

Bylaws of the University of Florida Panhellenic Association



Article I. Name

The name of this organization shall be the University of Florida Panhellenic Association. The administrative body of the University of Florida Panhellenic Association shall be the University of Florida Panhellenic Council.

Article II. Object

The object of the University of Florida Panhellenic Association shall be 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 sororities and the university/college administration in concern for and maintenance of high academic, social, moral standards.
4. Conduct the business of the University of Florida Panhellenic only during the campus academic year.
5. Promote the growth of individual chapters and the sorority community.
6. Organize and sponsor a women's-only membership recruitment program.
7. Coordinate activities, establish orderly procedures and provide programming in addition to recruitment.
8. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member sororities.
9. Adjudicate all matters related to the NPC Unanimous Agreements, College Panhellenic bylaws and/or other governing documents, College Panhellenic membership recruitment rules, College Panhellenic code of ethics and College Panhellenic standing rules.
10. Actively support the mission of the University of Florida.
11. Promote good public relations.

12. Give service to the community and campus.
13. Sponsor Junior Panhellenic, if appropriate, for specialized programming efforts.
14. Promote friendship, harmony and unity among members, chapters, faculty, administrators and campus groups.

Article III. Membership

Section 1. Membership

The Panhellenic Council of the University of Florida shall be composed of all the eligible sororities on the University of Florida campus. The following chapters will hereinafter affiliate with the University of Florida:

Gamma Iota Chapter of Alpha Chi Omega
Gamma Iota Chapter of Alpha Delta Pi
Alpha Tau Chapter of Alpha Epsilon Phi
Gamma Omicron Chapter of Alpha Omicron Pi
Kappa Eta Chapter of Alpha Phi
Eta Delta Chapter of Chi Omega
Alpha Psi chapter of Delta Delta Delta
Gamma Theta Chapter of Delta Gamma
Delta Kappa Chapter of Delta Phi Epsilon
Pi Alpha Chapter of Delta Zeta
Eta Xi Chapter of Gamma Phi Beta
Delta Theta Chapter of Kappa Alpha Theta
Beta Pi Chapter of Kappa Delta
Epsilon Phi Chapter of Kappa Kappa Gamma
Alpha Nu Chapter of Phi Mu
Florida Delta Chapter of Pi Beta Phi
Beta Tau Chapter of Sigma Kappa
Gamma Iota Chapter of Zeta Tau Alpha

Section 2. Membership Classes

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

- A. **Regular membership.** The regular membership of the University of Florida Panhellenic Association shall be composed of all chapters of NPC fraternities at the University of

Florida. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have a voice and one vote on all matters.

- B. **Provisional membership.** The provisional membership of the University of Florida Panhellenic Association shall be composed of all colonies of NPC fraternities at the University of Florida. 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 Florida Panhellenic Association. 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 College 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 Primary recruitment process, they shall not have a vote on recruitment rules. 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.

Section 3. 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 University of Florida Panhellenic Association bylaws, code of ethics and any additional rules this Panhellenic Council 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.
- B. The University of Florida Panhellenic Association hereby agrees to abide by all University of Florida rules and regulations:
 - a. The University of Florida Panhellenic Association agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.
 - b. The University of Florida Panhellenic Association agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment.
 - c. The University of Florida Panhellenic Association agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or

intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.

- d. If this organization becomes aware of any such conduct described in this article, the University of Florida Panhellenic Association will report it immediately to Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, or the University's Title IX Coordinator.

Section 4. Dues

A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.

B. College Panhellenic Association membership dues shall be an assessment per member and new member.

- The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
- The dues of each College Panhellenic Association member sorority shall be payable on or before September 30.
 - Should a member sorority become delinquent in payment, the College Panhellenic Financial Vice President will notify the chapter and the chapter will be fined \$25.

Section 5. Fees and assessments

The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.

Article IV. Officers and Duties

Section 1. Officers

The officers of the University of Florida Panhellenic Council shall be President, Executive Vice President, Membership Vice President, Activities Vice President, Communications Vice President, Finance Vice President, Assistant Membership Vice President and Assistant Activities Vice President.

Section 2. Eligibility

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

- a. **Regular membership.** Members from sororities holding regular membership in good standings at the University of Florida Panhellenic Association shall be eligible to serve as any officer.
 - b. **Provisional membership.** Members from sororities holding provisional 4 membership in the University of Florida Panhellenic Association shall not be eligible to serve as an officer.
 - c. **Associate Membership.** Members from sororities holding associate membership in the University of Florida Panhellenic Association shall not be eligible to serve as an officer.
- B. In order to be eligible to serve as an officer, the University of Florida student organization officer requirements must be met.

Section 3. Selection of Officers

The offices of President, Executive Vice President, Membership Vice President, Activities Vice President, Communications Vice President, Finance Vice President, Assistant Membership Vice President and Assistant Activities Vice President of the University of Florida Panhellenic Council shall be elected by ballot.

Section 4. Office-Holding Limitations

- A. No more than two members from the same women's sorority shall hold office during the same term.
- B. The President and Membership Vice President cannot be from the same chapter.
- C. The President and Executive Vice President cannot be from the same chapter.
- D. An officer can hold one position on the Panhellenic Executive Board.
- E. The President must have served on the Executive Board of their chapter or have served as a First Year Pi Chi.
- F. The Executive Vice President and Membership Vice President must have served as a First Year Pi Chi.

Section 5. Interview Procedure

- A. Candidates must submit their application including their platform, resume, and responses to all required questions via the designated Google Form by the specified deadline.
 - a. Candidates may not campaign for themselves or ask others to do so for them.
- B. Candidates who meet eligibility requirements and advance through the application review will be interviewed by the current Executive Board alongside all 18 Panhellenic Delegates.
 - a. Each chapter's Panhellenic Delegate will be required to stay the full duration of the interview process. They will assist in conducting the interview as well as providing feedback during the deliberation process.
 - i. During the deliberation process, there will be five minutes of open-discussion per candidate to ensure that timeliness and efficiency can be preserved.
 - b. No applicant serving on the current Executive Board or as a Panhellenic Delegate may conduct or assist with interviews.
 - i. Panhellenic Delegates will receive training on proper interview etiquette prior to the start of the interview process. Delegates will also be provided with applications and candidate platforms in advance of conducting interviews.
 - ii. If a Panhellenic Delegate is unable to attend, they are required to send a proxy in their place. The proxy must be another member of the chapter's executive board. All absence excuses and proxy name submissions must be submitted to the Panhellenic Executive Board for approval no later than one week in advance.
 - iii. No member of the Panhellenic Executive Board may read over any applicant's materials or send any applicants their materials from previous election cycles.
- C. Concluding the interview process, Panhellenic Delegates will create the slate which will then be presented to the Panhellenic Executive Board.
 - a. The Panhellenic Executive Board reserves the right to amend the proposed slate within reasonable cause.
 - b. The Panhellenic Advisor and Graduate Assistant shall be present during this process, serving as non-voting ex-officio members.
- D. The written slate will be proposed to Panhellenic Delegates on the Monday before the next Panhellenic Council meeting (two days prior), where they will vote on the slate at the following Panhellenic Council meeting.
 - a. Candidates have the ability to run off the floor, but they must have submitted an initial application in order to be eligible.
 - i. All candidates should have a 600 word speech prepared in case of a run off the floor. This must be submitted to the Panhellenic President by noon the morning of the Panhellenic council meeting.
 - ii. If someone does run off the floor, they are opposing a position, not the entirety of the slate. Therefore, a re-vote will only occur for the specific positions of opposition.
 - b. In order to approve the slate into action, a simple majority must be reached by vote of the Panhellenic Delegates.

Section 6. Term

The officers shall serve for a term of one year or until their successors are selected. The term of

office will begin after the induction ceremony and Officer Installation Banquet. Officer training shall take place before the start of the Spring semester.

Section 7. Removal

A. Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.
B. Any member of the Panhellenic Council shall be able to initiate removal procedures for any officer of the Panhellenic Council on the following grounds:

- a. Dereliction of duty
- b. Mismanagement or misuse of Panhellenic Council funds
- c. Failure to maintain the minimum required credit hours or 2.75 GPA during the course of office
- d. Inappropriate conduct and/or behavior

C. The removal procedure shall be as follows:

- a. Said Council member shall contact the Panhellenic Council President in the case of other elected officers or the Executive Vice President in the case of the President, and submit a statement including substantiated grounds for removal of the officer in question.
- b. The President or Executive Vice President shall contact the officer in question and state that removal procedures have been initiated against said officer.
- c. At the next Panhellenic Council meeting, any member of the Executive Board shall read the statement of removal intent. The Council member submitting the statement and the officer in question may answer questions. A vote on removal will occur at the next scheduled Panhellenic Council meeting.
- d. A two-thirds vote of the Panhellenic Council will be necessary to remove said officer.
- e. If a two-thirds vote is received, the officer shall be considered removed from office and shall be replaced according to the procedure for filling a vacancy.

Section 8. Vacancies

Should the office of President, Executive Vice President, Activities Vice President, Membership Vice President, Communications Vice President, Finance Vice President, Assistant Membership Vice President, and/or Assistant Activities Vice President become vacant for any reason, the procedure for filling the office or offices shall be as follows:

- a. Vacancies shall be elected by ballot as provided in Section 3 of this article if occurring with more than half of the term left.
 - i. If less than half of the term is left, the Executive Board will appoint an interim officer for the remaining duration of the term.

- b. If the Office of President is vacant, the Executive Vice President shall resume the role of President on an interim basis.

Section 9. Duties of Council Officers

A. All Executive Officers are required to:

- a. Maintain full-time student status and at least a cumulative 2.75 GPA during the course of office;
- b. A candidate is eligible to hold a position on the Panhellenic Executive Board as long as she remains an active chapter member in good standing;
- c. Be familiar with the NPC Manual of Information and all governing documents of this Association;
- d. Hold (2) scheduled office hours in the Panhellenic Office per week during the Spring and Fall semesters;
- e. Be a junior (third-year) with one full academic year remaining if applying for the positions of: President, EVP, MVP unless under extenuating circumstances
- f. Be an active member of Panhellenic Recruitment as a Recruitment Counselor and therefore not be allowed to recruit for her chapter;
 - i. The Membership Vice President, Assistant Membership Vice President, President, Executive Vice President, Finance Vice President, Communications Vice President, Activities Vice President, and Assistant Activities Vice President will work alongside the Recruitment Executive Board and will be required to be in Gainesville beginning August 5th while being available for virtual meetings during the summer term.
 - ii. The President, Executive Vice President, and Membership Vice President will serve as supervisors to groups.
 - iii. The Finance Vice President, Communications Vice President, Activities Vice President, Assistant Activities Vice President will serve as supervisors only if they were a first year Pi Chi previously.

The Finance Vice President, Communications Vice President, Activities Vice President, and Assistant Activities Vice President shall be required to complete the Recruitment Counselor (Pi Chi) class if they have not previously served as a first-year Pi Chi. These officers shall not be assigned to Pi Chi groups. These officers may serve as floaters if needed. Floaters will not directly oversee Pi Chi groups but may assist with tasks as necessary to support the effective operation of the recruitment process.

- v. Assistant Membership Vice President will always be considered a first year Pi Chi during recruitment
 - g. Submit an electronic report following the term of office;
 - h. Attend and report at bi-monthly Panhellenic meetings;
 - i. Attend and report at weekly Executive Council meetings;
 - j. Attend all scheduled Panhellenic Association meetings (Executive or Recruitment) during the Summer term virtually;
 - k. Attend all scheduled Panhellenic Recruitment related meetings or events starting August 1st if her position requires being in Gainesville;
 - l. Work with the Executive Council in appointing Directors;
 - m. Attend Greek Advance at the beginning of the spring semester and the Southeastern Greek Leadership Association, or an equivalent conference, as a representative of the University of Florida with the other Panhellenic Council officers;
 - n. Each executive board member must be in Gainesville for the entirety of the Fall, Spring and any designated Summer semesters their position requires of their term.
 - o. Each executive board member cannot serve as an Executive Officer for her sorority while serving on the Panhellenic Executive Board.
- B. Specific Executive Officer Requirements:
 - a. President, Executive Vice President, Membership Vice President, and Activities Vice President candidates must possess the following characteristics:
 - i. Be listed for two semesters on the University of Florida Panhellenic Council chapter rolls; and
 - ii. Either (1) or (2) below:
 - 1. Have held an executive office in her sorority for at least one semester prior to the semester of Panhellenic elections;
 - 2. Have held any of the elected or appointed Panhellenic offices (appointments include only those made by the Executive Board).
 - iii. Have participated in Primary Recruitment in some capacity for their chapter.
 - b. The candidates for Communications Vice President, Finance Vice President, Assistant Membership Vice President, and Assistant Activities Vice President:
 - i. Must be a member of the Panhellenic Council and an initiated member of a University of Florida sorority for at least one semester prior to elections; and
 - ii. Have participated in Formal Recruitment in some capacity for your chapter.
- C. The duties of the President shall be:
 - a. To have overall responsibilities for the operation of the Panhellenic Council.

- b. To call and preside over all regular and special Council meetings;
 - c. To call and preside over all Panhellenic Council Executive Board meetings;
 - d. To take the following oath: "I, (full name), do swear that I will faithfully execute the office of President of the Panhellenic Council of the University of Florida and will, to the best of my ability, preserve and protect the Constitution and Bylaws of the Panhellenic Council of the University of Florida;"
 - e. To appoint all appointed offices, with the help of the Executive Board, and appoint all standing committees, Directors, Ad Hoc committees, if necessary;
 - f. To represent the Panhellenic Council at all official functions of the University;
 - g. To review, approve, and sign contracts involving the Panhellenic Council;
 - h. To hold Roundtable meetings with Chapter Presidents bi-weekly
 - i. To implement and fulfill a New Member Orientation each semester, requiring a determined certain percentage of new members to attend from each Panhellenic chapter;
 - j. To review and approve all Panhellenic programming request forms; and
 - k. To organize any award activity concerning the National Panhellenic Conference, Southeastern Greek Leadership Association Conference, or local awards that may arise.
 - l. To attend an SEC Council Presidents conference;
 - m. To be in Gainesville beginning August 5th and be available for virtual meetings during the Summer term;
 - n. To serve as the sole spokesperson to the media on behalf of the Panhellenic Council and any Panhellenic sponsored events.
 - o. All operations associated with the President should reflect and include the diverse experiences and identities of the Panhellenic & UF community.
- D. The duties of the Executive Vice President shall be:
- a. To call and preside over all regular and special Council meetings in absence of the President;
 - b. To serve as a representative of the Panhellenic Council at meetings or events which the President is unable to attend;
 - c. To educate Recruitment Counselors, chapter members, and potential new members about judicial procedures and the Recruitment Compact;
 - i. Oversee and adjudicate all violations and subsequent mediations from recruitment
 - d. To chair all Judicial Committees as Chief Justice in relation to the Panhellenic Judicial Board if an incident is determined by the committee. In cases where her chapter is involved, the Executive Vice President will appoint a temporary replacement, who must be a Panhellenic Executive officer;

- e. To review, and propose revisions to, when necessary, the Panhellenic Council Judicial Procedure;
 - f. To be responsible for overseeing the proper functions of the Panhellenic Delegates
 - i. To hold meetings as needed with the chapter Panhellenic Delegates
 - g. To facilitate a council-wide commitment to efficient and effective risk management policies and procedures;
 - h. To review, and propose revisions to, when necessary, the Homecoming Compact
 - i. To revise the Constitution and Bylaws each Fall semester in collaboration with the President to be reviewed and voted on by the Panhellenic Council;
 - j. To approve, in conjunction with her Interfraternity Council counterpart, all sorority and fraternity philanthropy events and to create a calendar for each semester; and
 - k. To be, in conjunction with her Interfraternity Council counterpart, the executor of the ARB constitution and coordinate all ARB/philanthropic/fundraising events. See appendix C for ARB Constitution
 - l. To be in Gainesville beginning August 5th and be available for virtual meetings during the Summer term.
 - m. To communicate with, and serve as a resource to, the presidents of the sororities' Florida Greek Standards
 - n. All operations associated with the Executive Vice President should reflect and include the diverse experiences and identities of the Panhellenic & UF community.
- E. The duties of the Activities Vice President shall be:
- a. To be responsible for the proper functioning of Panhellenic Activities Directors Board, overseeing planning and programming of the Directors Board, and holding weekly meetings with the Directors and Assistant Directors (if deemed necessary);
 - b. To report the progress of the Directors Board to the Executive Council;
 - c. To be responsible for the proper functioning of the Junior Panhellenic Council and to attend all meetings concerning that division;
 - d. To serve as a representative of the Panhellenic Council as deemed necessary by the Panhellenic Council President;
 - e. To coordinate all Panhellenic Director group functions;
 - f. To coordinate any Circle of Sisterhood sponsored events (TREK)
 - g. To review and approve all Panhellenic programming request forms;
 - h. Responsible for serving as a liaison between the Office of Sorority and

Fraternity Life and the Executive Board regarding Panhellenic programming;

i. To teach and oversee the Assistant Activities Vice President in the duties and responsibilities

j. All operations associated with the Activities Vice President should reflect and include the diverse experiences and identities of the Panhellenic & UF community.

F. The duties of the Membership Vice President shall be:

a. To coordinate Panhellenic Recruitment, select and chair the Recruitment Executive Board, and ensure that the Panhellenic Recruitment Executive Board members fulfill their duties; and

b. To evaluate Primary Recruitment; this includes suggesting revisions to the Recruitment Compact (see appendix A)

c. To head the revision and updating of the Recruitment Compact, to be discussed and voted on annually.

d. To be in Gainesville beginning August 5th and be available for virtual meetings during the Summer term;

e. All operations associated with the Membership Vice President should reflect and include the diverse experiences and identities of the Panhellenic & UF community.

G. The duties of the Communications Vice President:

a. To schedule Panhellenic Council and Joint Panhellenic/Interfraternity meetings by the end of the previous Spring or Fall semester

b. To prepare and preserve an accurate account of all Panhellenic Council meetings

c. To call roll of each chapter at each meeting, which will include Chapter Delegates and Presidents

d. To furnish the Panhellenic Advisor, Panhellenic Faculty Advisors, the NPC Area Advisor, and all Panhellenic Delegates with copies of all Panhellenic minutes

e. To be responsible for all official correspondence of the Panhellenic Council;

f. To handle Southeastern Greek Leadership Association Conference memberships, registration, and conference attendance matters

g. To update the Panhellenic Council Archives, this lists significant events in the history of the University of Florida sorority system, and includes past Panhellenic officers

h. To assist the Panhellenic President throughout the Panhellenic Executive Board Interview Process

i. Assisting with the logistics of creation, submission, tracking, and approval of candidates applications.

i. To take accurate meeting minutes during all Panhellenic Council

meetings & disperse them in an appropriate amount of time.

j. To create a Panhellenic Contact sheet & dinner time list of all sororities and fraternities and distribute accordingly for announcing purposes

k. To be responsible for the proper functioning of the Communications Directors Board

L. Responsible for maintaining and upholding the Panhellenic Brand identity through a yearly Branding guide and ensuring it is seamless across the website and social media accounts

M. Creating and launching semesterly Panhellenic Merch orders

N. All operations associated with the Communication Vice President should reflect and include the diverse experiences and identities of the Panhellenic & UF community.

H. The duties of the Finance Vice President shall be:

a. To prepare the semester budget and taxes, following its approval by the Panhellenic Council, provide a copy to each chapter;

b. To review all payments, pay bills, and give receipts when necessary;

c. To prepare a budget to be approved by the Chapter Presidents at Panhellenic Meeting each semester and a financial report turned in at the end of the term in office;

I. If there are leftover sums, the remaining money can be allocated for the following semester.

d. To submit a written report following the term of office to be filed in the Panhellenic files with the Panhellenic Advisor;

e. To maintain the budgets of the individual divisions;

f. To prepare monthly budget reports for the Panhellenic President;

g. Pay NPC dues by October 1st; and

h. To sign all checks involving the Panhellenic Council.

i. Assist AAVP in the planning of Circle of Sisterhood sponsored events

(TREK)

j. All operations associated with the Finance Vice President should reflect and include the diverse experiences and identities of the Panhellenic & UF community.

I. The duties of the Assistant Membership Vice President shall be:

a. To assist the Membership Vice President with any matters she deems necessary;

b. To serve as the Administrative Assistant to the Recruitment Executive Board;

c. Be a sophomore (second-year) with two full academic years remaining if applying for the position

- d. To create Orientation Video for Recruitment Orientation;
 - e. To be in Gainesville beginning August 1st;
 - f. To communicate with, and serve as a resource to, the directors of the sororities' New Member Education programs and approve bid day activities; and
 - g. All operations associated with the Assistant Membership Vice President should reflect and include the diverse experiences and identities of the Panhellenic & UF community.
- J. The duties of the Assistant Activities Vice President shall be:
- a. Serves as a liaison between the Activities Vice President and all directors and assistant directors;
 - b. Creates the agendas, takes minutes and receives excuses for each Director's Board meeting; communicates with Panhellenic Delegates about upcoming responsibilities, submits all graphic requests to the Communication Vice President and organizes all ideas for each committee;
 - c. Attends all events planned by the Director's Board;
 - d. Creates all group chats, plans all bonding events for the Director's Board, including Director's Board Dinner, Director's Board Retreat, Director's Board gifts and Director's Board Member of the Week;
 - e. Represents the Activities Vice President at events or meetings when deemed necessary;
 - f. To distribute a monthly calendar of events.
 - g. Assist FVP in the planning of Circle of Sisterhood sponsored events (TREK)
 - h. Assists Activities Vice President with any matters she deems necessary.
 - i. All operations associated with the Assistant Activities Vice President should reflect and include the diverse experiences and identities of the Panhellenic & UF community.

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the University of Florida Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the University of Florida 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 sororities.

Section 2. Composition and Privileges

The University of Florida Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at the University of Florida as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III 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 delegate and alternate are absent, the vote may be cast by a member of the sorority, providing her credentials have been presented to the association president.

Section 3. Selection of Delegates and Alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's sorority chapters to serve for a term of one year commencing upon selection by the chapter.

Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within 2 weeks and to notify the Panhellenic Association Communications Vice President of her name, address and telephone number.

Section 5. Regular Meetings

Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term.

A. The council shall also attend joint Interfraternity Council and Panhellenic Council meetings as determined by the Interfraternity Council and Panhellenic Council Presidents.

B. Only Panhellenic Delegates are required to attend and give chapter report

C. Two proxies are allowed per semester unless a standing excuse is presented

i. Name of your proxy as well as her position in your chapter should be emailed to the CVP prior to the meeting

President's Round Table Meeting

A. Presidents are required to attend

B. Two proxies allowed per semester unless a standing excuse is presented

C. Name of your proxy as well as her position in your chapter should be emailed to the President prior to the meeting

i. FGS points will be deducted for continued absences

Section 7. Special Meetings

Special meetings of the Panhellenic Council may be called by the President when necessary and shall be called upon by her upon the written request of no fewer than one- fourth of the member sororities of the University of Florida 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 meeting shall constitute waiver of said notice.

Section 8. Means of Communication

The Panhellenic Council may (a) permit a delegate or officer to participate in any meeting or (b) conduct any meeting through the use of any means of communication by which all delegates and officers may simultaneously hear one another and participate in the proceedings during the meeting. A delegate or officer participating in a meeting by such means shall be considered present in person at the meeting.

Section 9. Quorum

Two-thirds of the delegates from the member fraternities of the University of Florida Panhellenic Association shall constitute a quorum for the transaction of business.

Section 10. 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. (See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.)

Article VI. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of the University of Florida Panhellenic Association shall be appointed by the Director of Sorority and Fraternity Life.

Section 2. Authority

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

Article VII. Committees

Section 1. Standing Committees

- A. The standing committees of the University of Florida Panhellenic Association Council of the University of Florida shall be the Judicial Board, Membership Recruitment Committee, Recruitment Executive Board, Activities Director's Board, and Communications Directors Board. Additional committees may be formed based on the size and needs of the Panhellenic Council.
- B. Term: 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 chairman 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 sororities 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 consist of the Executive Vice President as chairman and one appointed member from each of the College Panhellenic Association member organizations. The Panhellenic advisor shall serve as a nonvoting, 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 will present an informational presentation regarding positive recruitment conversations while also providing information on common violations and how to avoid them. The Judicial Board shall educate member sororities about the College Panhellenic judicial procedure. The composition of the Judicial Board shall comply with the NPC Manual of Information.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association 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 Florida College Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by a committee of the Judicial Board and be conducted according to the NPC Manual of Information. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of the Executive Vice President as 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. Recruitment Executive Board

- A. The Recruitment Executive Board is responsible for planning and implementing Primary recruitment. They will serve the same term as the Panhellenic Council and be selected through an application and interview process.
- B. Members of the Executive Board, including the President and Executive Vice President, are required to be present in Gainesville for all Recruitment related

meetings and events starting August 1st and are required to be available for virtual meetings during the Summer term.

C. No individual may hold a position on the Recruitment Executive Board and the Panhellenic Executive Board simultaneously.

a. For example, the Executive Vice President may not serve as the Head Pi Chi.

D. The Positions of the Recruitment Executive Board should be as follows: a. The Head Pi Chi shall be responsible for:

- i. Having completed one year of experience being a Pi Chi;
- ii. Teaching and organizing the Pi Chi Class; and
- iii. Coordinating Pi Chi activities during the school year and spirit week;
- iv. Planning the Pi Chi Groups and hotel rooms alongside the Membership VP;
- v. Being available during Recruitment to help aid in counseling Pi Chis,
- Vi. Planning and coordinating meals for Pi Chis throughout Spirit Week and Recruitment

c. Operations Coordinator shall be responsible for:

- i. Having completed one year of experience being a Pi Chi;
- ii. Bidding out bus companies;
- iii. Setting Bus route;
- iv. Coordinating bus drivers;
- v. Planning a Recruitment security walkthrough;
- vi. Coordinating sorority row tours during round one
- vii. Renting out golf carts

d. Publications shall be responsible for:

- i. Having completed one year of experience being a Pi Chi;
- ii. Coordinating to create Key to The Greeks;
- iii. Obtaining pictures from chapters for the publication;
- iv. Coordinating the creation of merchandise for the Panhellenic counselors with the help of the communications vice president and communications directors board; and
- v. Ordering all merchandise required for the Panhellenic Counselors including backpacks, recruitment tops, buttons, Pi Chi name tags, and any other materials at the discretion of the Membership VP;
- vi. Running the Pi Chi Instagram page.

e. Computer Chair shall be responsible for:

- i. Having completed one year of experience being a Pi Chi;
- ii. Running the entire computer system;
- iii. Having an extensive knowledge of Campus Director;
- iv. Training chapter computer chairs in how to submit and create their lists;
- v. Coordinating the watching of all PNM Round 1 Videos with the MVP;
- vi. Participating in recruitment software training; and

vii. Handling all absences and excuses.

f. Recruitment Relations shall be responsible for:

- i. Having completed one year of experience being a Recruitment Counselor;
- ii. Responsible for the creation of the Potential New Member Relations Newsletter in correspondence with the Communications Vice President;
- iii. Obtain CPR and BLS medical trainings to fulfill this role;
- iv. Taking care of sick PNMs;
- v. Notifying each chapter of sick PNMs; or necessary accommodations;
- vi. She is strongly encouraged to have first aid experience
- vi. Order all first aid needed equipment and renting walkie-talkies
- vii. Ordering napkins, cups, snacks, for PNMs;
- viii. Ordering Tents and coordinating with the rental company walkthroughs of set up; and
- ix. Ordering Port-a-Potties and coordinating with rental company for cleanings and set up

g. Assistant Computer Chair shall be responsible for:

- i. Assisting the Computer Chair with the chapter computer chair training;
- ii. Learning the functions of the Campus Director system; and
- iii. Tracking recruitment absences.
- iv. This role is a two year position, in which the Asst. Computer Chair will transition into the Computer Chair role the following recruitment cycle.
- v. The Assistant Computer Chair will serve as a first-year Pi Chi.

D. The two categories of Pi Chis are as follows:

a. Supervisors of Panhellenic counselor group Pi Chis shall be responsible for:

- i. Serving as a member of the Recruitment Executive Board or Panhellenic Executive Board;
 1. Completing one year of experience as a Recruitment Counselor;
- ii. The Panhellenic President, Executive Vice President, and Membership Vice Presidents are Supervisors of Panhellenic counselor groups regardless of their previous experience as Recruitment Counselors.
 1. Working towards the betterment of the Panhellenic Recruitment Process and aiding in the goals of the Membership VP;
- iv. Oversee assigned Recruitment Counselor groups during Primary Recruitment; and
- v. Act as the liaison between the Recruitment or Panhellenic Executive Board and assigned Recruitment Counselor groups.

b. Group Member Pi Chis shall be responsible for:

- i. Being a first year Recruitment Counselor or second-year Pi Chi who is not a member of the Recruitment Executive Board or Panhellenic Executive Board; and
- ii. Guiding and counseling their assigned group of PNMs during Primary Recruitment.
- iii. Panhellenic or Recruitment Executive Board Members who have not previously served as a Pi Chi will be considered Group Member Pi Chi

Section 6. Activities Director's Board

The Activities Director's Board shall consist of a director for each of the following committees and respective assistant directors for each, if deemed necessary. Selection is chosen through an application and interview process; co-directors are permitted. The committee shall be responsible for the functioning of the appointed divisions and is overseen by the Activities Vice President and the Assistant Activities Vice President. All members must meet the requirements for holding a leadership position according to the University of Florida's policies and must meet any other requirements set by the Activities Vice President, including, but not limited to, point requirements, earned through attending, facilitating and/or participating in various events, set by the Activities Vice President at the beginning of each semester. Failure to meet either requirement will result in a meeting to discuss the status of their position. The committee shall consist of the following positions:

a. Service Director

- i. In charge of coordinating all service projects, fundraisers and volunteer events for the council to participate in; and

b. Scholarship Director

- i. Promotes scholastic achievements, and collaborates with individual chapters to internally promote academic excellence;
- ii. Collaborates with the Panhellenic Council to create the Panhellenic Scholarship Application and aids in the selection process of winners;
- iii. Works with and maintains relationships with our company partnerships; and

c. Health and Wellness Directors

Health Director

- i. Organizes the all-star intramurals game and works with the University Intramural Department;
- ii. Promotes health and wellness throughout the Panhellenic community through different

activities/events

iii. Maintains communication between all chapter intramural directors

Wellness Director

i. Oversees all 36 chapters Sister Support Ambassadors.

ii. Plans programming and educational events, including, but not limited to, chapter presentations and workshops throughout the year.

d. Special Events Director

i. Coordinates all Panhellenic events including, but not limited to, Panhellenic Spirit Week and Around the Row or equivalent Panhellenic event.

e. Junior Panhellenic Director

i. Oversees all Junior Panhellenic operations and events, including Ghouls, Goblins, and Greeks, New Member Lip Sync, New Member Service Project, Spring New Member Event, End of the Year celebration and Retreat.

ii. Creates and facilitates the Junior Panhellenic Executive Board application and interview process; and

iii. Attends all meetings of the Junior Panhellenic Executive Board and delegates.

iv. Oversees all Assistant Directors, Vice Presidents, President, and all delegates to keep track of progress, take care of discipline issues, and ensure the smooth running of all events.

i. Executive Assistant Director

i. Mentors and guides the Junior Panhellenic President

ii. Oversees the running and execution of the retreat at the beginning of the semester and the end of the year celebration

iii. Plans and leads all Junior Panhellenic meetings

iv. Provides support to all VPs on the Executive Board

ii. Assistant Director of Community Events

i. Mentors and serves as a role model for the VP of Community Events

ii. Serves as the primary coordinator for Ghouls, Goblins, and Greeks through working with 18 delegates from different chapters

iii. Shares progress at meetings and leads breakouts with the delegates

iii. Assistant Director of Service

i. Mentors and serves as a role model for the VP of Service

ii. In charge of planning and implementing a service project that benefits the Gainesville community alongside 18 delegates from different chapters.

- iii. Shares progress at meetings and leads breakouts with the delegates
 - iv. Assistant Director of Communications
 - i. Mentors and serves as mentor for the VP of Communications
 - ii. Runs the Junior Panhellenic Instagram and Facebook accounts, as well as any new form of social media
 - iii. In charge of marketing for all main Junior Panhellenic events
 - iv. Takes attendance at all meetings
 - v. Assistant Director of Philanthropic Events
 - i. Mentors and serves as a role model for the VP of Philanthropic Events
 - ii. Oversees the running and execution of New Member Lip Sync with the help of 18 delegates from different chapters
 - iii. Emcees the New Member Lip Sync and organizes the giveaway items present at the event

f. Community Engagement Director

- I. To provide Pan-wide programming that focuses on engaging with other organizations and members of the University of Florida Community.
- II. This includes, but is not limited to, the other 3 Greek Councils at UF.

Section 7. Communication Directors Board

The Public Relations Committee shall consist of a director for each of the following committees and respective assistant directors for each, if deemed necessary. Selection is chosen through an application and interview process; co-directors are permitted. The committee shall be responsible for the functioning of the appointed divisions and is overseen by the Communications Vice President. All members must meet the requirements for holding a leadership position according to the University of Florida's policies and must meet any other requirements set by the Communications Vice President. Failure to meet either requirement will result in a meeting to discuss the status of their position. The committee shall consist of the following positions:

a. Public Relations Director

- i. Coordinates all PR materials for the Panhellenic Council including materials for Panhellenic events and the Panhellenic Executive Board
- ii. Maintains all forms of social media for Panhellenic with approval from the Communications Vice President
- iii. Is responsible for leading the team of PR Assistants in all communications disseminated by the Panhellenic Council

b. Assistant Director of Website

- i. Designs and maintains the UF Panhellenic Council website;

- d. Assistant Director of Public Relations
 - i. Manages content on all social channels
 - ii. Assists Public Relations Director
 - iii. Ensures every chapter is posted equally
 - e. Assistant Director of Photography
 - i. Photographs every Panhellenic event
 - d. Assistant Director of Videography
 - i. Takes videos at various Panhellenic events
 - ii. Creates videos for recruitment on the Panhellenic social media accounts
 - e. Graphic Design Director
 - i. Coordinates all creative graphic materials (print and web) for the Panhellenic Council with approval from Communications Vice President
 - ii. Responsible for working closely with the Public Relations Director to create all branded content for the year with the approval of the Communications Vice President and oversees the graphic design assistant director(s)
- Graphic Design Assistant Director(s)
- ii. Works under the graphic design director to help ensure all graphics are created in a timely manner

Section 9. Other Committees

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

Article VIII. Finances

Section 1. Fiscal Year

The fiscal year of the University of Florida Panhellenic Association shall be from January 1st to December 31st.

Section 2. Contracts

Dual signatures of the Panhellenic President and Finance Vice President shall be required to bind the University of Florida Panhellenic Association on any

contract.

Section 3. Checks

All checks issued on behalf of the University of Florida Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: Panhellenic President or Finance Vice President.

Section 4. Payments

All payments due to the University of Florida Panhellenic Council shall be received by the Finance Vice President, who shall record them. Checks for payments shall be made payable to the University of Florida Panhellenic Council.

Section 5. Fees and Assessments

The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.

Article IX. Extension

Section 1. Extension

Extension is the process of adding an NPC women's sorority.

The University of Florida 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 Association shall vote on extension matters in concert with the University of Florida Fraternity and Sorority Extension Policy.

Article X. 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 Florida Panhellenic Association shall be considered a violation.

Section 2. Informal resolution

Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

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. Violations of the Panhellenic Constitution and Bylaws, Recruitment Compact, and Code of Ethics will be dealt with through the judicial process outlined in Article VIII Section 3. The University of Florida Panhellenic Association shall follow all mediation guidelines found in the Manual of Information.

- A. Reporting Violations. Recruitment violations may be reported by any of the following with the College Panhellenic Report form:
 - a. Any appropriate University official;
 - b. President of a member group on behalf of her chapter;
 - c. Membership Vice President or Assistant Membership Vice President;
 - d. Potential New Member; or
 - e. Panhellenic Counselor.
- B. Mediation. Mediation is the first step of the judicial process. The University of Florida Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.
- C. 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 this purpose that are consistent with the NPC Unanimous Agreements.

D. Appeal of Judicial Board decision. A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeal Committee. The University of Florida Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

Article XI. Hazing

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

Article XII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the University of Florida Panhellenic Association in all cases to which they are applicable and in which they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the University of Florida Panhellenic Association may adopt.

Article XIII. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the University of Florida 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 XIV. Dissolution

This Association shall be dissolved when only one regular member exists at the University of Florida. 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 its assets shall be given to the National Panhellenic Conference.

Standing Rules of the University of Florida Panhellenic Association

A. Recruitment Compact

- B. Dues
- C. Little Sister Resolution
- D. Announcing Guidelines
- E. Bid Day Resolution
- F. Judicial Procedures

University of Florida Panhellenic Recruitment Rules

Purpose: The Panhellenic Council Recruitment Compact is a document that outlines the agreed upon procedures and guidelines shaping Panhellenic Recruitment at the University of Florida. Each Chapter President and Recruitment Chair is responsible for familiarizing themselves and the rest of their members with and understanding the content of this document. A chapter will be notified no later than one week if in violation of the compact.

I. Statement of Positive Panhellenic Contact

We, the women of the University of Florida, will promote Panhellenic-spirited contact with all Potential New Members throughout the year. Strict silence will begin with the signing of Membership Recruitment Acceptance Binding Agreements and last until bid distribution. No sorority member, including alumnae and new members, may communicate with Potential New Members during this period. Strict silence is defined as verbal, nonverbal, written, printed, text message, and electronic communication or communicating through a third party. If Potential New Members live in a residence hall or apartment with sorority members, only casual greetings and contact are permitted

II. Statement of Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment

All NPC member organizations represented at the University of Florida believe in strictly adhering to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.

III. Statement of Values-Based Recruitment

All NPC member organizations represented at the University of Florida will promote the following practices during membership recruitment:

1. Engage in values-based conversations.
2. Choose recruitment activities and behaviors that reflect the core values of our organizations.
3. Make informed choices, based on shared values, about Potential New Members.
4. Educate Potential New Members about the values, benefits and obligations of sorority membership.
5. Eliminate all forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.

In accordance with NPC policy, the University of Florida recruitment events do not include skits, elaborate decorations and costumes.

IV. Statement of Membership Recruitment Acceptance Binding Agreement (MRABA) The University of Florida Panhellenic will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each Potential New Member interested in joining a sorority, whether during Primary or Non-Primary recruitment. We agree to all policies and steps pertaining to the MRABA.

University of Florida Panhellenic Recruitment Policies

I. Requirements of Potential New Members (PNM)

A. All women interested in participating in Panhellenic Recruitment must submit an application fee before they will be eligible to participate in Panhellenic Recruitment. The fees are as follows:

Date	Application fee
April 26, 2025– August 3, 2025 at 11:59 p.m.	\$175.00

C. Little Sister Resolution

Whereas, the University of Florida’s Little Sister Program exists against the will of inter/national fraternity and sorority organizations, and

Whereas, the University of Florida’s Little Sister Program has proven to promote factionalism within sorority groups, and that nationally Little Sister programs may be degrading to women, and

Whereas, the National Panhellenic Conference stands against Little Sister programs, and

Whereas, the University of Florida Panhellenic Council must stand behind and with member groups who must choose between Little Sister membership, and sorority membership,

Be it resolved, that the University of Florida Panhellenic Council stands firmly against any Little Sister or Auxiliary organization, and that such participation will result in a judicial hearing and disciplinary action.

Disciplinary action against the member group may include, but is not limited to, loss of eligibility for awards, loss of vote, loss of eligibility for executive offices and

appointment, and social probation. Membership and participation in Little Sister or Auxiliary groups includes, but is not limited to: participation in meetings, payment of dues, playing for Little Sister intramural teams, Little Sister dinners and specific functions, and Little Sister Recruitment activities.

G. Announcing Guidelines

Inter Fraternity Council and Panhellenic Council Joint Announcing Guidelines

The following are strictly prohibited during announcing of any kind:

1. The presentation of or discussion surrounding alcohol, drugs, or the implication of intoxication of any sort
2. Inappropriate or overly exposed outfits
3. Vulgar or offensive references or gestures
4. Vandalism of the host chapter facility (e.g. food fight)
5. Inappropriate contact between the announcers and host chapter members

If a house director or chapter member submits a formal complaint with the Sorority and Fraternity Life based on the guidelines, then the respective councils have the right to impose their respective judicial process on the offending chapter.

Acceptable forms of announcing are including but not directly limited to:

1. New Member Announcing (only for IFC)
 - i. All announcements including new members or potential new members must be in strict adherence to the schools anti-hazing policy.
 - ii. Inappropriate/explicit acts, such as sexually explicit language or inappropriate dancing, are strictly prohibited.
2. Socials/Date Functions
 - i. Chapters may announce an upcoming event to another chapter, but may not mention the purchase or use of alcohol or any use of any other illicit substance.
3. Sweetheart Nominations
 - i. Panhellenic Members may be eligible to be nominated for Interfraternity Council Sweethearts.
4. Philanthropy Announcements
 - i. Must also be in adherence of the Joint ARB Constitution put forth by both the Panhellenic Council and Interfraternity Council
5. Third Party Promotions

- i. All outside promoters must adhere to the above guidelines and policies or they shall risk a permanent ban from chapter announcing as deemed appropriate by the Panhellenic and Interfraternity Council.

H. Bid Day Resolution

Bid Day Resolution

WHEREAS, the Panhellenic Council and Interfraternity Council (IFC) member organizations strive for the positive development of character and maintenance of high standards of conduct for their members;

WHEREAS, all Bid Day related activities should reflect the values of the member organizations;

WHEREAS, Panhellenic and IFC member organizations value, among other things, the safety and comfort of all members;

WHEREAS, Panhellenic Bid Day is defined as the designated time (subject to change each year) at which the doors to the Phillips Center (or other approved location) open for potential new members (PNMs) to enter and receive their bid cards and thereafter, participate in approved activities with their Panhellenic chapter;

WHEREAS, IFC Bid Day is defined as the designated day and time that PNMs must accept or decline their bid from the fraternities at the end of the fall Primary recruitment week;

WHEREAS, all Panhellenic Bid Day activities are approved by the Panhellenic Executive Vice President in accordance with Section 9, D. g. and submitted by the deadline specified in Section 8, C. of the Recruitment Compact:

RESOLVED, the Panhellenic Council and IFC member organizations will seek to acclimate new members to their respective organizations without the excessive or forced use of alcohol; and

RESOLVED, the Panhellenic Council and IFC member organizations will not host,

attend, endorse, or support any events occurring within 72 hours immediately following Panhellenic Bid Day and IFC Bid Day in fall Primary recruitment where alcohol is offered, served or consumed during or in preparation for such events, with the exception of registered barbeque tailgates on Gator game days.

H. Judicial Procedures

University of Florida Panhellenic Association Judicial Procedures

I. Purpose of the Panhellenic Judicial Board

- a. Self-Governance. Members of the Panhellenic Community will act on their principles and values in order to develop an ethical code of acceptable behavior, resolve grievances, elect leaders, and discipline members.
- b. Accountability. Members of the Panhellenic Community desire to quickly and appropriately confront behavior that violates the Panhellenic community ideals and policies in order to maintain a high standard of values.
- c. Education. Through training, hearing procedures and sanctions members of the Panhellenic Association will be educated on the expectations of our community.

II. Philosophy of the Panhellenic Judicial Board

- a. Emphasis on Chapter Responsibility. The chapter is responsible for upholding the Panhellenic community standards and values. The chapter is expected to accept responsibility for behaviors and learn from violations.
- b. Education-Centered. Every violation is a “teachable moment” or opportunity, and the judicial process should be focused on education, not punishment. The judicial process should challenge chapters’ and members’ ethical decision-making in order to help students develop and become positive contributors to the community.
- c. Prevention-Focused. The goal of the judicial process is to change behavior and prevent another violation from occurring in the future.

III. Membership

- a. The Panhellenic Judicial Board (PJB) shall be composed of the following members:
 - i. The Chair of the Panhellenic Judicial Board shall be the Panhellenic Executive Vice President, who shall serve as Chief

Justice.

- ii. Each Regular, Associate, and Affiliate member chapter shall have one undergraduate, initiated representative (referred to as justices) on the board. In addition to Chief Justice, for each individual hearing, six justices will actively serve on the Panhellenic Judicial Board per hearing for a total of seven voting members. The Executive Vice President will be in charge of overseeing the rotation of chapter representatives that will actively serve on the board for a hearing. The chapter representatives are required to be in good standing with their respective chapter and the University of Florida throughout the duration of their term. They are also required to meet the standards required of Panhellenic Association Officers, including obtaining and maintaining a 2.50 minimum cumulative GPA.
 - a. Chapter Presidents, Risk Management Officers, and Social Officers are ineligible to serve as their chapter representative on the board.
 - b. An Associate Chief Justice will be appointed by the Panhellenic Executive Vice President. In the event that the Executive Vice President cannot serve as Chief Justice, a Associate Chief justice will serve in her place.
 - c. The Panhellenic Judicial Board advisor shall be the Panhellenic Advisor, who shall serve as an ex-officio, non-voting member.

IV. Election and Appointment

- a. The Panhellenic Executive Vice President shall be elected in accordance with the University of Florida Panhellenic Association Bylaws.
- b. The chapter representatives on the Panhellenic Judicial Board shall be selected by their respective sorority chapters to serve for a term of one year commencing upon selection by the chapter.

V. Panhellenic Judicial Board Duties

- a. The Panhellenic Judicial Board shall handle all alleged violations of:
 - i. NPC Unanimous Agreements
 - ii. University of Florida Panhellenic Association Bylaws
 - iii. University of Florida Panhellenic Association Code of Ethics
 - iv. University of Florida Panhellenic Association Recruitment Compact

v. University of Florida Panhellenic Association Philanthropy
Resolution

vi. Other Panhellenic Association governing documents as approved by
the Panhellenic Council.

- b. The Panhellenic Judicial Board shall conduct fair and objective arbitrations, mediations, and judicial board hearings that follow the NPC Unanimous Agreement AGREEMENT VII, the NPC Procedures for Handling Recruitment Infractions, and the Panhellenic Association Judicial Procedures.
- c. The Panhellenic Judicial Board shall delineate situations of chapter, individual, and joint accountability. The Panhellenic Judicial Board shall primarily consider violations for which the chapter is, at minimum, jointly accountable. For situations regarding individual accountability, the individual chapter is encouraged to utilize self-governance.
- d. The Panhellenic Judicial Board shall apply the Panhellenic Association Judicial Procedures equally to all parties of co-sponsored events. If violations occur, all chapters co-sponsoring the event shall be held accountable and share responsibility when warranted.
- e. The Panhellenic Judicial Board shall utilize the NPC Judicial Forms and the NPC Procedures for Handling infractions of governing documents to ensure proper documentation and adherence to the NPC Unanimous Agreements. These forms include:
 - i. College Panhellenic Violation Report
 - ii. College Panhellenic Notice of Infraction
 - iii. College Panhellenic Record of Mediation
 - iv. College Panhellenic Record of Judicial Board Hearing
 - v. College Panhellenic Judicial Board Hearing Minutes
 - vi. College Panhellenic Notice of Appeal
- f. Responsibilities of individual Panhellenic Judicial Board members:
 - i. Participating in training conducted by the Panhellenic Executive Vice President, in consultation with the Panhellenic Advisor and Greek Conduct Committee Board Advisor. The training shall educate on the purpose of the Panhellenic Judicial Board, the Panhellenic Association Judicial Procedures, and Panhellenic Association Governing Documents, as well as fraternal values, ethics, fairness and objectivity, liability, rights of charged organizations and individuals, proper questioning techniques, evidence evaluation, and effective sanctioning;

- ii. Educating respective chapter members on the purpose of the Panhellenic Judicial Board, the Panhellenic Association Judicial Procedures, and the Greek Conduct Committee Judicial Procedures.
 - iii. In the event that a member cannot complete her term, she shall notify Panhellenic President and her chapter president as soon as possible.
- g. Responsibilities of Chief Justice:
 - i. Coordinating the training of the Judicial Board members
 - ii. Arranging mediation for violations of all Panhellenic Association governing documents
 - iii. Making arrangements for the hearing (location, setup, appointment of a secretary among board members and notification of the hearing to the board members and involved chapters)
 - iv. Providing, in writing, involved chapter presidents and advisors with the hearing arrangements of the Judicial Board Hearing Procedures
 - v. Presiding over the judicial hearings
 - vi. Informing, in writing, cited chapter presidents and their advisors of the verdict sanctions (if applicable) and the appeals process
 - vii. Maintaining proper documentation of all judicial proceedings

VI. Panhellenic Judicial Board Procedures

- a. Chapters are encouraged to resolve alleged infractions as soon as possible through informal discussion with the involved parties before a violation report is filed.
- b. Should the informal discussions be unsuccessful, the judicial process will be set into motion by the filing of a violation report for an alleged infraction. An infraction can only be filed against a chapter and not against any individual(s). Violations must be reported in accordance with the Panhellenic Judicial Board Procedures using the College Panhellenic Violation Report.
- c. Timing
 - i. The College Panhellenic Violation Report shall be completed and presented to the president of the College Panhellenic Association in a timely manner, but not more than 30 calendar days from the

date of the alleged infraction (including university holidays/breaks). If the College Panhellenic President is unavailable or the violation is against her chapter, the report shall be presented to the Panhellenic Advisor.

ii. The College 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)/ guideline(s) violated. An incomplete report shall be returned to the reporting party for completion prior to proceeding.

iii. In the instance that the alleged violation has joint jurisdiction between the Panhellenic Judicial Board and the Greek Conduct Committee, jurisdiction shall be determined through consultation of the Panhellenic President, Panhellenic Advisor, and Greek Conduct Committee Advisor.

d. Proper Reporting Authority

i. Infractions, excluding recruitment infractions, may only be reported and signed by one of the following:

- a. Chapter President, on behalf of her chapter
- b. Chapter Executive Board Officer
- c. College Panhellenic Executive Officer
- d. Panhellenic Advisor and Greek Life Office Staff Member
- e. Recruitment infractions may only be reported and signed by one of the following:

- i. Chapter President, on behalf of her chapter
- ii. Panhellenic Recruitment Executive Board member
- iii. Panhellenic Counselor
- iv. Potential New Member
- v. Panhellenic Advisor

e. Receipt of Infraction

i. The following steps should be taken to make certain an infraction is properly received by the College Panhellenic:

- a. The College Panhellenic Violation Report is retained by the College Panhellenic President or Advisor and is available upon request by the accused party.
- b. The College 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

- i. The College Panhellenic Executive Vice President shall notify the accused sorority in writing or email by delivery of the College Panhellenic Notice of Infraction to that chapter president within seven days of receiving the College Panhellenic Violation Report.
- ii. If the president of the accused sorority is unavailable, delivery may be made to another appropriate chapter sorority officer or advisor. The record of delivery shall be documented on the report.
- iii. 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

- i. Upon receipt of the College Panhellenic Notice of Infraction, the accused sorority shall contact the College Panhellenic Vice President Judicial Affairs within seven days to schedule mediation. Mediation shall be held unless the accused sorority chooses to proceed directly to a judicial hearing. Once a mediation or judicial hearing is scheduled, the College Panhellenic Executive Vice President shall notify the accused sorority's Chapter President, Chapter Advisor, and Inter/national Headquarters in writing or by email with the date and time of the mediation or judicial hearing, as well as the specific charges listed in the College Panhellenic Violation Report.
- ii. If the College Panhellenic Notice of Infraction is delivered during a college/university break, the mediation/judicial hearing may be scheduled after classes resume or held during the break if all parties are available.

VII. Mediation

- a. The purpose of mediation is to find a solution satisfactory to both the party who filed the infraction and the accused sorority, in accordance with the following documents:
 - i. NPC Unanimous Agreements
 - ii. University of Florida Panhellenic Association Bylaws
 - iii. University of Florida Panhellenic Association Code of Ethics
 - iv. University of Florida Panhellenic Association Recruitment Compact
 - v. University of Florida Panhellenic Association Philanthropy

Resolution

- vi. Other Panhellenic Association governing documents as approved by the Panhellenic Council.
- b. The following elements of mediation shall be followed:
 - i. Mediation shall be closed to the public.
 - ii. All participants in the mediation shall keep strict confidentiality.
 - iii. No more than three participants (including a chapter advisor) shall represent each chapter involved at mediation.
 - iv. In cases of infractions for which a College Panhellenic 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 mediation.
- c. Mediator Guidelines
 - i. The College Panhellenic President in agreement with the Panhellenic Advisor shall appoint a neutral party to serve as the mediator. Though it is preferable that the Panhellenic Advisor for Panhellenic 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. The mediator shall not be an undergraduate student.
 - ii. All parties must sign a summary of the mediation proceedings on the Mediation Summary Report indicating the outcome of the mediation and their acceptance of the sanctions. A copy of the report shall be retained by the Panhellenic Advisor for a period of three years.
- d. Within 24 hours of the completion of the mediation, the College Panhellenic President shall send a copy of the Mediation Summary Report to the parties designated on the form.

VIII. Judicial Board Hearing

- a. Procedures
 - i. If an agreement is not reached during the mediation process, a judicial board hearing shall be held. The accused party may choose to go directly to a judicial hearing instead of mediation.
 - ii. Hearings shall be closed to the public.
 - iii. No more than three participants (including a chapter advisor) shall represent each chapter involved at a hearing.

- iv. In cases of infractions for which a College Panhellenic 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.
- v. All parties must sign a summary of the hearing proceedings on the Judicial Board Hearing Summary Report indicating the outcome of the hearing. The Panhellenic Advisor should retain a copy of the report for a period of three years
- vi. Within 24 hours of the completion of the judicial hearing, the Panhellenic Executive Vice President shall send a copy of the College Panhellenic Judicial Board Hearing Summary Report to the parties designated on the form.

b. Order of Events

- i. Call to order by Chief Justice
- ii. Introductions
- iii. Five minutes opening statement by complainant
- iv. Five minute opening statement by respondent
- v. Questioning of the complainant by the justices
- vi. Questioning of the respondent by the justices
- vii. Call of any witnesses by the complainant and cross examination
- viii. Call of any witnesses by the respondent and cross examination
- ix. Questioning of the complainant by the justices
- x. Questioning of the respondent by the justices
- xi. Closing statement by the complainant
- xii. Closing statement by the respondent
- xiii. All in attendance except Chief Justice, Director of Sorority and Fraternity Life, and Board members are excused from the meeting for deliberation.
- xiv. Deliberation. Charges stated by Chief Justice, discussion among the justices.
- xv. Verdict rendered
- xvi. Appropriate sanction determined or charges dismissed.
- xvii. After the accuser and accused return to the room, the verdict is read.
- xviii. Verdict and appeal information put in writing and sent promptly to groups involved.

IX. Sanctions

- a. Appropriate Sanctions. Each College Panhellenic shall strive to achieve a fair and reasonable resolution for infractions. Sanctions should fit the nature and degree of the offense, including having sanctions serve as both a deterrent and an educational tool.
 - i. Monetary fines shall be acceptable only for a measurable offense of the Panhellenic Association governing documents or Panhellenic Association Recruitment Rules. The amounts of monetary fines shall be predetermined by a vote of the College Panhellenic Council and stated in the Panhellenic Association governing documents. Membership recruitment rules shall be determined by a vote of the College Panhellenic Council prior to the beginning of recruitment. Examples of reasons for monetary fines may be limited to the following:
 - a. Late recruitment event invitation lists
 - b. Recruitment events that exceed designated event times
 - c. Prohibited postings on social media outlets
 - d. Failure to meet required chapter attendance at Panhellenic sponsored events
 - e. Violations of the Panhellenic Association Philanthropy Resolution
 - f. Sanctions shall not:
 - i. Forbid formal or informal recruitment activities or the observance of an inter/national sorority event such as an educational program, ritual ceremony, or historical celebration.
 - ii. Affect a sorority chapter's quota.
 - iii. Affect the time of new member acceptance and/or initiation.
 - iv. Forbid the right of an NPC sorority to vote in College Panhellenic meetings.
 - v. Include removal from the College Panhellenic.
- b. Duration of Sanctions
 - i. The duration of any penalty imposed shall not exceed one calendar year from the time of the final decision.
- c. NPC Notification of Sanctions
 - i. Within 24 hours of the completion of mediation or the judicial

board hearing, the Executive Vice President shall send a copy of the Mediation Summary Report or Judicial Board Hearing Summary Report to parties indicated on the report form.

X. Appeals

- a. The decision of the Panhellenic Judicial Board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeals Committee.
 - i. An appeal shall be filed with the College Panhellenic President, using the process referenced in the judicial resource section of the NPC Manual of Information and on the appeal form, within seven days of the Panhellenic Judicial Board decision.
 - ii. The Judicial Appeals Committee shall reverse or uphold the decision of the College Panhellenic Association judicial board. The Judicial Appeals Committee may also dismiss or modify sanctions as the committee deems appropriate.
 - iii. Any penalty shall begin only after all properly filed appeal(s) decisions have been rendered. If a sanctioned sorority wants to fulfill all or part of the sanctions pending the outcome of a filed appeal(s), the sorority 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:
 - i. Inter/national presidents of the sorority(s) involved
 - ii. NPC Executive Committee.
 - iii. NPC Board of Directors. The decision of the NPC Board of Directors shall be final.

XI. Amendments

- a. The University of Florida Panhellenic Association Judicial Procedures may be amended by a simple majority vote of the College Panhellenic Council, provided notice of the proposed amendment has been given in writing at the preceding regular meeting in order for members to discuss proposed amendments with their respective chapters.