

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

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

Article III. Membership

Section 1. 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
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
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 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 formal recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

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.

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 Finance Vice President.

Section 2. Eligibility

- A. Eligibility to serve as an officer shall depend on the class of membership:
 - a. **Regular membership.** Members from women's fraternities holding regular membership in the University of Florida Panhellenic Association shall be eligible to serve as any officer.
 - b. **Provisional membership.** Members from women's fraternities holding provisional membership in the University of Florida Panhellenic Association shall not be eligible to serve as an officer.
 - c. **Associate Membership.** Members from women's fraternities 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 Finance 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 fraternity shall hold office during the same term.
- B. The President and Membership Vice President cannot be from the same chapter.

Section 5. Nomination Procedure.

A nominating committee of 5 members shall be elected by ballot by the Panhellenic Council. A majority vote shall elect. The members of the nominating committee shall elect their own chairman. The nominating committee shall consider the qualifications of all candidates for elected officers and shall nominate at least one name for each elected officer position. The Panhellenic advisor shall serve as a nonvoting ex-officio member of the nominating committee.

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 at the annual Greek Awards 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 2.5 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 Finance Vice President become vacant for any reason, the procedure for filling the office or offices shall be as follows:

- a. Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article if occurring with more than half of the term left.
 - i. The same nominating committee will be utilized from the previous elections.
 - ii. If less than half of term 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 2.5 GPA during the course of office;
- b. A candidate, who is planning to attend graduate school at the University of Florida, is eligible to hold a position on the Panhellenic Executive Board as long as she is classified as a graduate student for only one semester of her term (Fall Semester) and remains an active chapter woman of her respective sorority. (Adopted, November 2009)
- c. Hold (2) scheduled office hours in the Panhellenic Office per week during the Spring and Fall semesters;
- d. be a member of the Recruitment Executive Board and therefore not be allowed to recruit for her chapter;
- e. submit an electronic report following the term of office;
- f. attend and report at bi-monthly Panhellenic meetings;
- g. attend and report at weekly Executive Council meetings;
- h. attend all scheduled Panhellenic Association meetings (Executive or Recruitment) during Summer C, or if not in attendance, to be in regular communication with the other members of the executive board;
- i. work with the Executive Council in appointing Directors to all Divisions;
- j. be responsible for the proper functioning of Panhellenic Divisions which includes overseeing planning and programming for her relevant Directors and to hold weekly meetings with these Directors attending staff meetings as she sees fit. In addition to report the progress of these divisions to the Executive Council (does not apply to assistants);

- k. attend Greek Advance at the beginning of the spring semester and the Southeastern Panhellenic Conference, or an equivalent conference, as a representative of the University of Florida with the other Panhellenic Council officers;
 - l. Each executive board member must be in Gainesville for the fall, spring and summer semesters of their term.
- B. Specific Executive Officer Requirements:
- a. President, Executive 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. Have held an executive office in her sorority for at least one semester prior to the semester of Panhellenic elections. However, the candidate cannot serve as an Executive Officer for her sorority while serving on the Panhellenic Executive Board
 - iii. Have participated in Formal Recruitment as a Recruiter.
 - b. The candidates for Communications Vice President, Finance Vice President, and Membership 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 as a Recruiter.
 - c. The candidates for Assistant Membership 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 as a Recruiter; and
 - d. The candidates for Assistant Finance 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 as a Recruiter.
- 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 sign all checks involving the Panhellenic Council;
 - i. To hold Roundtable meetings with Chapter Presidents as necessary; and
 - j. To review and approve all Panhellenic programming request forms.
- 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;
 - d. To chair all Judicial Committees as Chief Justice in relation to the Greek 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 chair the Panhellenic Constitution and Bylaws Revisions Committee composed of two representatives from each chapter, which shall revise the Constitution and Bylaws each year during the Fall semester;
 - g. To communicate with, and serve as a resource to, the directors of the sororities' New Member Education programs and approve bid day activities;
 - h. To be responsible for the proper functioning of the Junior Panhellenic and to attend all meetings concerning that division;
 - i. To meet with the Junior Panhellenic director every other week;
 - 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 events. See appendix C for ARB Constitution.
- E. The duties of the Activities Vice President shall be:
- a. To be responsible for the proper functioning of the Directors Committee;
 - b. To meet with all Panhellenic Council Directors listed in (a) on a weekly basis;
 - c. To serve as a representative of the Panhellenic Council as deemed necessary by the Panhellenic Council President;
 - d. To coordinate all Panhellenic Director group functions;
 - e. To review and approve all Panhellenic programming request forms; and
 - f. Responsible for serving as a liaison between Office of Sorority and Fraternity affairs and the Exec Board regarding Panhellenic programming;
- F. The duties of the Membership Vice President shall be:

- a. To coordinate Panhellenic Recruitment, chair the Recruitment Executive Board, and ensure that the Panhellenic Recruitment Executive Board members fulfill their duties;
 - b. To evaluate Formal Recruitment, this includes suggesting revisions to the Recruitment Compact (see appendix A); and
 - c. To chair the Recruitment Compact Revisions Committee, whose report is to be submitted and revisions completed annually by April 1.
- G. The duties of the Communications Vice President:
- a. To Schedule Panhellenic Council and Joint Panhellenic/Interfraternity meetings by 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;
 - 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 act as the official liaison to the NPC Area Advisor and keep her informed about the University of Florida Panhellenic Council;
 - f. To be responsible for all official correspondence of the Panhellenic Council;
 - g. To organize any award activity concerning the National Panhellenic Conference, Southeastern Panhellenic Conference, or local awards that may arise;
 - h. To handle all Southeastern Panhellenic Conference memberships, registration, and conference attendance matters;
 - i. 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;
 - j. To hold meetings as needed with the chapter Panhellenic Delegates;
 - k. To turn in office logs to the Student Activities Center;
 - l. To create a dinner time list of all sororities and fraternities and distribute accordingly for announcing purposes;
 - m. To be responsible for the proper functioning of the Public Relations and Web Design Divisions; and
 - n. To meet with the Directors listed above twice per month.
- 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;
 - d. To teach and oversee the Assistant Finance Vice President in the duties and responsibilities of the Treasurer;
 - e. To submit a written report following the term of office to be filed in the Panhellenic files with the Panhellenic Advisor;
 - f. To maintain the budgets of the individual divisions;

- g. To prepare monthly budget reports for the Panhellenic President; and
- h. To sign all checks involving the Panhellenic Council.
- 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. To create Orientation Video for Recruitment Orientation;
 - d. To organize preview session shifts for Recruitment Exec throughout the summer term.
- J. The duties of the Assistant Finance Vice President shall be:
 - a. To assist the Finance Vice President with any matters she deems necessary;
 - b. Handle PNM Finances during Recruitment; and
 - c. To keep accounts and make all deposits.

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 women's fraternities.

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 fraternity, 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 fraternity 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 fraternity 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.

Section 7. Special Meetings

Special meetings of the Panhellenic Council may be called by the President when necessary and shall be called by her upon the written request of no fewer than one-fourth of the member women's fraternities 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. 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 9. Vote Requirements

- A. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.
- B. A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption. (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 Affairs.

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 VIII. 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 and Director's Committee. Additional committee's 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 chairmen of all standing and special committees, except as provided otherwise in these bylaws, and, in making these appointments, recognize fair representation from all member women fraternities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board.

Section 3. Judicial Board

The Judicial Board shall consist of the executive vice president as chairman and 6 members from the College Panhellenic member groups. 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 shall educate member fraternities about the Panhellenic judicial procedure. It shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the University of Florida Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the chairman and six other board members, rotating seating for judicial board hearings. 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 a chairman and one representative from each regular, provisional, and associate member. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the membership recruitment period. After each membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member group and chapter advisor.

Section 5. Recruitment Executive Board

- A. The Recruitment Executive Board is responsible for planning and implementing formal recruitment. They will serve the same term as the Panhellenic Council and be selected through an application and interview process.
- B. 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.
 - b. Chapter Relations shall be responsible for:
 - i. Designing/Ordering all PNM and Chapter buttons; and
 - ii. Ordering napkins, cups, tents and Port-a-Potties, while coordinating with rental companies.
 - c. Operations Coordinator shall be responsible for:
 - i. Bidding out bus companies;
 - ii. Setting Bus route;
 - iii. Coordinating bus drivers; and
 - iv. The security walk through;
 - d. Publications shall be responsible for:
 - i. Coordinating to create Key to The Greeks;
 - ii. Obtaining pictures from chapters for the publication; and
 - iii. Creating apparel for the Panhellenic Counselors.
 - e. Computer Chair shall be responsible for:
 - i. Running entire computer system;
 - ii. Going through ICS training; and
 - iii. Handling all absences and excuses.
 - f. Potential New Member Relations shall be responsible for:
 - i. Taking care of sick PNMs;
 - ii. Notifying each house of sick PNMs; and
 - iii. She is strongly encouraged to be a nursing student.
 - g. Assistant Computer Chair shall be responsible for:
 - i. Assisting the Computer Chair with chapter computer chair training
 - ii. Learning the functions of the ICS system
 - iii. Tracking recruitment absence

Section 6. Directors Committee

The Directors Committee shall consist of a director for each of the following committees with respective assistant directors for each. 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. All members must meet the requirements for holding a

leadership position according to the University of Florida's policies. The committee shall consist of the following director positions:

- a. Service Director
 - i. In charge of coordinating one service project per semester benefitting Circle of Sisterhood and coordinating the All-Greek Service Day; and
 - ii. Oversees the partnership with Gainesville schools and coordinates the Panhellenic Council's involvement with University sponsored programs directed at women's issues and awareness.
- b. Scholarship Director
 - i. Promotes scholastic achievements, coordinating an educational PowerPoint for new members, and coordinating semester educational programs; and
 - ii. Coordinates the planning and distribution of House Director gift baskets at the end of each year. Also being discussed in the works is having a Chapter of the Month recognition.
- c. Intramurals Director
 - i. Organizes the all-star intramurals game, working with the University Intramural Department, and coordinating selection of monthly intramural awards with chapter intramural chairs; and
 - ii. Creates a master calendar of all intramural games and coordinating bi-weekly updates for intramural games.
- d. Public Relations Director
 - i. Coordinates all PR materials for the Panhellenic Council including materials for Panhellenic events and the Panhellenic Executive Board; and
 - ii. Maintains all forms of social media for Panhellenic
- e. Special Events Director
 - i. Coordinate all Panhellenic events including, but not limited to, Chicken Wing Charity Thing, Florida Greek Awards Banquet, Annual Punch and Brunch Philanthropy, and Teacher and Staff Appreciation; and
 - ii. Coordinate all awards within Panhellenic and aids in Panhellenic Pride Week.
- f. Junior Panhellenic Director
 - i. Oversees all Junior Panhellenic operations and events, including Ghouls, Goblins, and Greeks, New Member Lip Sync, New Member Service Project, and Junior Panhellenic Awards.
- g. Multicultural Greek Affairs Director
 - i. Establishes contacts with the Multicultural Greek Council and National Pan-Hellenic Council;
 - ii. Solicits Panhellenic members to attend multicultural philanthropies;
 - iii. Hosts social events with individual multicultural groups; and
 - iv. Works on cosponsoring a key event for the councils
- h. Web Design Director

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

Section 9. Other Committees

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

Article IX. Finances

Section 1. Fiscal Year

The fiscal year of the University of Florida Panhellenic Association shall be from the beginning of the Spring semester to the end of the Fall semester.

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. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office. The dues shall be \$18 per active member. For those chapters in bad standing with the Panhellenic Council, a \$20 fine will be imposed.
- B. Panhellenic Association membership dues shall be an assessment per member and new member.
 - a. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
 - b. The dues of each Panhellenic Association member fraternity shall be assessed by the first Panhellenic meeting following the close of the new member education window.

- c. The dues of each Panhellenic Association should be payable two weeks after receiving invoice.
- C. The Panhellenic Council will not use its funds for the purchase of alcohol. This includes either group or individual events sponsored by the Panhellenic Association or its elected and/or appointed officers.

Section 6. Fees and Assessments

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

Article X. Extension

Section 1. Extension is the process of adding an NPC women's fraternity.

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 XI. Violation Resolution

Section 1. Violation

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the University of 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 Rules, and Code of Ethics will be dealt with through Mediation or Judicial Board, as determined appropriate by the Executive Vice President. The University of Florida Panhellenic Association shall follow all mediation guidelines found in the Manual of Information.

- A. Reporting Violations. 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
 - 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 is 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 XII. Hazing

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

Article XIII. 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 XIV. 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 XV. 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 distribute 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

- A. Recruitment Compact- Updated April 2014
- B. Little Sister Resolution
- C. ARB Constitution- Updated April 2, 2104
- D. Homecoming
- E. Philanthropy Resolution
- F. Judicial Procedures- Updated October 2014

A. Recruitment Compact

University of Florida Panhellenic Recruitment Compact: Fall 2014

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 each Recruitment Chair is responsible for familiarizing themselves with, and understanding the content of this document. A chapter will be notified no later than one week if in violation of the compact.

- Chapter total is set at 211 (This number shall be re-evaluated within 72 hours of Bid Day).
- NPC Release Figure Method will be used with an estimated quota range provided after round two and round three with the actual quota being determined during the bid matching process with the FSA and the RFM Specialist.
- The Quota-Total System will be followed. Release Figure Methodology (RFM) will be used for all invitational rounds. A separate quota will be set for upperclassmen, and RFM will be used.
- An upperclassman is defined by the year she graduated from high school. For Fall Recruitment 2014, an upperclassman is a woman who graduated from high school in 2011, 2012 or 2013 i.e. now of sophomore, junior or senior ranking at UF.

Section 1: Requirements of Potential New Members (PNM)

- 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
May 1, 2014 – July 15, 2014 at 11:59pm	\$135.00
July 16, 2014 – August 19, 2014 at 11:59pm	\$150.00

- Potential New Members are required to attend the following Panhellenic Recruitment Events:
 - Potential Member Orientation on Tuesday, August 19, 2014.
 - New Member Induction Ceremony on Wednesday, August 27, 2014.
 - The first round of Panhellenic Recruitment parties (Wednesday and Thursday, August 20th and 21st, 2014).
 - All subsequent parties to which she has been extended an invitation.
 - If the PNM receives less than the required invitations for any particular round of Panhellenic Recruitment, she must attend all parties to which she has been invited and go to the PNM lounge for the remaining parties.

- Absences:
 - o If a PNM does not attend all the above listed functions, she will be automatically removed from Panhellenic Recruitment, unless excused by the Panhellenic Membership Vice President.
- Student Hour Requirement
 - o A PNM must be a degree-seeking student at the University of Florida to be eligible to participate in Recruitment.
 - o She may not be on any type of disciplinary probation.
 - o A PNM who previously accepted a bid from a Panhellenic sorority during formal recruitment 2013 or spring recruitment 2014, but was not initiated is eligible to participate in 2014 Formal Recruitment.
 - o An initiated member of a national sorority is not eligible for participation as a PNM in Panhellenic Recruitment.
- A PNM who breaks her new member agreement with an NPC sorority on this campus shall not be eligible to join another sorority until the next Formal Panhellenic Recruitment.

A. Section 2: Sorority Chapter Recruitment Chair Requirements

- A) Recruitment Chairs must attend all Panhellenic Recruitment meetings and roundtables.
 - a. One absence without a substitute will be permitted. Any subsequent absence will result in a \$30.00 fine.
- B) Recruitment chairs must submit paperwork by the deadlines outlined by the Panhellenic Membership Vice President.
 - a. Any late Recruitment-related paperwork/video/website is subject to a first time \$50.00 fine without mediation, with an additional \$25.00 fine for every subsequent late week, and may be subject to mediation.
- C) Advertisements and Promotions
 - a. The only web presence allowed is chapter-controlled (such as chapter web pages, Facebook fan pages and Twitter.) The social media must be set so that external people visiting the site cannot “comment” or “post.”
- D) Primary Contacts
 - a. Each chapter must provide the Panhellenic MVP with two primary contact phone numbers, these numbers can be either a hard line or a cell phone.
 - b. Recruitment Chairs or substitutes are responsible for answering primary contact phones throughout Panhellenic Recruitment 24 hours a day.
 - i. If there is no answer after the second number is tried, then a \$50 fine will be implemented.

Section 3: Guidelines for Formal Recruitment

- A) Panhellenic Counselors
 - a. Contact between a Panhellenic Counselor and chapter members is strictly prohibited from 10AM the morning of Orientation until Bid Day once PNMs have reached their chapters.
 - b. A Panhellenic Counselor may live and/or eat at a chapter house during Spirit Week.

- i. Panhellenic Counselors living in chapter houses will have minimal contact with chapter members and MAY NOT participate in discussions concerning recruitment.
 - ii. Panhellenic Counselors MAY NOT have any contact with chapter women outside their chapter house starting August 13, 2014 until they have reached their chapter on Bid Day.
 - c. Pi Chis may not have a web presence in association with their respective chapters. This includes, but is not limited to, any of the chapters' websites or social media outlets. After the initial warning given by the Recruitment Executive Board by May 1, 2014, failure to abide by this will result in a \$50 fine per Pi Chi per picture per day.
- B) Residence Halls
 - a. Sorority women who do not reside in residence halls are NOT permitted to enter the residence halls until the completion of Panhellenic Recruitment.
 - b. While allowed to participate in Recruitment, any woman employed by the Division of Housing (i.e. an RA) must disassociate from her chapter during Pre-recruitment and Recruitment week in the same manner as a Panhellenic Counselor.
 - c.
- C) Sorority Women
 - a. There shall be no contact between sorority members and Potential New Members besides a cordial greeting, including a wave or a polite hello, from August 19, 2014 until bid cards are distributed on August 27, 2014. Conversations are prohibited.
 - b. A sorority woman will not offer a PNM a verbal bid.
 - i. Verbal Bids are defined as a sorority member stating or implying that she or her particular chapter is interested in recruiting a particular woman.
 - 1. This will result in a fine from \$100 to \$250 depending on the severity. Each case will be reviewed individually.
 - c. Sorority women may not accept or extend "friend requests" on Facebook from/to PNMs from August 11, 2014 until August 27, 2014.
 - i. Any violation of these "Facebook" rules will result in \$100 fine.
- D) Letters
 - a. There will be no coordinating Recruitment printing of shirts or buttons to people outside of the chapter, including males and family members. (Fine= \$250)

B. Section 4: Recruitment Event Parameters

Round One: Gator Spirit

- A) Cups will be provided by Panhellenic at the kickoff meeting before Round 1.
- B) There will be 22 20-minute Round 1 parties with a 20-minute break between each party.
- C) A brief presentation may be utilized. This presentation may not resemble a skit, and may not include role-playing, props, or costumes. The fine will be \$75 per party.
- D) Balloons, brag boards, one banner and tables with sorority paraphernalia are permitted.
- E) Only ice water may be served in clear, colorless plastic cups.
- F) Sorority women will be instructed to wear a "Panhellenic T-shirt" designed by the Panhellenic Membership Vice President. The color of the chapter's shirt will be "powder blue." The T-shirts are not to be cut, sewn, glued or altered in any fashion. The T-shirt must be worn by the chapter members in the same condition that the shirt was delivered.

Round Two: Philanthropy

- A) There will be 14 30-minute Round 2 parties with a 25-minute break between each party.
- B) A video pertaining to the chapter's philanthropy, a single piano playing or soft background music is the only entertainment permitted. The video must be made by the national sorority or philanthropic organization and approved by the Panhellenic Executive Board.
- C) An informational speech, no longer than 3 minutes, may be utilized.
- D) Balloons, banners, brag boards, background music and tables with sorority paraphernalia are permitted.
- E) Only ice water may be served in clear, colorless plastic cups.

Round Three: Sisterhood

- A) There will be 10 40-minute Round 3 parties with a 30-minute break between each party.
- B) Presentations should not exceed 12 minutes and are limited to 2 chapter members speaking, slide show/ video and one performed song. Background music is permitted.
 - a. Chapters whose presentations go longer than 12 minutes will be fined. \$75 for less than 1 minute and \$150 for longer than 1 minute
- C) Only ice water may be served in clear, colorless cups.
- D) Sorority women are instructed to wear dressy casual outfits such as sundresses, pants outfits or skirts.
- E) Videos should portray the chapter the way the chapter members would like, but should be tasteful.
 - a. There should be NO Panhellenic Counselors, or alcohol/cups. Men are allowed in the video, but cannot verbally promote the chapter.
 - i. Pi Chi in video- \$150 fine
 - ii. Boys promoting chapter in video- \$150 fine

Preferential Round: "Chapter Tradition"

- A) There will be 5 50-minute parties, with a 30-minute break between each party.
- B) No personalized preference letters or notes can be used. In the NPC Manual of Information it states: poems or letters to potential members during preference can easily be interpreted, as promises of a bid, therefore shall not be used. Refer to page 157, number 7 of the Manual of Information.
 - a. A fine of \$200 will result.
- C) There are no food guidelines.
- D) Chapter members are instructed to wear formal attire.
- E) If bids lists are late, there will be a fine of \$250.00, plus \$100.00 for every five-minute increment the list is posted late.
- F) Blue hats shall not be permitted to attend ritual preferential ceremony but should be escorted to a discrete location outside the room where the ceremony is being held.
- G) Background music is acceptable.

H) Only what is listed above will be permitted in this round.

C. Section 5: Recruitment Timing & Party Guidelines

A) Timing

- a. Parties begin when chapter members exit the building, or when the party is scheduled to begin by the MVP, whichever comes first.
- b. Chapters will be asked to continue to sign timing violation sheets for recording purposes and violations will be reviewed by Membership Vice President before fines are assessed.
 - i. Fines are as follows: 1-2 parties: \$75, 3-5 parties: \$150, 6-8 parties: \$225.

B) Computer Timing

- a. Panhellenic will assess a \$100.00 fine for every five minute increment that bid lists are posted late (including lists after rounds 1, 2, and 3). If a Chapter has computer problems, the Chapter is to turn in a hard copy (print out) of their bid list to the Panhellenic Computer Chair by the posted time.
- b. Late attendance will result in assessments of five minute increments. The first five minutes late will result in a fine of \$50.00, with each additional incremental fine of \$75.00.

C) Pictures of Pi Chis may not be present in any way at any time during the Recruitment rounds. This includes, but is not limited to, pictures on brag boards, paddles, composites or any other sorority paraphernalia. Failure to abide by this will result in a \$50 fine per Pi Chi per picture.

D) No trinket or personalized letters shall be given to PNMs. The resulting fines will be \$25 per trinket per PNM and \$200 per personalized letter per PNM.

E) Hot boxing is not allowed. Hot boxing is defined as two or more chapter women speaking to a potential new member for longer than one minute. Fine= \$100.

F) No potential new member shall ever be separated from her group. A potential new member shall always be able to see another potential new member. Separation fine= \$50 for first offense and \$100 each time after.

G) Physical contact is not allowed between a chapter woman and a potential new member. If excessive/deliberate contact is initiated by a chapter woman, the fine will be \$50 per contact. If contact is initiated by a potential new member, chapters will not be fined.

H) Affiliates and visiting members may participate in Recruitment.

- a. All affiliates from other chapters assisting in recruitment must be clearly identified by a nametag stating the school they are from.

I) Alumnae may only say a brief cordial greeting such as "hello."

- a. Violation of this rule will result in punishment subject to judicial review.

J) Houseparent(s) may speak during one round of parties.

- a. They may not speak during Preferentials.

K) Chapter members are not allowed to wear uniform outfits for recruitment purposes, with the exception of Round 1 gator gear, color-coordinating for Rounds 2 and 3, Panhellenic t-shirts for Round 1, and Preferentials. (No bulk ordering, excluding Panhellenic t-shirts for Round 1)

- a. A color scheme is permitted. However, women should not be wearing the *exact* same dress, skirt, shirt, shorts, shoes, etc. (excluding Panhellenic t-shirts for Round 1).

- b. This includes, but is not limited to, similar patterns, designers, and prints. (ex: coordinating Lilly Pulitzer patterns)

- i. If found in violation of the bulk order/coordination rule, as defined in the compact, with 40% of women in a chapter during a round, 25% of the chapter

will be required to complete a community service project (1 hour per round of violation).

1. Does not count towards Greek Standards
2. Must be Initiated members

- L) Chapter women may not be outside when PNM's are under the tent, except during the party. Failure to abide by this will result in a fine of \$75 per chapter woman.
- M) No recruitment activities will take place outside of the chapter house.
- N) Six chapter women are allowed outside the chapter house at the beginning of the party. Chapters are still allowed to have two door holders, but as soon as a chapter woman is matched with a potential new member, the chapter woman no longer counts as one of the six women allowed outside.
- O) A chapter woman who had the final conversation with the potential new member is allowed to walk the potential new member out of the house at the end of each party. Once the Panhellenic Counselors have walked out the house, Chapter members must immediately return into the house.

Section 6: Guidelines for Chapters

- A) All sorority members are responsible for knowing and observing the Recruitment Rules and the Panhellenic Code of Ethics.
- B) Each chapter is responsible for the action of its members.
- C) All NPC Unanimous Agreements shall be upheld.

Section 7: Post Recruitment Rules

- A) A PNM has 24 hours to accept her bid. Continuous Open Bidding begins at 10 a.m. on the day after Bid Day. Women who accept during COB must sign a preference card.
- B) Any chapter wishing to COB must contact the Panhellenic Advisor.
- C) Campus Total will be re-evaluated within 72 hours of Bid Day.

Section 8: Procedures and Bids

- A) Sororities must have their typed bid list posted to ICS by the time stated at the computer chair meeting.
- B) Recruitment Advisors must attend a meeting to check the bid list against the computer-generated list at the assigned time on Bid Day.
- C) The location and plans for Bid Day must be turned into the EVP by Friday, August 1, 2014 at 5pm.

Section 9: Summer Guidelines

- A) There shall be no UF collegiate chapter-organized gatherings consisting of, but not limited to, Potential New Members and Chapter women with the intent to recruit Potential New Members starting April 23, 2014 until Bid Day parties. This includes Fraternity houses.

- a. An example would be summer BBQs.
- b. The definition of a gathering is up to the discretion of the Recruitment Executive Officer.
- c. Chapter women should be aware of events that include many Potential New Members and should avoid these gatherings, aside from meetings, practices or class.

B. 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 may 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.

A. ANNOUNCING POLICY

Announcing may occur during dinner inside a chapter housing unit. All other announcements must be outside the chapter house with the exception of five or fewer members who may go inside, and remain downstairs, to deliver gifts or banners.

Appendix C

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 charitable and/or service event in which one of two or more chapters participating, attending, or donating money is declared a winner.

C. The ARB shall have jurisdiction over philanthropies sponsored by IFC and PC chapters. This jurisdiction includes:

- i. Distribution of philanthropy dates
- ii. Rules and regulations regarding philanthropies including marketing, fees, etc.
- iii. Assignment of fines, all of which shall be submitted to the ARB Co-Chair to be donated to Children's Miracle Network

II. Membership

A. The Activities Review Board will consist of the following members:

- i. The Interfraternity Council Executive Vice President, who serves as the Co-Chair.
- ii. The Panhellenic Council Executive Vice President, who serves as the Co-Chair.

B. The Petition Board will consist of the following members:

- i. The Interfraternity Council President
- ii. The Panhellenic Council President
- iii. Interfraternity Council Executive Vice President
- iv. The Panhellenic Council Executive Vice President
- v. A member of the Sorority and Fraternity Affairs staff to be appointed by the director of SFA.

III. Procedures

A. Preliminary Considerations

- i. Chapters interested in hosting a philanthropy during a given school year must first decide in which of the two semesters to host their event.
- ii. Spring philanthropies will be scheduled at the end of Fall. Fall philanthropies will be scheduled at the end of Spring.

B. Mandatory Meetings

- i. The philanthropy director must attend an orientation meeting at the beginning of the semester in which the philanthropy is scheduled. If a sponsoring chapter misses this meeting, the chapter will be fined \$100.

C. Scheduling Process

- i. 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.
- ii. 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 Affairs for additional approval prior to receiving a date.

iii. The Activities Review Board will use the following criteria in the listed order to determine the event's date ARB Calendar:

1. Events co-sponsored by chapters from the same council shall be given preference and will count for both organizations' yearly philanthropy.
2. Events co-sponsored by chapters from different councils shall have second priority and will count for both organizations' yearly philanthropy.
3. Violations of the ARB Constitution in the previous year.
4. Number of consecutive years the event has been on the ARB Calendar
5. 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.

iv. A tentative copy of the ARB calendar will be presented to the Panhellenic and Interfraternity Councils prior the end of the preceding semester for review and discussion of any potential problems amongst chapter presidents (e.g. two performance philanthropies within the same week). In the case of unresolved issues, the ARB Co-Chairs will render a final decision.

v. The appropriate council Activities Review Board Co-Chair shall be responsible for contacting chapters whose ARB date requests were not satisfied.

D. Petitions

i. Chapters wishing to appeal their assigned date must write a letter of explanation and submit a copy to an ARB Co-Chair before the end of the semester in which the date was assigned.

ii. Chapters that failed to submit a Philanthropy Registration Form may petition for a date by contacting either Co-Chair and paying a \$100.00 fine.

iii. All petitions shall be reviewed and voted on by the Petition Board within two weeks of petition submission.

iv. All fines are able to be appealed through the Petition Board via a written submission of the petition to the ARB Co-Chair within two weeks of the issuance of the fine.

E. Scoring and Distribution Approval

i. A detailed scoring breakdown and any information to be distributed bearing the name of the philanthropy must be submitted to the appropriate council Activities Review Board Co-Chair three weeks prior to the event for approval. Scoring categories considered subjective will require a more in depth explanation as well as any judging guidelines given to judges.

1. Any chapter that distributes information regarding their event including t-shirt designs to prospective participants without prior approval by the appropriate ARB Co-Chair will be subject to a \$25 fine for each different page of information. (ex. If a packet of five pages is distributed then the fine would be 5 x \$25.)

2. ARB Co-Chairs will review information that hosting chapters wish to distribute and contact the chapter representative within five days of receiving that information to announce whether the information was approved or needs correction.

ii. All judges and/or referees must be submitted to the appropriate council Activities Review Board Co-Chair three weeks prior to the event for approval

iii. The venue must be submitted to the appropriate council Activities Review Board Co-Chair at least three weeks prior to the event for approval.

1. Venue submission should include capacity, number of seats, person of contact for the listed venue, and history of use at specified venue.

2. Should the venue proposal be denied, failure to relocate will result in loss of the assigned date on the calendar, loss of priority for date request the following year, and a \$150 fine.

IV. Resolutions

Violating any of the following resolutions by a fraternity or a sorority will result in a judicial review by the Interfraternity Council or Panhellenic Council. Any fines, which are assessed, will be deposited directly to Children's Miracle Network without recognition to the chapter for their donation.

A. Compliance

- i. 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 Affairs, the Inter/National Organization of the sponsor, and the Interfraternity Council or Panhellenic Council.
- ii. All philanthropic events on the calendar must comply with the rules stated in the Student Organization Handbook and the OSFA Sorority and Fraternity Social Event Guidelines Policy.
- iii. 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.
- iv. If additional security is required or requested for an on campus event, it must be done via the University Police Department through the permit.

B. Scoring

- i. 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.
 - ii. At least 60% of the overall winner must be determined by a chapter's placement in the main competition. For example, if there are 100 possible points, a chapter would receive 60 points for winning the tournament.
 - iii. 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 point to be earned.
 - iv. Points may be awarded for attendance based on 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.
 - v. Scores based on the sale of t-shirts, tickets, or other items must be calculated by the percentage of total active chapter members.
 - vi. Penny voting money may not be collected on the day of the event. Penny voting totals must be tabulated and emailed to the respective council EVP by 11:59 on the day preceding the event.
 - vii. 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.

viii. All philanthropy penny voting between Panhellenic and Interfraternity Council chapters must be blind. Members of the hosting chapter are prohibited from sharing the preliminary penny voting totals of participating chapters, or any other information that helps one chapter gain an unfair advantage over another.

C. Conduct

- i. Events considered degrading (including any form of gender exploitation) are not permitted. .
- ii. No chapter should be rewarded for behavior that is inconsistent with PC/IFC standards or values. For instance, judges must not score based on sex appeal.
- iii. Panhellenic and jointly sponsored events will be alcohol free. This is defined as no alcohol present at the event.
- iv. 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.
- v. Chapter members are not to line up for an event more than an hour prior to doors opening
- vi. 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.

D. Scheduling

- i. A chapter is only permitted to have one philanthropy per calendar year.
 1. Only chapters that have historically held two philanthropies – one per semester – in at least 3 out of the 4 previous years may hold two philanthropies. The ARB calendar cannot accommodate any more second philanthropies due to over-scheduling. Chapters that have historically held two philanthropies will receive standard philanthropy scheduling priority (as outlined in Article III, Section C iii) for one of their two philanthropies, the other philanthropy will automatically receive the lowest scheduling priority. The chapter must indicate if they wish their philanthropy to receive standard philanthropy scheduling on the Philanthropy Registration Form.
 2. Both philanthropies must follow the standard scheduling procedure and will be governed by the ARB Constitution ruling.
- ii. Philanthropy events may only occupy one day on the ARB calendar.
- iii. No two chapters may use the same activity (e.g., volleyball, softball, etc.) within two weeks of the event.
- iv. Two full days must separate events from the same council.
- v. No philanthropy shall be scheduled during Greek Week, reading days or final exams.
- vi. All philanthropies held the night before a school day must end before midnight.
- vii. In the event that inclement weather causes the eminent cancellation of a philanthropy, the chapter may work with the ARB Co-Chair to determine a new date. Fining shall not be applicable in this situation.
- viii. Chapters are allowed to hold general fundraisers and/or pre-events for their beneficiary of choice. Points may or may not be awarded at these events for counting toward the hosting chapter's philanthropy. Placing and scoring cannot take place for these events as themselves. Scheduling for these fundraisers and pre-events shall take place after the finalization of the ARB calendar.
 1. Dates will be awarded on a first-come, first-served basis.

2. The ARB Co-Chairs is able to use their discretion in awarding dates.
3. Fundraisers and pre-events shall not be scheduled on the same date as a philanthropy.

E. General Resolutions

i. Fraternities and sororities are prohibited from participating in any Panhellenic or Interfraternity Council philanthropy 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.

ii. 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.

iii. 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.

iv.

1. 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.

a. 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.

i. 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.

2. Chapters shall be notified by the first respective council presidents meeting of the applicable semester.

3. A student team shall be defined as consisting entirely of university undergraduates.

v.

a. Individual price of admission for each philanthropy event shall not exceed \$7

b. The individual price of admission shall remain fixed and shall not increase after its initial advertisement

c. Chapters are not permitted to pre-sell more tickets than the venue's capacity allows

vi. 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.

V. Voting

A. ARB Constitution Revisions

i. All decisions concerning the ARB Calendar reservations and approval of events will be made by the Activities Review Board members.

ii. 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.

1. Results from the vote will be posted to chapter presidents within two-business days of the vote (announcement date).

2. A grace period from the revision(s) will be given to all philanthropies which may occur within two weeks of the announcement date.

B. Petition Board

i. Decisions of the Petition Board must be passed by a majority vote

Appendix D

PANHELLENIC AND INTERFRATERNAL COUNCIL
JOINT HOMECOMING RESOLUTION

I. Purpose

- A. The purpose of the Joint Homecoming Resolution is to provide a structure for homecoming events sponsored by PC and IFC chapters.
- B. The purpose of the Joint Homecoming Resolution is to provide a fair, safe and enjoyable environment for all chapters participating in homecoming events.
- C. A homecoming event shall be defined as any organized gathering between members of the paired PC/IFC chapters.
- D. The Homecoming Resolution shall have jurisdiction over events sponsored by IFC and PC chapters. This jurisdiction includes:
 - i. Pairings of chapters
 - ii. Rules and regulations regarding homecoming events

II. Procedures

A. Dates and Events

- i. Dates for the week of homecoming are set by the University of Florida.
 - a. Monday, Tuesday and Wednesday are open to social events in the Gainesville area, defined as a 60 mile radius from campus, for paired and unpaired chapters.
 - 1. Paired chapters are required to host an event with an un-paired chapter for one of the nights of the homecoming week.
 - b. Thursday is open to any event in and or outside of the Gainesville area.
 - c. Friday will be Gator Growl hosted by the University of Florida and Florida Blue Key.
 - d. Saturday will be the homecoming football game and the Florida Blue Key Alumni Barbeque.
- ii. The only required events are those sponsored by the PC/IFC Councils

B. Pairing

- i. Pairing days shall be set in agreement between the Interfraternity Council and Panhellenic Council Presidents. The Chapter presidents shall be notified of the dates at the beginning of the fall semester. The pairing days will start on Sunday at 5 p.m. and end no later than Friday at 9 p.m.
- ii. Fraternities have the option to join with another fraternity and co- submit an invitation to one sorority.
- iii. Round one of invitation extending will begin Sunday at 5 p.m. The fraternity submitting the invitation will have until that Sunday at 10 p.m. to submit their invitation to the Interfraternity council president by writing or email, from both fraternities if they are joined.
- iv. The sororities will receive their invitations by midnight that Sunday. They will have until Monday night at 9 p.m. to accept or deny invitations.
- v. The Interfraternity Council will inform the chapters extending the invitations of the results no later than 11 p.m. If the invitation is not accepted they will proceed to Round two.
- vi. Fraternities who co-submitted an invitation to a sorority but were not selected have the option to either separate or extend invitations to a sorority individually or re- join with another fraternity.

- vii. Round two of invitation extending will begin Tuesday at 12p.m. The fraternity submitting the invitation will have until that Wednesday at 9p.m. to submit their invitation to the Interfraternity council president by writing or email, from both fraternities if they are joined.
- viii. The sororities will receive their invitations by Wednesday by 11:59p.m. They will have until Friday at 9 p.m. to accept or deny invitation.
- ix. Sororities and fraternities may not pair more than one time within a four year time period.
- x. If any chapters are left unpaired after round two, the pairing process will be determined by the PC and IFC President with the consent of the presidents from the unpaired chapters, including the option of being left unpaired or conducting further pairing negotiations with other unpaired chapters.

C. Courting Regulations

- i. No courting events are allowed to be held.
- ii. The concept of courting is hard to define and therefore there are no concrete definitions of courting events. Examples of courting events are but no limited to the following:
 - a. Lawn decorations preceding the invitational dates set by the PC and IFC president.
 - b. Transportation to classes preceding the invitational dates set by the PC and IFC presidents.
 - c. Providing any services to the chapter members including massages, pedicures, etc.
- iii. Actions promoting positive inter-Greek relations will be allowed. Examples are but not limited to the following:
 - a. Attending another chapters intramurals games.
 - b. Co- hosting service, philanthropic or non-alcoholic events.

III. Compliance

A. Compliance

- i. All homecoming events must be in compliance with the Joint Homecoming Resolution and must comply with the rules of the following organizations: the University of Florida, the Office of Sorority and Fraternity Affairs, the Inter/National Organization of the sponsor, and the Interfraternity Council or Panhellenic Council.
- ii. All homecoming events must comply with the rules stated in the Student Organization Handbook and the OSFA Sorority and Fraternity Social Event Guidelines Policy.
- iii. The failure to comply with the Joint Homecoming Resolution will result in mediation from the respective council's standards board.
- iv. All questions of interpretation shall be referred to the Interfraternity Council and Panhellenic Council presidents.

B. Conduct

- i. Fraternity and sorority presidents and homecoming chairs must understand the importance of communicating with one another regarding homecoming events activities and times. This communication will support the overall goals of improving inter-Greek relations.
- ii. If a fraternity or sorority individually chooses to do a 100 square foot banner, all language and illustrations on the banner must portray a positive image of the Greek Community. Anything considered lewd or offensive by the respective councils internal standards board will be referred to the respective council's standard board.
- iii. Fraternities and sororities will be limited to one banner and one yard decoration to be placed at the sorority or fraternity house after invitational process and until the Monday after homecoming week. The size of the yard decoration shall not exceed a space of 10 feet by 10 feet by 20 feet.

- iv. If an un-housed chapter wishes to participate in yard decorations they may request on campus site from their respective council and it will be arranged for them.

IV. Voting

A. Initial Implementation

- i. All decisions concerning the PC/IFC Joint Homecoming Resolution approval of events will be made and voted on by one chapter delegate from each chapter. The initial resolution must have a $\frac{3}{4}$ vote to be passed and therefore implemented
- ii. All revisions and amendments to the PC/IFC Joint Homecoming Resolution shall be proposed and voted on by one chapter delegate.
 - 1. An amendment will need a $\frac{3}{4}$ vote to pass and therefore be implemented.
 - 2. Results from the vote will be posted to chapter presidents within two-business days of the vote (announcement date).

B. Amendments

- i. Every chapter regardless of council classification will have one vote.

Amended 4/18/07

Appendix E

Philanthropy and Service Event Resolution

Whereas, a philanthropy event should be benefiting a cause and focus on awareness of that specific cause;

Whereas, a philanthropy or service event should be scheduled, planned and approved in accordance with the Activity Review Board (ARB) Constitution and the regulations of the University of Florida;

Whereas, philanthropic events should be a reflection of the values of service and leadership that we hold as Panhellenic women, and members of the University of Florida Greek Community;

Whereas, philanthropic events are hosted by private organizations that are regulated by a governing Constitution;

Whereas, philanthropic events should promote unity amongst Panhellenic chapters and contribute to the overall Panhellenic experience by instilling a sense of community through a mutual commitment to helping others;

Whereas, philanthropic events should empower Panhellenic women to feel confident while bettering the community by supporting a cause greater than ourselves;

Resolved, That the Panhellenic Council and its member organizations will not endorse or support any philanthropic or service event where host, participants, and/or supporters consume alcoholic beverages before and/or during the philanthropic or service event;

Resolved, That the Panhellenic Council and its member organizations will not endorse or support any philanthropic or service event where the attire and/or performance is provocative and/or demoralizes any persons in any way;

Resolved, That the Panhellenic Council and its member organizations will not endorse or support any philanthropic or service event where host, participants, and/or supporters use derogatory or stereotypical language directed towards any person;

Resolved, The Panhellenic Council and its member organizations will not endorse or support any philanthropic or service event where the system used to determine the order of participating organizations is not the alphabetical cycle provided by the Executive Vice President of the Panhellenic Council for the organization hosting the philanthropy;

Resolved, That the Panhellenic Council and its member organizations will not endorse or support any philanthropic or service event where a chapter's participation in a social media campaign (i.e. profile pictures) will factor into the determination of the winner for the event;

Resolved, That the member organizations of the Panhellenic Council will hold its respective members accountable for their actions which do not uphold the expectations set herein for behavior at philanthropic or service events;

Resolved, That the Panhellenic Council Executive Board strives to promote a culture that is congruent with the pillars of the Panhellenic community and will be proactive and consistent when confronting events via the Panhellenic Judicial Board that are incongruent with this resolution.

Appendix F

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's 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 focus 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 two undergraduate, initiated representatives (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 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.

1. Chapter Presidents, Risk Management Officers, and Social Officers are ineligible to serve as their chapter representative on the board.
 - iii. The Panhellenic Judicial Board advisor shall be the Panhellenic Advisor, who shall serve as an ex-officio, non-voting member.
 - iv. In the event that the Executive Vice President cannot serve as Chief Justice, a member of the Panhellenic Judicial Board will be appointed to serve.
- 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 through an application and interview process.
- V. Panhellenic Judicial Board Duties
- a. The Panhellenic Judicial Board shall handle all alleged violations of:
 - i. NPC Unanimous Agreements
 - ii. University of Florida Association Bylaws
 - iii. University of Florida Panhellenic Association Code of Ethics
 - iv. University of Florida Panhellenic Association Recruitment Compact
 - v. 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 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, it is preferred that the chapter utilizes self-governance before the situation is addressed by the Panhellenic Judicial Board.
 - 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 Recruitment Infractions 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. To participate 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. To educate 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. 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)
 - iii. Providing, in writing, involved chapter presidents and advisors with the hearing arrangements of the Judicial Board Hearing Procedures.
 - iv. Presiding over the judicial hearings.
 - v. Informing, in writing, cited chapter presidents and their advisors of the verdict sanctions (if applicable) and the appeals process.
 - vi. Maintaining proper documentation of all judicial proceedings for a period of three years.

- 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:
 1. Chapter President, on behalf of her chapter
 2. Chapter Executive Board Officer
 3. College Panhellenic Executive Officer
 4. Panhellenic Advisor and Greek Life Office Staff Member
 5. Recruitment infractions may only be reported and signed by one of the following:
 - a. Chapter President, on behalf of her chapter

- b. Panhellenic Recruitment Executive Board member
 - c. Panhellenic Counselor
 - d. Potential New Member
 - e. 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:
 - 1. The College Panhellenic Violation Report is retained by the College Panhellenic President or Advisor and is available upon request by the accused party.
 - 2. 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 fraternity in writing or email by delivery 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 fraternity is unavailable, delivery may be made to another appropriate chapter fraternity 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 fraternity shall contact the College Panhellenic Vice President Judicial Affairs within seven days to schedule mediation. Mediation shall be held unless the accused fraternity 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 fraternity'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 fraternity, 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. 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 either party and/or 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.
- VIII. 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.

IX. 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 either party and/or each fraternity 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 Greek Life and Board members 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 accuser and accused return to the room, verdict is read.
- xviii. Verdict and appeal information put in writing and sent promptly to groups involved.

X. 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 andd educational tool.
 - i. Monetary fines shall be acceptable only for a measurable offense of the Panhellenic Associationgoverning 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 and/or membership recruitment rules prior to the beginning of recruitment. Examples of reasons for monetary fines may be limited to the following:
 - 1. Late recruitment event invitation lists
 - 2. Recruitment events that exceed designated event times
 - 3. Prohibited postings on social media outlets
 - 4. Required chapter attendance at Panhellenic sponsored events
 - 5. Sanctions shall not:
 - a. Forbid formal or informal recruitment activities or the observance of an inter/national fraternity event such as an educational program, ritual ceremony, or historical celebration.
 - b. Affect a fraternity chapter's quota or total.
 - c. Affect the time of new member acceptance and/or initiation.
 - d. Forbid the right of an NPC fraternity to vote in College Panhellenic meetings.
 - e. 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 Panhellenic Vice President of Judicial Affairs shall send a copy of the Mediation Summary Report or Judicial Board Hearing Summary Report to parties indicated on the report form.

XI. 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 fraternity wants to fulfill all or part of the sanctions pending the outcome of a filed appeal(s), the fraternity shall have that option.
- b. If the NPC College Panhellenic Judicial Appeals Committee is unable to resolve the appeal, the Judicial Appeals Committee chairman shall be responsible for the further conduct of the case. All data regarding the appeal shall be submitted in the following order, as needed, until resolution can be determined:
 - i. Inter/national presidents of the fraternity(s) involved.
 - ii. NPC Executive Committee.
 - iii. NPC Board of Directors. The decision of the NPC Board of Directors shall be final.

XII. 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.