panhellenic Association shall not be eligible to serve as an officer or coordinator.
- C. Associate membership. Members from women's fraternities holding associate membership in The University of Akron Panhellenic Association shall not be eligible to serve as an officer or coordinator.

### **Section 3. Selection of Executive Board Officers**

The offices of President, Vice President of Recruitment, Vice President of Membership, Vice President of Communications, Vice President of Judicial Affairs, Vice President of Risk Management, Vice President of Community Relations, and Vice President of Administration of The University of Akron's Panhellenic Association shall be selected by a Slating Committee.

### **Section 4. Office-Holding Limitations**

- A. Applicants for an executive position must be enrolled as a full-time student, defined as taking 12 or more hours of credit and maintain a minimum 2.6 cumulative G.P.A. to be elected. Applicants may not have expected graduation dates falling before the expiration of their terms. These conditions must be fulfilled for the duration of the term of office.
- B. Applicants must be initiated into their sorority.
- C. No more than three members from the same women's fraternity shall hold office during the same term.
- D. Applicants for President must have previously served on the Panhellenic Executive Board for a minimum of one semester.
  - a. If no member of the Panhellenic Executive Board from the prior term chooses to run for President for the following term, then a new President shall be chosen that has not served on the Panhellenic Executive Board in the prior term or previously.
- E. Applicants for Vice President of Recruitment and Vice President of Membership must have previously served as a Formal Recruitment Guide unless sufficient recruitment experience is verified.
- F. Every attempt will be made by the Slating Committee to slate the offices of President and Vice President of Recruitment from different chapters.
- G. Every attempt will be made by the Slating Committee to slate the offices of Vice President of Judicial Affairs and Vice President of Risk Management from different chapters.

### **Section 5. Slating Procedure**

- A. Women who are interested in running for an Executive Board position must submit an application and participate in an interview with the Slating Committee. Applications will be available no less than four (4) weeks prior to the election and will be due no less than two (2) weeks prior to the election. After this date, the application process will be closed.
- B. Executive Board Officers will be slated to a position by a Slating Committee. The Slating Committee shall be made up of Chapter Presidents (provided they are not seeking a position on the Executive Board) and current Panhellenic Executive Board members who are not seeking a position on the council. Should the Chapter President not be able to

attend, the Chapter President may designate a chapter member to serve on the committee. The Slating Committee shall consider the qualifications of all candidates for elected officers and shall nominate at least one name for each elected officer position. The Panhellenic Advisor shall serve as a nonvoting ex-officio member of the Slating Committee.

- C. The Slating Committee will interview all qualified applicants. The recommended slate will be formed as follows: President, Vice President of Recruitment, Vice President of Membership, Vice President of Communications, Vice President of Judicial Affairs, Vice President of Risk Management, Vice President of Community Relations, and Vice President of Administration. Each chapter will get one vote for a total of six votes. The Slating Committee must approve the entire slate then proceed to notify the selected applicants. Should a selected applicant not accept the slated position, the committee reserves the right to reconvene and amend the slate.
- D. The slate will be presented to the Panhellenic Delegates for approval. The slate must pass with a simple majority affirmative vote. Elections for the slate shall take place on the second to last meeting day of the fall semester.
- E. Only applicants who applied, but who were not slated, are eligible to challenge the slate. No one may run off of the floor.

#### **Section 6. Selection of Coordinators**

- A. Applicants for a coordinator position must be enrolled as a full-time student, defined as taking 12 or more hours of credit and maintain a minimum 2.6 cumulative G.P.A to be selected. The two coordinators of Membership and Communication will be elected to a calendar year term. Coordinators must be within the first three semesters of membership with their respective chapter.
- B. Women who are interested in running for a Panhellenic Coordinator position, such as Membership and Communication, must submit an application and participate in an interview with a committee comprised of officers on the Executive Board. The Panhellenic Advisor shall serve as a non-voting ex-officio member of the interview committee.
- C. Applications will be due by the second to last council meeting of the fall semester.

#### **Section 7. Term**

The Executive Board Officers and Coordinators shall serve for a term of one year. The term of office for the Executive Board will begin at the last council meeting of the fall semester and end when the Executive Board for the following year has been installed. The term of office for the coordinators will begin after the interview committee has made its decisions and until the last council meeting of the fall semester.

#### **Section 8. Removal**

- A. Any officer or coordinator may be removed from office for any of the following reasons:

- a. Failing to maintain a minimum 2.6 cumulative G.P.A. or remaining a full-time student by taking 12 credit hours.
  - b. Non-performance of duties, including unexcused absences from more than two meetings of the Panhellenic Association or the Executive Board, while in her term of office.
  - c. Conduct not befitting an officer of the Panhellenic Association.
- B. Any Executive Board Officer or Panhellenic Delegate on behalf of their chapter may initiate removal procedure, including the Panhellenic Advisor.
- a. The President and Panhellenic Advisor shall notify the officer in question.
  - b. Written notice of the motion to impeach must be presented.
  - c. Removal will be determined by a two-thirds vote of the Panhellenic Council.

### **Section 9. Vacancies**

- A. Should an Executive Board Officer or coordinator vacancy occur before the expiration of the term, with the exception of the offices of President and Vice President of Recruitment, the position will be filled by an appointment of the Panhellenic President, with approval by the Panhellenic Executive Board and the Panhellenic Advisor.
- a. In the case that the President or Vice President of Recruitment shall not be able to fulfill their responsibilities, an election will be held. Nominations will occur at the first Panhellenic meeting following the date of the official vacancy of office. The election will take place two weeks later.
  - b. Should an emergency exist, the Executive Board may vote to expedite the election process. If the semester is into more than five weeks, an appointment will be made by the Executive Board.
- B. If the vacancy occurs after the fifth week of the fall semester, no election or appointment of a coordinator will occur. Coordinator responsibilities will be divided amongst the other coordinators and the Executive Board Officers.

### **Section 10. Duties of Executive Board Officers and Coordinators**

- A. The Executive Board shall be responsible for carrying out all policies and regulations duly established by the Panhellenic Council.
- a. Each member of the Executive Board shall make an oral report of the business of their offices at the Panhellenic Council meetings and the Panhellenic Executive Board meetings.
  - b. All subsidiary councils, organizations, and committees created by the Panhellenic Association and the Executive Board shall be responsible to the Executive Board and the chairs of said committees shall report to the Panhellenic Association.
  - c. All officers shall attend all Panhellenic Council meetings, Executive Board meetings, and retreats.
    - i. All Executive Board Officers must attend all programs necessary for their position and all other found necessary.

- d. The Executive Board Officers will serve as Formal Recruitment Guides.
  - e. Each member of the Executive Board shall fulfill two office hours weekly in the Fraternity and Sorority Life Leadership Office.
  - f. All officers must compile the information needed to apply for awards with NPC, AFLV, and other awards that the council may become eligible for.
    - i. All officers must attend predetermined workdays to compile awards.
- B. Executive Board Officers Descriptions and Responsibilities
- a. The President shall:
    - i. Administrative Duties
      1. Be ultimately and wholly responsible for all matters dealing with the Panhellenic Council. She may expedite matters by assigning any task to any member of the Executive Board or the Panhellenic Delegates.
      2. Preside at all meetings of the Executive Board and all meetings of the Panhellenic Council.
      3. Be familiar with the NPC Manual of Information and all governing.
      4. Represent the Panhellenic Association on any campus-wide committee having the seat assigned to a representative of Panhellenic unless other provisions are made by the Panhellenic Executive Council.
      5. Be responsible for all reporting of the council, including the event of an emergency or crisis, unless otherwise delegated, to The University of Akron, NPC, or otherwise as is necessary.
      6. Attend weekly meetings and communicate regularly with the Panhellenic Advisor as is necessary or required by the advisor.
      7. Communicate regularly with the NPC area advisor.
      8. Serve as an active member of the Recruitment Team which may include having to attend weekly or biweekly meetings throughout the duration of her term.
      9. Create a semester calendar of events regarding programming implemented by the Executive Board.
      10. Submit all room requests for Executive Board members.
      11. Hold one Panhellenic Sisterhood per semester.
      12. Assist with the slating process for the Circle of Sisterhood committee.
    - ii. Delegation
      1. Serve as an ex-officio member of all Panhellenic Association committees.
      2. Have the power to appoint any committee chair deemed necessary to maintain or better the Panhellenic and/or the Greek community at The University of Akron.

3. Be responsible for referring judicial matters that cannot be mediated to the Judicial Board.
  4. Maintain close contact with the work of those officers and committee chairpersons of Panhellenic in order to coordinate and expedite projects and business of the Panhellenic Council of any matters of importance.
  5. Ensure that the NPC annual report is completed.
  6. Hold one AFLV workday per semester at the discretion of the board members.
- iii. Perform all other duties as assigned.
- b. The Vice President of Recruitment shall:
- i. Recruitment
    1. Prepare and distribute copies of the most current recruitment rules and proposals, as approved by the Executive Board and recruitment chairs, to each Panhellenic chapter prior to formal recruitment.
    2. Be responsible for recruitment registration.
    3. Be responsible for managing the Recruitment Team and formal recruitment process.
    4. Communicate with each recruitment chair, especially during formal recruitment, and relay sentiments or problems to the Executive Board.
    5. Work in conjunction with the Vice President of Membership to organize and coordinate a Formal Recruitment Evaluation Workshop upon the conclusion of formal recruitment.
    6. Oversee the Continuous Open Bidding recruitment format during the spring and fall semesters.
  - ii. Recruitment Task Force
    1. Hold bi-weekly Recruitment Task Force meetings with the recruitment committee.
      - a. This committee includes, but is not limited to, the President, Vice President of Membership, Vice President of Communications, Recruitment Guides, and chapter recruitment chairs.
  - iii. Perform all other duties as assigned.
- c. The Vice President of Membership shall:
- i. Events
    1. Develop and coordinate New Member Convocation once a semester with the help of the Interfraternity Council Leadership Development Chairman.

2. Develop an educational program once a year for senior members to educate on topics that could be of use after college.
  3. Develop and coordinate the Greek Leadership Program with the Interfraternity Council Leadership Development Chairman and two additional facilitators.
    - a. She will serve as a facilitator of the program.
- ii. Recruitment
1. Serve as an active member of the Recruitment Team.
  2. Be present at all Recruitment Task Force meetings.
  3. Revise and distribute Recruitment Guide applications to all six Panhellenic chapters during the spring semester.
  4. Coordinate the Recruitment Guide interview and selection process.
  5. Create a Recruitment Guide training program and manual.
    - a. She will be responsible for overseeing the training all of the Recruitment Guides.
  6. Work in conjunction with the Vice President of Recruitment to organize and coordinate a Formal Recruitment Evaluation Workshop upon the conclusion of formal recruitment.
- iii. Coordinator
1. Be responsible for overseeing the Coordinator of Membership.
- iv. Perform all other duties as assigned.
- d. The Vice President of Communications shall:
- i. Administrative Duties
    1. Be responsible for promoting all Panhellenic-sponsored events.
    2. Be responsible for informing the public of all Panhellenic activities.
      - a. This includes, but is not limited to, producing and distributing pamphlets, posters, flyers, brochures, bulletin boards, display boards, Press Releases, and Public Service Announcements.
    3. Be responsible for creating a timeline for recruitment marketing.
    4. Be responsible for communicating with the marketing department on any updates or collaborations.
    5. Design and conduct surveys about the Greek image within the campus community.
    6. Hold a public relations roundtable at least once a year.
    7. Serve as an active member of the Recruitment Team.
    8. Plan a tabling session to engage and receive input from the campus community once a semester.
  - ii. Social Media Platforms

1. Be responsible for maintaining and overseeing the Panhellenic Council social media platforms and website.
  2. Regularly monitor chapter websites to ensure their content, language, and images are consistent with chapter's stated values, convey a positive overall image, and are updated with accurate and current information.
  3. Be responsible for maintaining chapter links.
  4. Work with member chapters to establish links to the council website.
  5. Maintain a written system and timeline for making revisions to the website and ensure that it is accurate and current.
  6. Serve as the primary component in the marketing for the formal recruitment process.
- iii. Coordinator
1. Be responsible for overseeing the Coordinator of Communications.
- iv. Perform all other duties as assigned.
- e. The Vice President of Judicial Affairs shall:
- i. Administrative Duties
    1. Perform all the duties of the President in her absence.
    2. Be the authority regarding The University of Akron's Panhellenic Association Bylaws and Standing Rules.
      - a. It is her duty to maintain the Bylaws and ensure that they are in accordance with NPC resolutions.
  - ii. Judicial Board
    1. Be responsible for training and educating the Panhellenic Delegates and any other personnel who would be involved in a case of infraction once a semester.
    2. Be responsible for holding Judicial Board training for chapter Delegates.
    3. Hold a mock Judicial Board hearing to ensure Delegates are prepared and knowledgeable about procedures, should a Judicial Board hearing be necessary.
    4. Enforce and ensure the completion of sanctions.
  - iii. Greek Week
    1. Work with the Office of Fraternity and Sorority Life and the Interfraternity Council Chief Justice to plan Greek Week.
    2. Be responsible for creating an operations committee with the assistance of the Interfraternity Council Chief Justice for Greek Week.

3. Serve on the Greek Week Committee as the Panhellenic Representative. Duties for Greek Week may involve, but are not limited to, planning and volunteering for Greek Week programs and services.
- iv. Perform all other duties as assigned.
- f. The Vice President of Risk Management shall:
  - i. Administrative Duties
    1. Be responsible for hosting event meetings with member chapters when Event Registration Forms are submitted that require a meeting. It is her duty to oversee Chapters about the Alcohol and other Event Policies.
    2. Work in conjunction with the Interfraternity Council Risk Management Chairman in order to update the risk management policies and guidelines for both the Interfraternity Council and PHC fraternities and sororities once during their term as necessary.
    3. Conduct a workshop/roundtable for chapter Risk Management chairpersons once a semester, educating chapters on topics of sexual assault/harassment, hazing, alcohol, physical and mental health, crisis risk prevention, drugs misuse, campus safety, fire safety, general chapter house safety, and social media. Each topic should be covered at least once in a two-year span.
  - ii. Programming
    1. Be responsible for planning and implementing programming sessions to support risk management. It is her duty to oversee Chapters about the Alcohol and Other Event Policies.
  - iii. Perform all other duties as assigned.
- g. The Vice President of Community Relations shall:
  - i. Administrative Duties
    1. Oversee the usage of the Unity Book.
    2. Make and distribute a yearly calendar of local service events to the chapters.
    3. Be responsible for planning and implementing a community service or philanthropy event once per semester.
    4. Hold a philanthropy/community service roundtable at least once a semester.
  - ii. Events
    1. Be responsible for planning the Badge Day Celebration.
    2. Be a key role in assisting with Alternative Spring Break. This includes, but is not limited to, assisting with applications or scholarships.

3. Be responsible for the Circle of Sisterhood Committee and serve as the chair of the committee.
  - iii. Perform all other duties as assigned.
  - h. The Vice President of Administration shall:
    - i. Administrative Duties
      1. Be responsible with all Council correspondence.
      2. Record minutes at all Executive Board and Council meetings.
        - a. Distribute all minutes within two business days of a meeting.
      3. Be familiar with the NPC Manual of Information and all governing documents of this association.
      4. Hold a scholarship roundtable that will promote and suggest ways for academic success once a semester.
    - ii. Budgeting
      1. Maintain current copies of the following documents:
        - a. The Panhellenic Association budget.
        - b. Contracts executed on behalf of the Panhellenic Association.
        - c. Correspondence and materials received from the NPC Area Advisor.
        - d. All College Panhellenic reports to NPC.
        - e. And other pertinent materials.
      2. Compile a yearly budget.
      3. Update the Panhellenic community regarding money allocated and spent within the yearly budget.
      4. Be responsible for all Council matters regarding finances, including the University Allocated Funds (UAF) and Student Activities Fund (SAF) accounts.
      5. Review the budget monthly, after it has been reconciled by the Business Office, to ensure financial stability, then present the findings to the Panhellenic Executive Board.
    - iii. Academics
      1. Hold an event once a semester to help promote scholastic achievement.
      2. Hold meetings with chapters falling below the all-women's average G.P.A.
        - a. The discussion of these meetings is outlined in the Scholastic Policy under the Standing Rules.
      3. Oversee the Code of Conduct Cards for Intramural Sports.
    - iv. Perform all other duties as assigned.
- C. Coordinator Positions Descriptions and Responsibilities

- a. The Coordinator of Membership shall:
  - i. Report to the Vice President of Membership.
  - ii. Be responsible for new member programming and other tasks assigned by the Panhellenic Executive Board.
  - iii. Perform all other duties as assigned.
- b. The Coordinator of Communications shall:
  - i. Report to the Vice President of Communications and assist in running all Panhellenic social media outlets.
  - ii. Be responsible for documenting, both visually and with a written description, all Panhellenic events.
  - iii. Check chapter websites to make sure The Office of Fraternity and Sorority Life web page is linked to their chapter website.
  - iv. Perform all other duties as assigned.

## **Article V. The Panhellenic Council**

### **Section 1. Authority**

The governing body of The University of Akron Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all businesses related to the overall welfare of The University of Akron Panhellenic Association including, but not limited to: annually review the parameters as adopted in the recruitment rules for the automatic adjustment of total; determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights, and privileges of member women's fraternities.

### **Section 2. Composition and Privileges**

The University of Akron Panhellenic Council shall be composed of one Delegate and one Alternate Delegate from each regular, provisional, and associate member group at The University of Akron as identified in Article III. The Delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article II of these Bylaws. The Alternate Delegates shall have voice but no vote. The Alternate Delegate shall act and vote in the place of the Delegate when the Delegate is absent. If both the Delegate and the Alternate Delegate are absent, the vote may be cast by a member of the fraternity, providing her credentials have been presented to the Panhellenic President. The Panhellenic Executive Board and coordinators shall make up the officers of the Panhellenic Council.

### **Section 3. Selection of Delegates and Alternates**

Delegates and Alternate Delegates to the Panhellenic Council shall be selected by their respective women's fraternity chapters to serve for a term of one year commencing at the beginning of the spring academic term. All Delegates shall be initiated members and in good standing with their chapter. In addition to attending bi-weekly Panhellenic Council meetings, Delegates shall serve as members of the Panhellenic Judicial Board in the case that a Judicial Board hearing is called. It is advised that Delegates maintain a cumulative G.P.A. above a 2.6. However, in the instance a Delegate's G.P.A. falls below a 2.6, the G.P.A. set by individual chapters will be defaulted to.

#### **Section 4. Delegate Vacancies**

When a Delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement and to notify the Panhellenic Association Vice President of Administration of her name, email address, and telephone number.

#### **Section 5. Regular Meetings**

- A. Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term.
- B. A Panhellenic Delegate from each regular, provisional, or associate member fraternity shall be responsible for notifying her chapter members of all regular and special meetings of the Panhellenic Council at The University of Akron.
  - a. Panhellenic Delegates shall be responsible to bring back information concerning activities of other campus organizations.
- C. Panhellenic Executive Board meetings are held bi-weekly as assigned by the Panhellenic Advisor.

#### **Section 6. Annual Association Meeting of the Panhellenic Council**

The Annual Association Meeting of the Panhellenic Council shall be held during the month of April. The purpose of the annual meeting shall be to create a sense of community unity as well as discuss any recruitment, scholarship, leadership, or civic engagement information.

#### **Section 7. Special Meetings**

Special meetings of the Panhellenic Council may be called by the Panhellenic President when necessary and shall be called by her upon the written request of no less than one-fourth of the member women's fraternities of The University of Akron Panhellenic Association. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meetings shall constitute waiver of said notice.

#### **Section 8. Quorum**

Two-thirds of the Delegates from the member fraternities of The University of Akron Panhellenic Association shall constitute a quorum for the transaction of business.

## **Section 9. Vote Requirements**

- A. Proposed motions on issues that 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 recolonization plan and for all extension-related votes. All other votes, unless specified in these Bylaws, shall require a majority vote for adoption. All procedures stated in Article XIV shall be followed for specific voting requirements.

## **Article VII. The Panhellenic Advisor**

### **Section 1. Appointment**

The Panhellenic Advisor of The University of Akron Panhellenic Association shall be appointed by The University of Akron Administration and will serve for his/her entire employment term.

### **Section 2. Authority**

The Panhellenic Advisor shall serve in an advisory capacity to the University of Akron Panhellenic Association. The Panhellenic Advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board.

## **Article VIII. Committees**

### **Section 1. Standing Committees**

- A. The standing committees of The University of Akron Panhellenic Association shall be the Judicial Board and the Recruitment Task Force.
- B. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

### **Section 2. Appointment of Committee Membership**

The Executive Board shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these Bylaws, and, in making these appointments, recognize fair representation from all member women's fraternities as much as possible. The President shall be an ex-officio member of all committees except the Judicial Board.

### **Section 3. Judicial Board**

The Judicial Board shall be headed by the Vice President of Judicial Affairs and shall consist of the Vice President of Administration as chairman and one Delegate per regular member of the Panhellenic Association. These members shall be the chapter's appointed Panhellenic

Delegates. The Panhellenic Advisor shall serve as a non-voting ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member fraternities about the Panhellenic judicial procedure. It shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the Bylaws, Code of Ethics, Standing Rules, and Membership Recruitment Regulations of The University of Akron Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless the Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process. The Judicial Board and process is better defined in Article X of The University of Akron Panhellenic Association Standing Rules.

#### **Section 4. Recruitment Task Force Committee**

The Recruitment Task Force Committee shall consist of a chairman and one representative from each regular, provisional, and associate member. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the membership recruitment period. After each membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member group, and chapter advisor.

#### **Section 5. Other Committees**

Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Executive Board.

##### **A. Circle of Sisterhood Committee**

- a. The Panhellenic Council at The University of Akron adopted a community wide philanthropy in 2015 called Circle of Sisterhood. Circle of Sisterhood supports entities that remove barriers to girl's education. The foundation's mission is to leverage the collective influence of sorority women in order to raise financial resources for entities around the world and help remove educational barriers for girls and women facing poverty and oppression.
- b. Each committee member will contribute to the planning and execution of the Circle of Sisterhood event, as well as maintain responsibility for attending the event. Committee members will attend bi-weekly planning meetings set by the Vice President of Community Relations.
- c. The following description is the designated duties to the specific positions:

- i. Chapter Liaison. Assist in preparing packets for participants, presenting information about events at chapter meetings, be responsible for receiving registration packets and money from each team, recruit teams to participate, be responsible for check-in during day of event, as well as perform all other duties as assigned by the Vice President of Community Relations or the Panhellenic President.
- i. Fundraising/Outreach. Plan fundraising events, be responsible for outreach to local businesses and corporations for donations, as well as perform all other duties as assigned by the Vice President of Community Relations or the Panhellenic President.
- ii. Communication. Maintain social media accounts, market for the event, as well as perform all other duties as assigned by the Vice President of Community Relations or the Panhellenic President.
- iii. Event Planning. Assist in the creation and development of the Circle of Sisterhood Philanthropy Event, be responsible in helping run the event the day of, as well as perform all other duties as assigned by the Vice President of Community Relations or the Panhellenic President.

## **Article IX. Finances**

### **Section 1. Fiscal Year**

The fiscal year of The University of Akron Panhellenic Association shall be from July to June inclusive.

### **Section 2. Contracts**

Signatures of the Vice President of Administration and countersigned by the Panhellenic Advisor and/or the Panhellenic President shall be required to bind The University of Akron Panhellenic Association on any contract or disbursement.

### **Section 3. Checks**

All checks issued on behalf of The University of Akron Panhellenic Association shall bear dual signatures. Any Executive Board Officer and the Panhellenic Advisor shall be authorized to be one of the two required signatures.

### **Section 4. Payments**

All payments due to The University of Akron Panhellenic Association shall be received by the Vice President of Administration, who shall record them. Checks for payments shall be made payable to The University of Akron. The Panhellenic Association shall be put in the memo line.

### **Section 5. Dues**

- A. The amount of such dues shall be finalized annually by the Panhellenic Association on the last meeting of the spring semester for the following fall and spring semester.
- B. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- C. Panhellenic Association membership dues shall be an assessment per member and new member.
- D. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than March of that year.
- E. The due dates of the payment deadlines will be established and stated by the Panhellenic Advisor, Panhellenic President, or Vice President of Administration.
- F. The first semester that a new member has an Affiliation Form on file in the Office of Fraternity and Sorority Life, her dues that semester shall be \$30. All subsequent semesters, her dues shall be \$25.
- G. Chapters may request to be put on payment plans with the approval of the Panhellenic Executive Board.

#### **Section 6. Fees and Assessments**

A \$50.00 fine shall be levied on each member chapter of the Panhellenic Association for late payment of dues.

#### **Section 7. "All Greek" Account**

- A. Prior to the start of the semester, the Panhellenic President, the Interfraternity Council President, and the Coordinator of Fraternity and Sorority Life must meet to allocate funds being transferred to the "All Greek" account.
- B. It is suggested that funds be delegated on the basis of upcoming All Greek events. Funds may be allocated on the basis of number of chapters, number of active members, or joint involvement.
- C. The Panhellenic Executive Board may lobby to use funds in the "All Greek" account. In order to proceed with this action, a written proposal must be sent to the Interfraternity Council Executive Board. From there, the Interfraternity Council Executive Board may choose to approve or deny the use of the funds.
- D. The Interfraternity Council Executive Board may lobby to use funds in the "All Greek" account. In order to proceed with this action, a written proposal must be sent to the Panhellenic Executive Board. From there, the Panhellenic Executive Board may choose to approve or deny the use of the funds.

#### **Section 8. Use of Council Funds**

It is prohibited to utilize council funds from the "All Greek" account or the Panhellenic account for the purchase of alcohol.

### **Article X. Extension**

**Section 1. Extension is the Process of Adding an NPC Women’s Fraternity**

The University of Akron Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

**Section 2. Voting Rights**

Only regular members of the Panhellenic Council shall vote on extension matters.

**Article XI. Violation Resolution****Section 1. Violation**

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these Bylaws, the Panhellenic Code of Ethics, Standing Rules, and/or Membership Recruitment Regulations of The University of Akron Panhellenic Association shall be considered a violation.

**Section 2. Informal Resolution**

Members are encouraged to resolve all alleged violations through informal discussion with the involved parties. In some instances the Vice President of Recruitment may choose to use an informal discussion to see if the situation can be resolved prior to recruitment infractions being filed.

**Section 3. Judicial Process**

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The University of Akron Panhellenic Association shall follow all judicial procedures found in the NPC unanimous agreement VII.

- A. Mediation. Mediation is the first step of the judicial process. The University of Akron Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.
- B. Judicial Board Hearing. When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Council shall adopt procedures in the Standing Rules for these purposes that are consistent with the NPC Unanimous Agreements.
- C. Appeal of Judicial Board decision. A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeal Committee. The University of Akron Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

**Article XII. Hazing**

### **Section 1. Disallowance**

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. Any and all forms of hazing shall be banned.

### **Section 2. Definition**

Hazing is defined by The University of Akron as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, regardless of the willingness of the participant.

### **Section 3. Hazing Compliance Form**

All chapters must have on file in the Office of Fraternity and Sorority Life, the Hazing Policy Compliance Form signed by the current Chapter President, Chapter Advisor, New Member Educator and all members.

## **Article XIII. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern The University of Akron Panhellenic Association in all cases to which they are applicable and in which they are consistent with the NPC Unanimous Agreements, these Bylaws, and any special rules of order The University of Akron Panhellenic Association may adopt.

## **Article XIV. Amendment of Bylaws**

These Bylaws may be amended at any regular or special meeting of The University of Akron Panhellenic Council by a two-thirds vote, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting allowing an opportunity for chapter input.

## **Article XV. Dissolution**

This Association shall be dissolved when only one regular member exists at The University of Akron. In the event of the dissolution of this Association, none of the assets of the Association shall be distributed to any members of the Association, but after payment of the debts of the Association the assets shall be given to the National Panhellenic Conference.

## **Standing Rules of The University of Akron Panhellenic Association**

Revised: 1986, 1990, 1994, 1996, 1997, 2000, 2001, 2003, 2004, 2005, 2006, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019.

*Last Voted and Ratified on April 17, 2019.*

### **Article I. Mission Statement**

We, the women of The University of Akron Panhellenic Association, stand for dedication to each other through cooperative sisterhood. We strive to uphold the values of scholarship, leadership, civic engagement, and ritual. We will devote time and resources to the development of every chapter and individual while fostering friendly relations to unite our chapters, our community, our campus, local communities, and beyond.

### **Article II. Code of Ethics**

We, the undergraduate members of women's fraternities at The University of Akron agree to:

1. Promote honesty, respect, and sisterhood through respectful adherence to the Unanimous Agreements and all amendments established by the National Panhellenic Conference.
2. Uphold and demonstrate the Panhellenic spirit in thought, word, and action through our chapters as well as individual members.
3. Recognize friendly relations with all collegiate women, realizing the importance of creating and building friendships
4. Adhere to the relationships between the chapters and with the College Panhellenic Council in order to establish a process more conducive to timely and efficient management of information.
5. Avoid disparaging remarks about the fraternity or college woman and avoid publicity on Panhellenic matters that are not properly the concern of non-members.
6. Strictly adhere to NPC agreements and policies. These valued and non-negotiable policies will be followed by all groups during the recruitment process.
7. All chapters shall follow all NPC Unanimous Agreements, as found in the most recent edition of the NPC Manual of Information.

### **Article III. Membership Intake and Recruitment Policy**

#### **Section 1. Recruitment Period**

- A. The fall semester recruitment period will be designated as primary. No sorority will be permitted to pledge a woman before the Primary Recruitment period ends.

- B. The schedule and dates of Primary Recruitment at The University of Akron shall be established by the Vice President of Recruitment and the Panhellenic Advisor and approved by a majority vote by the Recruitment Task Force in the spring semester. The Vice President of Recruitment shall arrange the specific parties during Primary Recruitment.
- C. Primary Recruitment at The University of Akron shall be run in accordance to the NPC Manual of Information following all Unanimous Agreement rules and recruitment rules voted upon at the Recruitment Task Force meetings.
- D. Except during Primary Recruitment period, continuous open bidding (COB) shall be in effect during the academic year as stated in Section 2 of this policy.
- E. University clearance must be received through the Panhellenic Advisor before any woman may be bid or pledged to a sorority.

### **Section 2. Chapter Total**

- A. To allow chapters to achieve parity as quickly as possible, total will be automatically adjusted every regular academic term.
  - a. During the fall academic term in which Primary Recruitment is held, chapter total will be done at the Bid Night meeting or no later than 72 hours following bid distribution.
  - b. During the spring academic term, and within one week (no more than seven days) from the start of the term, the adjustment of total will be finalized. This will be determined at a Special Meeting of the Panhellenic Council or a Recruitment Task Force meeting, occurring prior to bid distribution.
  - c. The adjustment will be to average chapter size unless the College Panhellenic adopts an acceptable alternative method according to the Manual of Information.
- B. No chapter may conduct continuous open bidding if they have reached chapter total.
- C. Chapters are permitted to continue recruiting in order to fill vacancies in quota after the conclusion of the Primary Recruitment period even if the chapter is at chapter total.
- D. Chapters may use continuous open bidding to reach chapter total if they are not at chapter total during the spring semester.
- E. If a chapter is at total and wishes to affiliate a transfer member, it may do so even though the addition of that member will put the chapter over total.
  - a. A woman pledge to a sorority on another campus may be pledged to her sorority at The University of Akron upon transferring.

### **Section 3. Potential New Members**

- A. A potential new member must be a full-time student, by being enrolled in at least 12 credit hours, and meet NPC standards.

- B. Any potential new member going through recruitment must meet the minimum Panhellenic grade point average in order to go through recruitment. The grade point averages are the following:
  - a. 2.40 for a cumulative college G.P.A.
  - b. 2.60 for a cumulative high school G.P.A.
- C. Eligibility to participate in sorority recruitment:
  - a. A potential new member interested in participating in Primary Recruitment must be registered in the ICS system and have paid a \$15 registration fee by 9:00 p.m. on Tuesday, September 10, 2019.
  - b. In order for a potential new member to continue in the Primary Recruitment process, she must visit all chapters and complete ICS selections.

#### **Section 4. New Members**

- A. If a new member is released or terminated for any reason, the chapter must notify the Panhellenic Advisor immediately and fill out the necessary record forms. All procedures stated in the NPC Manual of Information shall be followed.

#### **Section 5. General Recruitment Rules**

- A. As Unanimous Agreement X states, "Each College Panhellenic shall denounce the participation of Panhellenic women in men's fraternity events when or where the primary purpose is recruitment."
  - a. This includes sorority women wearing t-shirts or other apparel that is geared toward recruitment promotion.
    - i. Wearing a homecoming shirt, Greek Week shirt, dance party shirt, mixer/social shirts that may contain one or more fraternity name/letter during the recruitment is allowed.
    - ii. Sorority women shall not wear "big letter" shirts with one fraternity's Greek letters emblazoned on their chests. T-shirts to promote a specific men's fraternity and its recruitment efforts or purchased T-shirts from a specific fraternity to promote its recruitment.
- B. The participation of men in recruitment functions, including Bid Night, is prohibited.
  - a. The only exception shall be if a chapter hires a male photographer or videographer for a portion of Bid Night. This would then need to be accounted for in the chapter's Primary Recruitment budget.
- C. Each chapter is expected to follow the "Spirit of the Rule" enforced by the Panhellenic Council. The "Spirit of the Rule" pertains to acting in the best interest of the Panhellenic community, and are as follows:
  - a. Serving the whole Greek community, not just oneself.
  - b. Abstaining from committing any act, regardless of nature, that could be seen as unethical by and member of the Panhellenic Council.
  - c. Refrain from committing any act that may sway opinions about other chapters.

## **Section 6. Primary Recruitment Rules**

- A. The following rules apply to all programs that occur prior to Bid Night, including First Year Move-In, New Roo Weekend, the Ice Cream Social, and the Week of Welcome at The University of Akron.
- B. All chapters shall follow implementations made in the 2003 NPC Recruitment Recommendation Resolution regarding the “Values-Based” concept for sorority recruitment.
  - a. Guidelines shall be established for membership recruitment budgets and a cap shall be set on membership recruitment expenses, including the value of all donated goods and services in the cap figure.
  - b. Chapters shall not have members wearing identical matching outfits.
    - i. During the Sisterhood Round all Panhellenic women shall wear the designated PHC Unity Shirts.
    - ii. On Bid Night chapter members and new members may wear matching shirts.
  - c. The wearing of badges and insignia is encouraged at all times, especially during recruitment periods, except for Recruitment Guides and Panhellenic officers who are participating in the recruitment process.
  - d. Signing and cheering is only permitted inside the chapter’s designated facility during philanthropy and preference rounds of recruitment.
    - i. No singing or chanting should be heard or detected from inside the chapter houses during Sisterhood Round.
  - e. No gifts, favors, poems, preference letters, or notes shall be given to the potential new members until she has accepted a bid.
  - f. The use of or promotion of alcoholic beverages during recruitment shall be prohibited along with the use of all alcoholic beverage containers (e.g. mugs, shot glasses, martini/cocktail glasses).
  - g. There should be no theme carried out throughout recruitment rounds or exemplified through decorations.
  - h. The use of outside decorations shall be eliminated unless approved by the Panhellenic Council.
    - i. On Bid Night, chapters are permitted to have banners, tables, tablecloths, centerpieces, and photo props to welcome new members.
  - i. Recruitment parties shall consist of maximum conversation time.
  - j. Videos played or presented about a chapter’s philanthropy during Philanthropy Round must be from the national sorority and may not be chapter or university made.
    - i. Videos are only permitted during Philanthropy Round of Primary Recruitment.
- C. Potential New Member Contract

- a. Definition of potential new members: Any woman at The University of Akron who is matriculated and eligible according to College Panhellenic Association requirements.
- b. In the event of poor weather conditions, potential new members will be permitted inside the chapter house/facility at a designated area with the Recruitment Guides until the beginning of the round.
- c. During Primary Recruitment events, only collegiate sorority members should be talking to potential new members. Alumnae and national sorority representatives may help with membership recruitment activities behind the scenes, but they are not permitted to be actively recruiting or talking to the potential new members.
  - i. A chapter advisor or consultant may be seen and observe during the parties but are not permitted to be actively recruiting or talking to potential new members.
- d. No sorority members, including new members or alumnae, may visit a potential new member in her place of residence. No potential new member shall visit a woman's chapter house, residence hall, apartment, etc. from August 1, 2019 at 12:00 a.m. to September 15, 2019 at 6:00 p.m.
- e. There will be no more than "n x 2" sorority members talking to "n" potential new members at once.
- f. Sorority members may not buy anything for a potential new member and a potential new member may not buy anything for a sorority member during the recruitment period.
- g. There will be no promising of bids directly or indirectly by any member, new member, or alumnae member of any chapter.
- h. No chapter shall host or co-sponsor any event in which potential new members may participate in or be in attendance until after the Primary Recruitment process is over.
- i. Panhellenic-spirited contact shall be promoted with all potential new members throughout the year.
- j. Strict silence shall refer to the period in which there will be no conversation or contact between women's sorority members and potential new members. Strict silence is defined as verbal, written, printed, text message, or social media communication between the potential new members and sorority members, new members, or alumnae.
  - i. Strict silence will begin at the end time of Preference Round, Sunday, September 15, 2019, and last until bid distribution at 5:00 p.m. on Sunday, September 15, 2019. No sorority member, including alumnae and new members, may communicate with potential new members during this period. If potential new members live with or near a sorority member, only casual greetings and brief contact are permitted.

#### D. Primary Recruitment Administration

- a. The price cap shall be \$2,000 for all items purchased and donated for Primary Recruitment, which includes Bid Night.
  - i. Each chapter will be required to submit recruitment receipts from Primary Recruitment to the Vice President of Recruitment by 5:00 p.m. on Wednesday, October 2, 2019.
    1. The cost of donated goods and services must be estimated and submitted with chapter receipts.
    2. Bid Night shirts shall not be included in this budget.
    3. Chapter name tags shall not be included in this budget.
    4. Household items including dishes, silverware, and tablecloths shall not be included in this budget.
    5. If a chapter reserves a space for Bid Night with a room rental fee, it will not be included in their recruitment budget.
      - a. A rental fee price cap for a location reserved by a chapter for Bid Night, regardless if it is on or off-campus, shall be \$150.
      - b. Every dollar exceeding this price cap must be included in this budget.
  - ii. For every \$1.00 a chapter exceeds the price cap they will be fined \$10.00.
- b. A chapter's PNM list is due in the ICS at the following times:
  - i. The conclusion of the final Sisterhood Round: Friday, September 13, 2019 by 11:00 p.m.
  - ii. The conclusion of the final Philanthropy Round: Saturday, September 14, 2019 by 8:00 p.m.
  - iii. The conclusion of the final Preference Round: Sunday, September 15, 2019 by 2:00 p.m.
    1. Should a chapter fail to meet any of the aforementioned deadlines, they will incur an automatic \$50 fine.
    2. Should a chapter fail to meet any of the aforementioned deadlines, they must contact the Panhellenic Advisory to reopen ICS. Upon reopening ICS, a chapter shall have 30 minutes to submit lists. Should a chapter again fail to meet this deadline, they will incur an additional \$50 fine.
- c. Finance Presentation
  - i. The finance information must be presented to all potential new members in attendance during Philanthropy Round. The presentation must include a detailed description of the new members' financial obligation and be presented by a University of Akron collegiate chapter woman with a full understanding of the chapter's finances.

- ii. Chapters must provide each women with a basic handout providing a breakdown of all financial information. This is the one item potential new members are permitted to leave the party with.
    - iii. A copy of the finance handout should be sent to the Vice President of Recruitment no later than Friday, August 2, 2019.
  - d. At no time prior to the party or round should an alumnae or chapter member have contact with the potential new members waiting outside of their chapter facility.
- E. Recruitment Promotions
  - a. The Panhellenic Association will coordinate sorority recruitment public relations to be distributed throughout campus from August 26, 2019 to September 15, 2019.
  - b. The main rock on campus located outside the Student Union and Crouse Hall or any visible chapter rocks or objects may be painted with a “Go Greek” theme. No sorority chapter letters, symbols, crests, or mascots are permitted.
  - c. The Panhellenic Recruitment Team must approve the completed Fall Primary Recruitment Packet Submissions by July 31, 2019. Submission of the packets may begin after the official distribution of the current packet.
    - i. Failure to have completed packets turned into the Vice President of Recruitment by July 31 will result in a recruitment infraction.
    - ii. All and final changes to the packet must be submitted to the Vice President of Recruitment by Friday, August 16 at 9:00 p.m.
  - d. Bid Night shirts and theme submissions will be approved on a first-come, first-serve basis beginning after the official distribution of the current packet. The Panhellenic Recruitment Team must also approve Bid Night shirts by July 31, 2019. Individual chapters shall be responsible for ordering their own shirts.
    - i. In regards to submitting themes, chapters must submit a first, second, and third option to the Vice President of Recruitment.
  - e. COB events may begin at the conclusion of the Primary Recruitment Bid Night process for eligible chapters once chapter total has been reset. All procedures stated in the NPC Manual of Information shall be followed.
    - i. Event marketing for the individual chapters COB may begin Tuesday, September 17, 2019.
    - ii. Bids may be extended by a member of the chapter’s recruitment team starting at noon on Tuesday, September 17, 2019 to any eligible potential new member, which constitutes a woman who went through Primary Recruitment and was not extended a bid to another chapter.
- F. Social Media and Electronic Communication Rules
  - a. Social Media and electronic communication includes but is not limited to: Facebook, Twitter, MySpace, Instant Messenger, Instagram, Pintrest, YouTube,

Email, Snapchat, text messaging, GroupMe, LinkedIn, OrgSync, or chapter websites.

- b. In order to promote further Panhellenic spirit, it is highly encouraged to set social media profile pictures and cover photos to a Panhellenic spirited logo.
- c. Chapter Members Social Media Rules
  - i. From August 1, 2019 to September 15, 2019 at 10:00 p.m. all affiliated chapter members may keep their entire social media accounts public but must maintain “The Spirit of the Rule”.
  - ii. Chapter members may add, accept or follow back any PNM if the PNM first initiates the request.
    - 1. From the beginning of Sisterhood Round until Bid Night active chapter members may not add, accept, or follow back any individuals on social media outlet.
  - iii. No interaction between affiliated members and Recruitment Guides is permitted during this time.
  - iv. No affiliated members shall have Recruitment Guides visible in their pictures.
- d. Recruitment Guides Social Media Rules
  - i. From August 1, 2019 to September 15, 2019 at 10:00 p.m. shall private all of their social media accounts and set social media default pictures as a Panhellenic spirited logo.
- e. General Chapter Accounts Social Media Rules
  - i. From August 1 to September 15, 2019 at 10:00 p.m., all chapters may keep their social media accounts public but must maintain “The Spirit of the Rule”.
  - ii. During this time chapter accounts may not add, accept or follow back any new contacts on any social media outlet.
  - iii. Recruitment Guides shall not be visible in any pictures.
  - iv. Chapter accounts shall not make any reference towards a Recruitment Guide’s affiliation.
- f. Any member of a chapter, including new affiliates, Recruitment Guides, and active chapter members may interact with other members of their chapter on social media at 5:00 p.m. on Bid Night.
- g. Chapter members may interact with another sorority on social media at 12:00 a.m. following Bid Night.

#### G. Recruitment Guides

- a. Recruitment Guides and Panhellenic Executive Board Officers will completely disaffiliate from their chapters beginning on Friday, August 16, 2019. At this time, Recruitment Guides will minimize contact with chapter members and will not display or wear chapter’s letters in any manner. All procedures stated in the Recruitment Guide Disaffiliation Contract shall be followed.

- i. The Vice President of Recruitment and Vice President of Membership will have discretion concerning any violations of this disaffiliation.
  - ii. Any violation will be investigated using the NPC Judicial Procedures.
- b. Recruitment Guides may participate in their chapter's formal initiation ceremony during the time that they are disaffiliated from their chapter with prior written notification to the Vice President of Recruitment.
- c. During the time Recruitment Guides are disaffiliated, no inferences may be made toward their affiliation.

#### H. Ethics

- a. The actions and words of all active members, alumnae, Recruitment Guides, the Recruitment Team members, and the Panhellenic Association Executive Board Officers must demonstrate courtesy, respect, and maturity towards Panhellenic chapters and members during Primary Recruitment.
- b. All members, including alumnae and new members, will be held responsible for knowing and observing recruitment rules and procedures, as well as the National Panhellenic Unanimous Agreements during Primary Recruitment. This includes being aware of and following all policies regarding continuous open bidding.
- c. All communication among actives, alumnae, and Recruitment Guides regarding Panhellenic recruitment and/or sorority membership:
  - i. Will be non-competitive in spirit.
  - ii. Will be based on personal, first-hand experience.
  - iii. Will not consist of negative remarks or attitudes towards other chapters.
  - iv. Will not include gossip or rumors.
  - v. Will not involve discussion of any potential new member's status in the recruiting process, which includes but not limited to the promise of a bid from any chapter.
- d. All active members will be held accountable for providing potential new members with accurate and truthful information regarding chapter standards, policies, procedures, and financial information.

#### **Section 7. Initiation**

A sorority must initiate new members according to the NPC Unanimous Agreements. The dates must be reported to the Panhellenic Advisor.

#### **Section 8. Values-Based Recruitment**

- A. The purpose of values-based recruitment shall prioritize the goal of the recruitment process. The goal is to have meaningful conversations with potential new members and recruit women who will have a positive impact on their chapter and the Panhellenic community. The values-based recruitment process shall:
  - a. Engage individuals in conversation that include topics related to the Panhellenic Community core values.

- b. Encourage chapter members to make informed choices about potential new members.
- c. Orchestrate recruitment activities and behaviors that reflect the core values of these organizations.
- d. Educate potential new members about the values of the chapters.

## **Article IV. Scholarship Policy**

### **Section 1. Academic Policy**

- A. It is the immediate goal of the Panhellenic Association for each chapter to maintain a grade point average above the semester All-Women's Grade Point Average.
- B. Chapter G.P.A. will include all chapter members, associated and new as reported to the Office of Fraternity and Sorority Life on the respective rosters.
- C. The Vice President of Administration shall work with the Executive Board to monitor grade reports and the progress of those chapters failing to meet grade requirements.

### **Section 2. Support Programming**

- A. Academic Warning: Any chapter falling below the required G.P.A. in either semester will be placed on Academic Warning. Academic Warning shall consist of the following:
  - a. The President, Scholarship Chair, and New Member Educator of the chapter will be required to meet with the Vice President of Administration to develop a written plan of action on how to increase member grades. The plan should be submitted to the Vice President of Administration and the Panhellenic Advisor by the third week of the semester.
  - b. A letter will be sent to the respective Chapter and Campus Advisors informing them of the chapter's current status.
  - c. The Vice President of Administration shall again meet with the respective chapter officers during the twelfth week of the semester to evaluate the chapter's progress.
- B. Academic Support: After a chapter has failed to meet the minimum academic requirements as stated in the Panhellenic Standing Rules for two consecutive semesters, a chapter shall be placed on second level academic support. Academic Support shall consist of the following:
  - a. The President, Scholarship Chair, and New Member Educator of the chapter will be required to meet with the Vice President of Administration and Panhellenic Advisor to discuss why the original plan was unsuccessful and determine options for a new plan for raising their grades.
  - b. The Vice President of Administration shall hold a meeting in the eighth week of the semester to review the chapter's progress as well as hold meetings required for the first level of support with the Scholarship Chair.

- c. A letter will be sent to the respective Chapter and Campus Advisors informing of the chapter's current status.
  - d. The chapter will be placed on Intramural Probation. No active member will be permitted to participate on a chapter team in any sorority intramural competition.
  - e. The Vice President of Administration shall again meet with the President, Scholarship Chair, and New Member Educator of the chapter during the twelfth week of the semester to evaluate the chapter's progress.
- C. Academic Probation: After a chapter has failed to meet the minimum academic requirements as stated in the Panhellenic Standing Rules for three consecutive semesters, a chapter shall be placed on the third level academic support. Academic Probation shall consist of the following:
- a. The President, Scholarship Chair, and New Member Educator of the chapter will be required to meet with the Vice President of Administration and Panhellenic Advisor to discuss why the original plans unsuccessful and determine options for a new plan to raise grades. The Executive Board and advisors of the chapter may also be asked to attend the meeting.
  - b. The Vice President of Administration shall hold a meeting in the eighth week of the semester to review the chapter's progress as well as hold meetings required for the first-level of support with the Scholarship Chair.
  - c. A letter will be sent to the respective Chapter and Campus Advisors informing them of the chapter's current status.
  - d. The chapter will be placed on Intramural Probation. No active member will be permitted to participate on a chapter team in any sorority intramural competition.
  - e. Any registered social event that the chapter plans must first be approved by the Panhellenic Executive Board. This must be submitted to the Panhellenic Executive Board at least two weeks prior to the event.
  - f. The Vice President of Administration shall hold a time management or study skills workshop for the chapter with assistance from the Panhellenic Executive Board.
- D. If deemed necessary, the Vice President of Administration may make alterations to any of the support programming with the approval of the Panhellenic Executive Board to better facilitate chapter development.

### **Section 3. Reinstatement of Good Scholastic Standing**

A chapter may regain good scholastic standing by improving the chapter G.P.A. to the minimum G.P.A. at the time of reinstatement only after adhering to the stipulations outlined at each respective stage in the violation procedures.

## **Article V. Public Relations and Marketing Policy**

### **Section 1. Policy**

- A. The use of inappropriate themes, saying, or gestures on any marketing item is prohibited. This includes but is not limited to trinkets, t-shirts, flyers, and posters.
- B. Advertisements of any sort that will be distributed on campus must include the University Student Organization Clause: This Student Organization is a registered student organization of The University of Akron. Registration shall not be construed as approval, endorsement, or sponsorship by the University of Akron of the student organizations publications, activities, purposes, actions, or positions.
- C. The Office of Fraternity and Sorority Life webpage must be linked to a chapter's webpage.
- D. The posting of rumors of false information with regards to other chapters on any social media account owned and operated by any sorority woman at The University of Akron shall be prohibited.

### **Section 2. Recruitment**

All COB recruitment events shall be sent to the Vice President of Recruitment for approval before advertising. The Vice President of Recruitment and the Vice President of Communications shall help advertise and promote all submitted COB events to potential new members.

### **Section 3. On-Going Issues**

If a recurring problem arises, possible grievances will be filed with the outcome of submissions of approval on all advertising from the Vice President of Communications and the Panhellenic Advisor.

## **Article VI. Intramural Policy**

### **Section 1. Eligibility**

- A. Sorority members must be on the official PHC roster, be an undergraduate student enrolled in at least twelve credits, and have above a 2.00 cumulative G.P.A. Women are also required to fill out the Code of Conduct Form due to the Office of Fraternity and Sorority Life as required by The University of Akron Recreation and Wellness Center.
- B. Any sorority using an ineligible player will forfeit that sport entirely. This forfeiture shall include all teams entered by the sorority if more than one is participating.
- C. In order to be eligible to participate in intramurals, a sorority must be in good standing with the Panhellenic Council, as defined in the Bylaws and Standing Rules of The University of Akron Panhellenic Association and respective intramural office.

## **Section 2. Rules and Regulations**

All sororities must be in compliance with policies put forth by The Student Recreation and Wellness Center in regards to intramurals. This applies to all participants and spectators of intramural games. If chapters or chapter members are not in accordance with the rules, disciplinary actions will be enforced by the Panhellenic Council or The University of Akron's Student Code of Conduct.

## **Article VII. General Risk Management Policies**

### **Section 1. Emergency Precautions**

- A. Emergency Contact List for Crisis Response should be updated each academic semester and clearly posted in the chapter facility.
- B. Evacuation Routes and Sheltering Locations should be clearly posted in the chapter facility.

### **Section 2. Inappropriate Behavior**

- A. Inappropriate behavior is inclusive of but not limited to pranks, vandalism, theft, social media posts, inappropriate use of alcohol, and/or other public actions that do not align with the Panhellenic Council and the greater fraternity and sorority life community values.
- B. Chapters are responsible for holding their members accountable for actions or displays of inappropriate behavior, as in accordance with their own Chapter Bylaws or Membership expectations.
  - a. Violations of the Panhellenic Association Constitution and/or Bylaws by individual chapter members or by entire chapters will be handled in accordance with the Panhellenic Council Judicial Policy.
  - b. Violations of the Student Code of Conduct may result in individual or organizational outcomes through Student Conduct and Community Standards.

## **Article VIII. Panhellenic Event Policy**

The use of and association of alcohol, drugs, inappropriate sexual conduct, or tobacco at any chapter, council, or office event is strictly prohibited.

- A. This includes community service or philanthropy events.
- B. This includes participants in intramural sporting events and spectators.

## **Article IX. Social Event Policy**

## **Section 1. Overview**

- A. The following policy has been developed to assist chapters in the area of event management, responsible member behavior and decision-making, reducing legal liability, providing a healthy and safer environment for members and guests, maintaining the condition of the chapter facility, and enhancing the relationship with the surrounding community.
- B. All members of the community are expected to exhibit behavior that is appropriate and consistent with general community standards. No one under 21 years of age, or otherwise ineligible under applicable law, will be sold or served alcoholic beverage and will not be allowed to consume alcohol at chapter hosted, sponsored, or co-sponsored events.
- C. Throughout this policy, the term “off-campus” refers to any location not in or on the premises of the chapter house or facility recognized by the Office of Fraternity and Sorority Life at The University of Akron.
- D. “Officer in Charge” shall henceforth be referred to as OIC. Throughout this document, OIC shall constitute the one primary officer from each sponsoring organization who remains sober during the entire event. Furthermore, the OIC shall coordinate communication among chapter volunteers “staffed” during the event, security, police, venue representatives, etc. “Sober” is defined as no alcoholic beverage consumption prior to or during the event.
- E. The Event Policy shall not supersede the policies of The University of Akron, the State of Ohio, or the National Fraternity or Sorority.

## **Section 2. Education**

The President, Social Chair, Risk Management Chair, and other officers of the chapter are responsible for the education of responsible event management policies to all active, new, and alumnae members. Ignorance is not tolerated, and chapters may be held responsible for member actions. It is recommended that these policies be reviewed regularly at chapter and new member meetings, as well as prior to coordinating any event.

## **Section 3. Policy**

- A. Registration
  - a. All events meeting the following criteria described below in subsections i and ii must be registered with the Office of Fraternity and Sorority Life and the Panhellenic Council and abide by the guidelines stated in this policy:
    - i. Alcohol is present, the number of non-members (guests) exceeds or is equal to 50% of the chapter membership for the host chapter (excluding alumnae of the host chapter), and the event is hosted, sponsored, or co-sponsored on campus.

- ii. Alcohol is present, non-members are present as guests (excluding alumnae of the host chapter), and the event is hosted, sponsored, or co-sponsored off-campus.

B. Other Guidelines

- a. The above criteria describes an event that must be registered with the Office of Fraternity and Sorority Life and the Panhellenic Council. However, the definition of a chapter event is not limited to the above criteria. The items above serve as a guide and reference to assist chapters in responsible event management. Chapters may be held responsible for actions, behavior, and events outside of registered events, at any activity where the number of members in attendance from any chapter leads others to believe that it is a function of that fraternity/sorority, where alcohol is present. All events, alcohol-related and 'dry,' are encouraged to be registered and follow the guidelines stated in this policy.
- b. This policy does not interfere with any individual "sisterhood" events, where only members and initiated alumnae are present.
- c. Chapters are required to hold one alcohol-free social event with another fraternity or sorority each academic semester.
- d. By the end of the semester, chapters must submit the "Social Event Reporting Form" found on OrgSync to the Panhellenic Council, which documents the number of social events held, type of event, and if alcohol was present or not.
- e. All events that are either 1) Held at a Third Party Location or 2) Held at a chapter facility, that involves alcohol must be registered with the Office of Fraternity and Sorority Life and PHC a minimum ten business days in advance of the event. A meeting between the Sober Officer in Charge and the Risk Management Chair of the chapter, the Vice President of Risk Management and/or the Panhellenic Advisor is mandatory, within five business days of the event, for all events with alcohol present and major events with over 350 non-member guests. For other events, it is at the discretion of the Risk Management Officer of PHC and/or the Assistant Director of Fraternity and Sorority Life if a meeting needs to occur.
- f. Registration of an event with alcohol includes all of the following, incomplete registrations will not be accepted:
  - i. Event Registration Form for Events at Third Party Locations is fully completed for the specific type of event and submitted at least ten business days prior to the event to the Office of Fraternity and Sorority Life and the Panhellenic Council.
  - ii. Signatures of the Officer in Charge, Chapter President, and an Advisor must be included on the form, with all attachments.
  - iii. The Guest list should be submitted on the appropriate template via email no later than noon of the day prior to event. Members of host, sponsoring, or co-sponsoring organization may be listed separately from non-member guests, but must also appear on the guest list. The guest list must clearly show the name, birth date, and/or age of all invited. The OIC must appear at the top of the guest list in bold.

- iv. Events not registered with the Office of Fraternity and Sorority Life and PHC, which meet the aforementioned criteria, will be subjected to immediate review by the respective PHJB or Student Conduct and Community Standards.
  - v. The Office of Fraternity and Sorority Life and the Vice President of Risk Management reserves the right to deny any Event Registration Form that does not fulfill the requirements of this policy.
- B. Host/Sponsor Chapter and Co-Sponsorship
- a. One fraternity/sorority shall primarily coordinate every event, and that chapter becomes the Host/Sponsoring Chapter. When an event takes place at a fraternity or sorority chapter house, that chapter automatically assumes Host/Sponsor responsibilities.
  - b. The Host/Sponsor Chapter is responsible for submission and full completion of the Event Registration Form and coordination of the master guest list, information, and/or meetings with the Vice President of Risk Management.
  - c. Any Co-Sponsoring chapter must be listed as such on the Event Registration Form with appropriate contact information and signatures.
  - d. No chapter may co-sponsor an event with another organization, including an alcoholic beverage distributor, charitable organization, or tavern (tavern is defined as an establishment generating more than half of the annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present. The PHC Risk Management Officers, the Panhellenic Advisor, and the Assistant Director for Fraternity and Sorority Life reserve the right to make all the final decisions.
- C. Scheduling Events
- a. No social events with alcohol may occur Sunday through Wednesday. Social events with alcohol may only occur on Thursday, Friday, and Saturday during the fall and spring semesters and may not be held during Opening Weekends, finals week, or academic breaks during the fall and spring semester. The academic semester is considered to be concluded at the end of finals week, therefore no events with alcohol should take place the weekend following finals week and Graduation Weekend. Exceptions for alcohol-related events are to be registered as follows:
    - i. All special or holiday events shall be permitted by written permission from the Vice President of Risk Management, and must follow all current policies.
    - ii. Holiday events are defined as any national or school holiday including but not limited to Halloween and St. Patrick's Day, etc.
    - iii. Special events are those recognized by the Office of Fraternity and Sorority Life and must be cleared with the Panhellenic Advisor and the Vice President of Risk Management.
    - iv. The Vice President of Risk Management and the Panhellenic Advisor have the authority to decide whether the event is inclusive of these categories.

- b. All alcohol-related events must announce “last call” at 1:30 a.m., and all alcohol shall cease to be consumed by 2:00 a.m. All alcohol-related events must end by 2:30 a.m. These policies are in accordance with State of Ohio law.
  - c. For events held at a third party vendor, it is recommended that the organization consults with the third party vendor for an appropriate “last call” time if the event ends prior to 2:30 a.m.
  - d. The Risk Management Officer will approve no events for the period recognized as Formal or Informal Membership Recruitment, as determined by Council Leadership.
- D. Invitation Policy
- a. Chapters may not use chapter rosters or any pre-existing chapter information to complete guest lists for non-members attending events. Chapters must compile guest list information on an individual, invitational basis.
  - b. Publicity for promoting an event must be approved and included with the Event Registration Form. Posting flyers for events is allowed within chapter facilities only at the discretion of the respective organization. Flyers may be posted with the agreement of the respective chapter President inside chapter housing only. Flyers do not serve as invitations. Chapters may not hang banners, paint the “rock,” or display other types of “open” invitations for events with alcohol.
  - c. A system of identifying students and guests of legal drinking age, and those who are not, must be used for all alcohol-related events. Attainment of proof of legal drinking age shall be the sole responsibility of the sponsoring chapter(s) in accordance with State of Ohio law.
  - d. Any guest or member entering an event with alcohol shall sign in at the event and show proper identification for age verification, issued by appropriate State or National authorities. OIC(s) and/or hired security must designate legal drinking age through the use of wristbands or a unique hand stamp. Use of pens or markers is unacceptable and will not be permitted.
- E. Third Party Location Policy (including catering and hosting an event at a licensed facility)
- a. Events held at Third Party Location shall be registered with the Office of Fraternity and Sorority Life and the Panhellenic Council regardless of alcohol being present or served at the event. This would include all formals, socials, or any event sponsored by an organization including but not limited to a philanthropy event, chapter retreats, alumnae events, family or parent even, or other. Events at Third Party Locations that are dry events may be open events if the inter/national organization’s risk management and event policies allow it.
  - b. It is recommended that the vendor be properly insured with a minimum of \$1,000,000 of general liability insurance evidenced by a properly completed certificate of insurance prepared by the insurance provider. The certificate of insurance should also show evidence that the vendor has, as part of their coverage, ‘off premise liquor liability coverage and non-owned and hired auto coverage.’ The certificate should name as additional insured (at a minimum) the local chapter of the chapter hiring the vendor as well as the national fraternity or sorority with whom the local chapter is affiliated.

- c. Each member and guest of legal drinking age must purchase his or her own drinks on an individual basis. In addition, no chapter may engage in business with a vendor where alcohol is provided as part of a package deal, including but not limited to: “free drinks.”
  - d. Events with alcohol may not be used as fundraising or profit-making events for the chapter or for a charity.
  - e. Vendors must be properly licensed including but not limited to state and local ordinances to serve alcohol on chapter property or in an off-campus facility. This may involve both a liquor license and a temporary license to sell on the premises where the function is to be held. Copies of the state and local license must be kept on file with the chapter and the OIC during the event and must be made available to the Panhellenic Council upon request.
  - f. The vendor must assume in writing all of the responsibilities that any other seller of alcoholic beverages would assume in the normal course of business, including, but not limited to:
    - i. Checking ID cards upon entry and/or prior to serving alcohol.
    - ii. Serving only those members and guests of legal drinking age.
    - iii. Refusing service to members and guests who appear to be intoxicated.
    - iv. Maintaining absolute control of all alcoholic containers present.
    - v. Restricting sale of alcoholic beverages to not include shots.
  - g. If applicable, the vendor may also:
    - i. Collect all remaining alcohol at the end of the function (no excess or common-sources of alcohol – opened or unopened – is to be given, sold, or furnished to the chapter).
    - ii. Remove all alcohol from the premises at the conclusion of the event.
  - h. Responsibility for the actions and employment of hired third-party vendors rests with the host, sponsoring, or co-sponsoring chapters.
- F. Additional Information
- a. Non-alcoholic food and beverages must be present and available throughout the duration of the event. Water and coin-operated vending machines do not qualify as acceptable non-alcoholic beverage options.
  - b. Walk-Out Policy: If a chapter co-sponsors an event, and there is a violation of policy (this Event Policy, headquarters policy, University codes, and/or State of Ohio law), the chapter(s) must vacate everyone in their group from the event (generally within five minutes) or the respective Council Judicial Board may hold that chapter partially responsible for the violation. Such violations include but are not limited to common sources of alcohol, underage consumption of alcohol, not using a guest list, and not appropriately dispensing alcohol.
  - c. The following signs should be clearly and legibly printed and displayed, for the duration, at the entrance, exits, and the bar for all events:
    - i. “We retain the right to refuse entry to anyone” (even with an invitation).
    - ii. “Must be 21 to consume alcohol – no exceptions.”
    - iii. Taxi and/or “safe ride” information, including phone numbers.
    - iv. “Re-Entry Only At Front Entrance.”

- d. In accordance with NPC guidelines, events co-sponsored between fraternities and sororities are prohibited in men’s fraternity houses, unless the event is entirely alcohol-free.
  - e. Chapters must have a current certificate of insurance on file with the Office of Fraternity and Sorority Life, in accordance with the Fraternity and Sorority Community Standards. Chapters will not be able to host, sponsor, or co-sponsor any events without a current certificate on file.
  - f. The possession, sale, and/or use of any illegal drugs or controlled substances at any sponsored event or at any event that an observer would associate with the fraternity is strictly prohibited.
  - g. No organization shall have any alcohol present at any membership recruiting activity, and/or New Member activity.
  - h. Promotion of events should not encourage any form of alcohol abuse nor should it place emphasis on quantity or frequency of use. In advertising or promoting these events, items such as foaming mugs, beer cans, kegs, or other items symbolic of alcoholic beverages are not permitted. These materials include but are not limited to printed flyers, t-shirts, the “rock,” and party favors.
- G. Jurisdiction and Enforcement
- a. Individual chapters maintain all responsibility for following this policy. Any reports of alleged violations of this policy, which are received by the Panhellenic Council and/or Fraternity and Sorority Life, shall be forwarded to the PHJB and/or Student Conduct and Community Standards for adjudication.
  - b. Chapters that are brought to the PHJB shall have the rights and responsibilities as outlined in the Bylaws and Standing Rules of the Panhellenic Council.

## **Article X. Judicial Policy**

### **Section 1. Name**

The name of the Judicial Board of the Panhellenic Association shall be the Panhellenic Judicial Board, or hereinafter, referred to as PHJB.

### **Section 2. Purpose**

- A. PHJB shall be established for the limited purpose of handling member group infractions of:
  - a. NPC Unanimous Agreements.
  - b. Panhellenic Bylaws and other governing documents.
  - c. Panhellenic Standing Rules.
  - d. Panhellenic Membership Recruitment Rules and Guidelines.
  - e. Panhellenic Code of Ethics.
- B. The PHJB shall not have jurisdiction over individual students violating The University of Akron’s Student Code of Conduct.
- C. The PHJB does not have jurisdiction over Interfraternity Council chapters.

### **Section 3. Membership in PHJB**

#### **A. Membership**

- a. PHJB shall consist of the six Panhellenic Delegates, one from each member chapter and the Panhellenic Advisor. The regular members are the Vice President of Judicial Affairs and the six chapter Panhellenic Delegates.
- b. Each of the PHJB Justices serving will be permitted one vote per case. A case will not be heard unless five members and the Panhellenic Advisor are present.
- c. No member of PHJB shall be permitted to participate in a case involving the sorority with which she is associated.
- d. Should sorority advisors be asked to attend the hearings, they will be selected on the basis of eligibility, neutral affiliation, interest, and availability by the Panhellenic Advisor.
- e. Any member of the PHJB with a perceived conflict of interest shall be temporarily relieved of her duties for the remainder of the case.

#### **B. Duties of Members**

- a. The Vice President of Judicial Affairs shall:
  - i. Be the clerk of PHJB. In the event that the Vice President of Administration is not available, another executive member of the Panhellenic Association shall be appointed in accordance to availability for the Clerk position.
  - ii. Preside over all meetings and hearings.
  - iii. Review cases with the Panhellenic Advisor prior to the hearing to ascertain jurisdiction, validity, and credibility presence of substantial evidence).
  - iv. Announce final decisions and sanctions.
  - v. Maintain confidential files with respect to the judicial proceedings.
  - vi. Educate all members according to the Bylaws.
  - vii. Enforce the completion of all sanctions.
  - viii. Perform all other duties as assigned.
- b. The Chapter Panhellenic Delegates shall:
  - i. Adjudicate all cases brought before PHJB.
  - ii. Attend all functions associated or sponsored by PHJB.
  - iii. Maintain confidentiality on all materials relating to the judicial proceedings.
  - iv. Perform any other tasks as agreed upon by the PHJB which will enhance its performance as a viable body.
  - v. Attend PHJB training once per semester.
  - vi. Serve as an impartial advocate of the Greek community.
  - vii. Perform all other duties as assigned.
- c. The Vice President of Administration shall:
  - i. Record minutes at all PHJB meetings and hearings.
  - ii. Send all notices and necessary correspondence.
  - iii. Keep confidentially on all matters relating to the judicial proceedings.
  - iv. Assure that the Panhellenic Advisor maintains all PHJB files.

- v. Obtain, maintain, and index audio recordings of all hearings, which shall be kept by the Panhellenic Advisor for a period of at least three years.
- vi. Perform all other duties as assigned.

#### **Section 4. Judicial Process Overview**

- A. Fraternities are encouraged to resolve alleged infractions as soon as possible through informal discussion with the involved parties before a College Panhellenic Violation Report Form is filed.
- B. Should the informal discussions be unsuccessful, the judicial process will be set in motion by the filing of a violation report form for an alleged infraction. An infraction can only be filed against a chapter and not against any individual(s). Violations must be reported through the College Panhellenic Violation Report available on the NPC website or on the Panhellenic Association's OrgSync page.
- C. Timing
  - a. The College Panhellenic Violation Report shall be completed and presented to the Panhellenic President in a timely manner, but not more than 30 calendar days from the date of the alleged infraction, including university breaks.
  - b. If the Panhellenic President is unavailable or the violation is against her fraternity, the report shall be presented to the Panhellenic Advisor.
  - c. The Panhellenic President and Panhellenic Advisor shall review the College Panhellenic Violation Report to ensure it has been filled out completely, including proper signatures and indication of rule(s) or guideline(s) violated. An incomplete report shall be returned to the reporting party for completion prior to proceeding.
- D. Proper Reporting Authority
  - a. Infractions, excluding recruitment infractions, may only be reported and signed by one of the following:
    - i. The President of a chapter on behalf of her chapter.
    - ii. An Executive Officer or Board member of a chapter.
    - iii. A Panhellenic Executive Board Officer.
    - iv. The Panhellenic Advisor.
  - b. Recruitment infractions may only be reported and signed by one of the following:
    - i. The President of a chapter on behalf of her chapter.
    - ii. The Vice President of Recruitment or a Recruitment Guide.
    - iii. A potential new member.
    - iv. The Panhellenic Advisor.
- E. Receipt of Infraction. The following steps should be taken to make certain an infraction is properly received by Panhellenic:
  - a. The College Panhellenic Violation Report is retained by the Panhellenic President or Panhellenic Advisor and is available upon request by the accused fraternity.
  - b. The Panhellenic President or Panhellenic Advisor shall send a copy of the College Panhellenic Violation Report to the NPC area advisor within seven days.
- F. Notification of Chapter

- a. The Panhellenic President shall notify the accused fraternity in writing by delivering the College Panhellenic Notice of Infraction to that chapter President within seven days of receiving the College Panhellenic Violation Report. A copy must also be sent to all advisors of the chapter that are on file with the Office of Fraternity and Sorority Life.
  - b. If the President of the accused fraternity is unavailable, delivery may be made to another appropriate chapter fraternity officer and the advisors. The record of delivery shall be documented on the report.
  - c. If notification is delivered through email, notification shall be sent to the chapter President or other appropriate chapter fraternity officer's university email address.
  - d. A copy of the College Panhellenic Notice of Infraction shall be given to the Panhellenic Advisor and sent to the NPC area advisor within the same time period.
- G. Response to Receipt of Infraction
- a. Upon receipt of the College Panhellenic Notice of Infraction, the accused fraternity shall contact the College Panhellenic President within seven days to schedule mediation. Mediation shall be held unless the accused fraternity chooses to proceed directly to a judicial hearing. Either mediation or the Judicial Hearing must be held within 21 days of the receipt of the College Panhellenic Notice of Infraction. If an agreement is not reached during the mediation process, a Judicial Board Hearing shall be held within 14 days of the failed mediation.
  - b. If there is a college/university class break during the timeframes specified for the mediation or judicial hearing, the mediation or judicial hearing may be scheduled after classes resume or held during the break if all parties are available. If held after classes resume, the timeframe may be extended by the number of days of the class break.
  - c. Written notification of the specific charges and the mediation or judicial board hearing date and time must be sent to the President's university email address, to all advisors that are on file for the organization with the Office of Fraternity and Sorority Life and to the organizations inter/national headquarters.

### **Section 5. Mediation**

The purpose of mediation is to find a solution satisfactory to both the party who filed the infraction.

- A. The following elements of mediation shall be followed:
  - a. Mediation shall be closed to the public.
  - b. All participants in the mediation shall keep strict confidentiality.
  - c. No more than three participants (including a chapter advisor) shall represent either party and/or each fraternity involved at mediation.
  - d. In cases of infractions for which a Panhellenic Executive Board Officer or another individual has information regarding the infraction and did not file the infraction,

then the person shall attend only for the purpose presenting the information, after which he/she shall be excused from the mediation.

- B. The follow elements for the mediator shall be followed:
  - a. The Panhellenic President, in agreement with the fraternity/sorority advisor, shall appoint a neutral party to serve as the mediator.
  - b. Though it is preferable that the Panhellenic Advisor not serve as the mediator, the advisor can serve if he/she did not file the infraction or has not been involved with the reported incident.
  - c. The mediator shall not be an undergraduate student.
  - d. All parties must sign a summary of the mediation proceedings on the College Panhellenic Mediation Summary Report indicating the outcome of the mediation and their acceptance of the sanctions. The forms are available on the NPC website. A copy of the report shall be retained by the Panhellenic Advisor for three years.
  - e. Within 24 hours of the completion of the mediation, the Panhellenic President shall send a copy of the College Panhellenic Mediation Summary Report to the parties designated on the form.

## **Section 6. Judicial Board Hearing**

- A. General guidelines:
  - a. Hearings shall be closed to the public.
  - b. All participants in the judicial board hearing shall keep strict confidentiality.
  - c. No more than three participants (including a chapter advisor) shall represent either party and/or each fraternity involved at a hearing.
  - d. In cases of infractions for which a Panhellenic Executive Board Officer or another individual has information regarding the infraction and did not file the infraction, then the person shall attend only for the purpose of presenting the information, after which he/she shall be excused from the judicial hearing.
  - e. The Vice President of Judicial Affairs will remind all individuals that only the truth will be tolerated.
  - f. Only PHJB Justices can ask questions until they open the floor for questions to the accused party.
  - g. Accused students have the right to present evidence on their own behalf and may do so through presentation of witnesses or through their own testimony.
  - h. Witnesses are called in randomly and will be questioned individually. PHJB reserves the right to hear any and all witnesses they choose.
  - i. Formal records such as tape recordings and/or transcripts should be maintained for the hearing and should be made available for the accused if requested.
  - j. All parties must sign a summary of the hearing proceedings on the College Panhellenic Judicial Board Hearing Summary Report indicating the outcome of the hearing. Forms are available on the NPC website. A copy of the report should be retained by the Panhellenic Advisor for three years.

- k. Within 24 hours of the completion of the judicial hearing, the Vice President of Judicial Affairs shall send a copy of the College Panhellenic Judicial Board Hearing Summary Report to the parties designated on the form.
- B. PHJB shall follow format for the administration of the Judicial Hearing:
  - a. Clerk reads the grievance.
  - b. Pleading to charge.
    - i. If guilty, ask if it is understood what a guilty plea signifies.
    - ii. If not guilty plea, proceed with the case.
  - c. Opening remarks by plaintiff.
  - d. Opening remarks by defense.
  - e. Presentation of evidence by plaintiff.
    - i. Questions by defense.
    - ii. Questions by board members.
  - f. Presentation of evidence by defense.
    - i. Questions by plaintiff.
    - ii. Questions by board members
  - g. Summation by plaintiff.
  - h. Summation by defense.
  - i. Closed deliberation procedure.
    - i. Both parties then leave the room and the information is discussed by PHJB Justices and a vote is taken to decide guilt or innocence and the sanction to be imposed.
  - j. Deliberation by Hearing Board. PHJB will use substantial evidence to draw conclusions. All decisions will be arrived at by a majority vote.
  - k. In case of a tie, the Panhellenic Advisor and the Panhellenic President will listen to the taped hearing and make a decision within ten days of the conclusion of the hearing.
    - i. Decision
      - 1. If guilty, announce findings (sanctions) and right to appeal.
      - 2. If not guilty, announce findings.

## **Section 7. Sanctions**

- A. Appropriate Sanctions. PHJB shall strive to achieve a fair and reasonable resolution for infractions. Sanctions should fit the nature and degree of the offense.
  - a. Monetary fines shall be acceptable only for a measurable offense of the Panhellenic governing documents or stated membership recruitment rules.
  - b. The amounts of monetary fines shall be predetermined by a vote of the College Panhellenic Council and stated in the Panhellenic Standing Rules and/or Membership Recruitment Rules prior to the beginning of recruitment.
  - c. Examples of reasons for monetary fines may be limited to the following:
    - i. Late recruitment event invitation lists.
    - ii. Recruitment events that exceed designated event times.
    - iii. Prohibited postings on social media outlets.
    - iv. Required chapter attendance at Panhellenic-sponsored events.

- d. Other examples of appropriate sanctions include:
  - i. Complete restitution of property.
  - ii. Community service work.
  - iii. Letter of reprimand to be sent to the guilty chapter, with copies sent to the plaintiff, chapter advisor, International Headquarter Office and/or any other parties deemed necessary.
  - iv. Social probation.
  - v. Intramural probation.
  - vi. Organizational probation (No officers on any Panhellenic Council committees or boards).
  - vii. Other reasonable penalties deemed necessary.
- e. Sanctions shall not:
  - i. Forbid formal or informal recruitment activities or the observance of an inter/national fraternity event such as an educational program, ritual ceremony or historical celebration.
  - ii. Affect a fraternity chapter's quota or total.
  - iii. Affect the time of new member acceptance and/or initiation.
  - iv. Forbid the right of an NPC fraternity to vote in Panhellenic Council meetings.
  - v. Include removal from the College Panhellenic.
- f. Duration of Sanctions. The duration of any penalty imposed shall not exceed one calendar year from the time the decision is final.
- g. NPC Notification of Sanctions. Within 24 hours of the completion of mediation or the judicial board hearing, the Panhellenic President or the Vice President of Judicial Affairs shall send a copy of the College Panhellenic Mediation Summary Report or College Panhellenic Judicial Board Hearing Summary Report (not including the minutes) to parties indicated on the report form.

### **Section 8. Appeals**

- A. The decision of the College Panhellenic Association Judicial Board may be appealed by any involved party to the NPC College Panhellenic's Judicial Appeals Committee.
  - a. An appeal shall be filed with the College Panhellenic President, using the process referenced in the judicial procedure section in the NPC Manual of Information and on the appeal form, within seven days of the decision.
  - b. The NPC College Panhellenic's Judicial Appeals Committee shall reverse or uphold the decision of the College Panhellenic Association Judicial Board. The NPC College Panhellenic's Judicial Appeals Committee may also dismiss or modify sanctions as the committee deems appropriate.
  - c. Any sanction shall begin only after all properly filed appeal decisions have been rendered.
  - d. If a sanctioned fraternity wants to fulfill all or part of the sanctions pending the outcome of a filed appeal(s), the fraternity shall have that option.
- B. If the NPC College Panhellenic Judicial Appeals Committee is unable to resolve the appeal, the Judicial Appeals Committee Chairman shall be responsible for the further

conduct of the case. All data regarding the appeal shall be submitted in the following order, as needed, until resolution can be determined:

- a. The Inter/national Presidents of the fraternity(s) involved.
- b. The NPC Executive Committee.
- c. The National Panhellenic Conference Board of Directors. The decision of the board of directors shall be final.

## **Article XI. Nondiscrimination Clause**

### **Section 1. Nondiscrimination**

The Panhellenic Association shall not discriminate on the basis of race, creed, national origin, ancestry, sex, age, handicap, or sexual orientation in the selection of its members or in its programs unless federal or state laws allow for such exceptions.

### **Section 2. Reporting**

The Panhellenic Association prohibits sexual assault or harassment of any kind as outlined by federal and state law. The Panhellenic Administration strongly encourages women to report any misconduct to the proper authorities.

## **Article XII: Support Programming**

### **Section 1. Panhellenic Programming Calendar**

Within two weeks of the start of the semester the Executive Board must issue a calendar of Panhellenic programming events. This includes but is not limited to workshops, roundtables, or trainings. When the calendar is distributed, mandated chapter attendance must also be listed.

### **Section 2. Attendance**

Chapters are required to have the mandated attendance at the Panhellenic events listed in the calendar.

### **Section 3. Chapter Calendar**

When chapters have their finalized calendar, it is suggested they send the completed calendar to the Panhellenic Vice President of Administration.