

Activities Review Board Constitution

I. Purpose

- A. The purpose of the Activities Review Board (ARB) is to provide a structure for philanthropic events sponsored by Interfraternity Council (IFC) and Panhellenic Council (PC) chapters.
- B. A philanthropy shall be defined as any large-scale charitable event a chapter hosts in support of their chosen beneficiary.
 - 1. Examples include but are not limited to: kickball, flag football tournaments, bowling, dance competitions, any sporting event, etc.
 - a) Event scale is up to the discretion of the Council EVPs and Chapter Philanthropy Chair
 - 2. The ARB shall have jurisdiction over philanthropies sponsored by IFC and PC chapters. This jurisdiction includes:
 - a) Distribution of philanthropy dates
 - b) Rules and regulations regarding philanthropies including marketing, fees, etc.
 - c) Assignment of fines, all of which shall be submitted to the ARB Co-Chair to be donated to Circle of Sisterhood for the Panhellenic Council (PC) and Children's Miracle Network for the Interfraternity Council (IFC).

II. Membership

- A. The Activities Review Board will consist of the following members:
 - 1. The Interfraternity Council Executive Vice President, who serves as the Co-Chair.
 - 2. The Panhellenic Council Executive Vice President, who serves as the Co-Chair.
 - 3. The Petition Board will consist of the following members:
 - a) The Interfraternity Council President
 - b) The Panhellenic Council President
 - c) Interfraternity Council Executive Vice President
 - d) The Panhellenic Council Executive Vice President
 - e) A member of the Sorority and Fraternity Life staff to be appointed by the director of SFL.

III. Compliance

- A. All philanthropic events on the calendar must be approved by the ARB and must comply with the rules of the following organizations: the University of Florida, the Office of Sorority and Fraternity Life, the

Inter/National Organization of the sponsor, and the Interfraternity Council or Panhellenic Council.

- B. All philanthropic events on the calendar must comply with the rules stated in the Student Organization Handbook and the OSFL Sorority and Fraternity Social Event Guidelines Policy.
- C. All on campus events must comply with normal University of Florida regulations regarding permitting for events. If two organizations are hosting an event, both names must appear on the permit.
 - 1. If additional security is required or requested for an on campus event, it must be done via the University Police Department through the permit.

IV. Scheduling

- A. A chapter is only permitted to have one philanthropy per academic semester.
 - 1. Chapters that are interested in hosting two philanthropies per semester must contact their respective EVP for approval.
- B. Philanthropy events may only occupy one day on the ARB calendar.
- C.
 - 1. Unless Council EVP and Chapter Philanthropy Chairs allow event to be hosted within two weeks of the respective event
- D. Once this event is complete **a post-philanthropy form must be filled out** and emailed to the EVP stating how much money was raised
- E. One full day (48 hours) must separate events from the same council.
 - 1. i.e. If an event is held on a Monday, another event hosted by a chapter from the same council cannot be held until Wednesday.
- F. All philanthropies held the night before a school day must end before midnight.
- G. In the event that unforeseen circumstances cause the imminent cancellation of a philanthropy, the chapter may work with the ARB Co-Chair to determine a new date. Fines shall not be applicable in this situation. (Circumstances which qualify as unforeseen are at the discretion of the ARB Co-Chair)
 - 1. Unforeseen circumstances may include, but are not limited to inclement weather, pandemic, epidemic, or a government issued state of emergency.
- H. A chapter must submit a Philanthropy Registration Form with six possible non-consecutive event dates and event description by the given deadline in the semester preceding philanthropy. Failure to submit a Philanthropy Registration Form by the given deadline will result in a \$100 fine and a potential loss of priority.

- I. Provided that the event appears to be in compliance with the guidelines stated in the 'Compliance' sub-section of the 'Resolutions' section, the Activities Review Board will consider a chapter's request and place the event on the ARB Calendar. Any philanthropy that includes activities considered excessively physical shall be referred to Sorority and Fraternity Life for additional approval prior to receiving a date.
- J. The Activities Review Board will use the following criteria in the listed order to determine the event's date ARB Calendar:
 - 1. Timeliness of filling out the philanthropy google form
 - 2. Number of consecutive years the event has been on the ARB Calendar
 - a) In the event that two philanthropies have been in existence for the same amount of time, the chapter whose event raised the most money per member will take priority.
 - b) Campus participation will also be considered
 - 3. Events co-sponsored by chapters from the same council shall be given preference and will count for both organizations' yearly philanthropy
 - 4. Events co-sponsored by chapters from different councils shall have second priority and will count for both organizations' yearly philanthropy.
 - 5. Violations of the ARB Constitution in the previous year.

V. Scoring

- A. Any event with a winner that is influenced by scoring elements other than placement in the main competition must distinguish between an overall winner and a main event winner.
- B. At least 60% of the overall winner must be determined by a chapter's placement in the main competition.
 - 1. For example, if there are 100 possible points, a chapter would receive 60 points for winning the tournament.
 - 2. There will be no spirit competitions such as yard decorations, banners, and window painting. No credit will be given by any philanthropy-hosting organization in this category when considering total points breakdowns for participating organizations/student teams. Philanthropy packets should not include an area for such points to be earned.
- C. There will be no social media competitions such as Facebook, Instagram, Twitter , etc in which posts or pictures are counted for

likes, shares or comments. No credit will be given by any philanthropy-hosting organization in this category when considering total points breakdowns for participating organizations/student teams. Philanthropy packets should not include an area for such points to be earned. Violating College Panhellenic member groups will be subject to a \$50 fine per social media post per platform.

- D. Any social media pictures or posts uploaded in support of a participating contestant must not be defined as provocative as stated under the ARB Constitution.
 - 1. Points may be awarded for video competitions prior to the actual date of the event, but these videos may not be considered the main event of a philanthropy.
 - a) All videos must be approved by the EVP prior to being put on public display.
- E. Points may be awarded for attendance based on the percentage of active chapter members attending the main event. Points may not be awarded based on the number of individual members in attendance. The ARB Co-Chairs are to provide necessary active chapter membership information.
- F. Scores based on the sale of t-shirts, tickets, or other items must be calculated by the percentage of total active chapter members.
- G. All tabulations and scores that factor into the calculation of the overall winner must be saved and must be made available to the ARB committee within 48 hours of the event's completion. Failure to produce accurate scoring evidence will result in a \$150 fine and referral to the ARB Petition Board.
 - 1. This includes the judges' score sheets from the actual event.

VI. Conduct

- A. All events will follow university event guidelines.
- B. Events considered degrading (including any form of gender exploitation) are not permitted.
- C. No chapter should be rewarded for behavior that is inconsistent with PC/IFC standards or values.
 - 1. For instance, judges must not score based on sex appeal. Provocative attire will not be permitted at any philanthropy or fundraiser hosted by a student organization of the University of Florida, violating the College Panhellenic member groups will be subject to a \$50 fine per inappropriate outfit per event; sanctions for provocative/demoralizing performances shall be

- determined by the judicial process.
2. Panhellenic and jointly sponsored events will be alcohol free. This is defined as no alcohol present at the event.
 3. If any person is visibly intoxicated at an IFC, Panhellenic, or jointly sponsored philanthropy, the members of the executive board of the chapter hosting the event reserve the right to remove that person from the philanthropy.
 4. Chapter members are not to line up for an event more than an hour prior to doors opening.
 5. Any individual that observes a violation of these rules may submit an official complaint form to an ARB Co-Chair. The complaint will be forwarded to the Petition Board if mediation needs to occur with the chapter in violation.

VII. Fundraisers

- A. A fundraiser is defined as any small-scale event raising money for a charitable cause.
 1. General fundraisers and pre-events can be hosted for the beneficiary of choice.
- B. All fundraisers are subject to university event guidelines.
 1. Appropriate fundraisers as stated by the University of Florida include, but are not limited to silent auctions; T-shirt, button, hat, etc., sales (ONLY if item is personalized for event or student organization); 3-5K Run or Walk; Walkathon: Face tattoos or painting; Photos with famous people (UF faculty, sports figures, president); Dunking booths, spirit nights.
 2. Panhellenic fundraisers and jointly sponsored events will be alcohol free. This is defined as no alcohol present at the event.
- C. Scheduling for fundraisers shall take place after the finalization of the ARB calendar and must be approved by the respected EVP of that council. Failure to receive approval from the EVP before releasing information about the fundraiser will result in a \$100 fine.
- D. Scheduling
 1. Dates will be awarded based on form submission timing.
 2. There is no limit to the amount of fundraisers a chapter may host in a given calendar year.
 3. The ARB Co-Chairs are able to use their discretion in awarding dates.
 - a) Two chapters of the same council may host a fundraiser on the same day

- b) Fundraisers and pre-events may be scheduled on the same date as philanthropy, but this will be left to the discretion of the EVP of that council following discussion with the Philanthropy chairs of each chapter involved.
- c) Dance Marathon fundraisers do not need prior approval by the EVP of that respected council

VIII. General Resolutions

A. Fraternities and sororities are prohibited from participating in any Panhellenic or Interfraternity Council philanthropy/fundraiser that is held on a day not assigned by the Activities Review Board. Chapters who

participate in an unscheduled event will be fined \$50.

1. Any IFC or Panhellenic chapter who hosts a philanthropy on a day that was not assigned by the Activities Review Board will be fined \$500 and referred to the chapter's council judicial process.
2. If a chapter wishes to change the date of their philanthropy after the appeals period has ended, a letter of petition must be submitted to an ARB Co-Chair for consideration. If a new date is assigned, the chapter must pay a fine of \$100 to secure the new date.
3. Chapters that cancel a philanthropy after receiving a date on the ARB calendar must submit a written explanation of the cancellation to an ARB Co-Chair. This explanation shall be reviewed to determine whether to assess the \$100 cancellation fee.

B. Entry fees shall not exceed \$25 per student team. If two or more chapters are co sponsoring and sharing financial recognition, entry fees may not exceed \$35 per student team.

C. If there are equipment or rental fees associated with the event that require an increase in the student team's registration fee, prior approval by the ARB Committee must be granted in order to increase the student team registration fee. vi. If seeking to increase student team registration fees, an itemized list of costs/expenses must be submitted to the council's respective Executive Vice President. This list should be turned in along with the Philanthropy Registration Form that is submitted the semester prior to your organization's event. The itemized list must be in the form of an invoice provided by the vendor

justifying the increase in the registration fees.

- D.** A student team shall be defined as consisting entirely of university undergraduates.
- E.** Individual price of admission for each event shall not exceed \$7
- F.** Chapters are not permitted to pre-sell more tickets than the venue's capacity allows
- G.** Ticket and block seating distribution must be randomized and proportional to active member chapter size. The total active members of every chapter will be made available upon request from the EVP.
- H.** A chapter may not donate money raised through their own philanthropy to Dance Marathon. Donations to Children's Miracle Network are allowed, but funds may not go through Dance Marathon nor should the chapter receive recognition for their donation from Dance Marathon.
- I.** Packets including information on the nature of fundraiser/events must be approved by the respective council EVP. Unapproved distribution of packets will result in a fine of \$25 per unapproved page for each chapter distributed.

IX. Voting

- A.** ARB Constitution Revision
- B.** All decisions concerning the ARB Calendar reservations and approval of events will be made by the Activities Review Board members.
- C.** All revisions and amendments to the Activities Review Board Constitution shall be proposed and voted on by chapter delegates. All revisions and amendments require a two-thirds vote by each council (IFC and PC) to pass.
- D.** Results from the vote will be posted to chapter presidents within two-business days of the vote (announcement date).
- E.** A grace period from the revision(s) will be given to all philanthropies that may occur within two weeks of the announcement date.