

# **Bylaws of the University of Florida Panhellenic Association**

## **Article I. Name**

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

## **Article II. Object**

The object of the University of Florida Panhellenic Association shall be to:

1. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
2. Promote superior scholarship and basic intellectual development.
3. Cooperate with member sororities and the university/college administration in concern for and maintenance of high academic, social, moral standards.
4. Conduct the business of the University of Florida Panhellenic only during the campus academic year.
5. Promote the growth of individual chapters and the sorority community.
6. Organize and sponsor a women's-only membership recruitment program.
7. Coordinate activities, establish orderly procedures and provide programming in addition to recruitment.
8. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member sororities.
9. Adjudicate all matters related to the NPC Unanimous Agreements, College Panhellenic bylaws and/or other governing documents, College Panhellenic membership recruitment rules, College Panhellenic code of ethics and College Panhellenic standing rules.
10. Actively support the mission of the University of Florida.
11. Promote good public relations.
12. Give service to the community and campus.
13. Sponsor Junior Panhellenic, if appropriate, for specialized programming efforts.
14. Promote friendship, harmony and unity among members, chapters, faculty, administrators and campus groups.

## **Article III. Membership**

### **Section 1. Membership**

The Panhellenic Council of the University of Florida shall be composed of all the eligible

sororities on the University of Florida campus. The following chapters will hereinafter affiliate with the University of Florida:

Gamma Iota Chapter of Alpha ChiOmega

Gamma Iota Chapter of Alpha Delta Pi

Alpha Tau chapter of Alpha Epsilon Phi

Gamma Omicron Chapter of Alpha Omicron Pi The Florida Colony Alpha Phi

Eta Delta Chapter of Chi Omega

Alpha Psi chapter of Delta Delta Delta

Gamma Theta Chapter of Delta Gamma

Delta Kappa Chapter of Delta Phi Epsilon

Pi Alpha Chapter of Delta Zeta

Eta Xi Chapter of Gamma Phi Beta

Delta Theta Chapter of Kappa Alpha Theta

Beta Pi Chapter of Kappa Delta

Epsilon Phi Chapter of Kappa Kappa Gamma

Alpha Nu Chapter of Phi Mu

Florida Delta Chapter of Pi Beta Phi

Beta Tau Chapter of Sigma Kappa

Gamma Iota Chapter of Zeta Tau Alpha

## **Section 2. Membership Classes**

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

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

Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the College Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters and, if they are not participating in the 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.

### **Section 4. Dues**

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

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

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

#### **Section 5. Fees and assessments**

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

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

#### **Section 1. Officers**

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

#### **Section 2. Eligibility**

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

- a. **Regular membership.** Members from sororities holding regular membership in the University of Florida Panhellenic Association shall be eligible to serve as any officer.
- b. **Provisional membership.** Members from sororities holding provisional 4 membership in the University of Florida Panhellenic Association shall not be

eligible to serve as an officer.

- c. **Associate Membership.** Members from sororities holding associate membership in the University of Florida Panhellenic Association shall not be eligible to serve as an officer.

B. In order to be eligible to serve as an officer, the University of Florida student organization officer requirements must be met.

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

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

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

- A. No more than two members from the same women's sorority shall hold office during the same term.
- B. The President and Membership Vice President cannot be from the same chapter.
- C. The President and Executive Vice President cannot be from the same chapter.
- D. An officer can hold one position on the Panhellenic Executive Board.

### **Section 5. Election Procedure**

- A. Candidates will submit their application via email submission of application and resume to the Communications Vice President and President. Candidates will give speeches at the Panhellenic Council Meeting prior to elections. The speech procedures are as follows:
  - 1. The candidate will give a speech no longer than three minutes and will be asked to leave the room.
  - 2. A "pro," "con," "con," "pro" format will be followed. (Only one "pro" is necessary, but if there is a "con," there must be a final "pro" to close discussion.)
  - 3. Candidates may re-enter at the conclusion of all speeches and "pros"/"cons" for the respective position applied for.
- B. For elections, each Panhellenic chapter delegate will receive one vote per position. The Communications Vice President will distribute ballots for each position, to be collected by the executive board after everyone has voted on that position. The Communications Vice President will tally the votes for each candidate, and the candidate with a majority vote will be announced immediately after tallying is completed.

C. In the case of a tie vote during elections, protocol is as follows:

1. If a tie occurs, Council must vote again until the tie is broken and there is a majority consensus.

### **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 Activities Vice President become vacant for any reason, the procedure for filling the office or offices shall be as follows:

- a. Vacancies shall be elected by ballot as provided in Section 3 of this article if occurring with more than half of the term left.
  - i. If less than half of the term 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 is eligible to hold a position on the Panhellenic Executive Board as long as she remains an active chapter member in good standing;
- c. Be familiar with the NPC Manual of Information and all governing documents of this Association;
- d. Hold (2) scheduled office hours in the Panhellenic Office per week during the Spring and Fall semesters;
- e. Be a junior (third-year) with one full academic year remaining if applying for the positions of: President, EVP, MVP, CVP, FVP, AVP unless under extenuating circumstances
- f. Be a member of the Recruitment Executive Board or a regular Pi Chi, and therefore not be allowed to recruit for her chapter;
  - i. The Membership Vice President, Assistant Membership Vice President, President, and Executive Vice President are required to be in Gainesville for the indicated summer term and will serve on the Recruitment Executive Board
  - ii. The Finance Vice President, Communications Vice President, Activities Vice President, and Assistant Activities Vice President will be on the Recruitment Executive Board if they fulfill the following criteria:
    1. Served as a Pi Chi during the previous year's recruitment
    2. Will be in Gainesville beginning August 1st
    3. Will be available for virtual meetings during the summer term
  - iii. If the Finance Vice President, Communications Vice President, Activities Vice President, or Assistant Activities Vice President have previously served as a Pi Chi, but will not be in Gainesville for the indicated Summer

term, they will serve as a second year orange hat Pi Chi during Recruitment

iv. If the Finance Vice President, Communications Vice President, Activities Vice President, or Assistant Activities Vice President have not previously served as a Pi Chi, and will not be in Gainesville for the indicated Summer term, they will serve as a first year orange hat Pi Chi during Recruitment

v. The Assistant Activities Vice President and Assistant Membership Vice President will always be considered an orange hat Pi Chi during recruitment

f. Submit an electronic report following the term of office;

g. Attend and report at bi-monthly Panhellenic meetings;

h. Attend and report at weekly Executive Council meetings;

i. Attend all scheduled Panhellenic Association meetings (Executive or Recruitment) during the Summer term virtually;

j. Attend all scheduled Panhellenic Recruitment related meetings or events starting August 1st if her position requires being in Gainesville;

k. Work with the Executive Council in appointing Directors;

l. Attend Greek Advance at the beginning of the spring semester and the Coalition for College Women's Leadership Conference, or an equivalent conference, as a representative of the University of Florida with the other Panhellenic Council officers;

m. Each executive board member must be in Gainesville for the entirety of the Fall, Spring and any designated Summer semesters their position requires of their term.

n. Each executive board member cannot serve as an Executive Officer for her sorority while serving on the Panhellenic Executive Board.

#### B. Specific Executive Officer Requirements:

a. President, Executive Vice President and Activities Vice President candidates must possess the following characteristics:

i. Be listed for two semesters on the University of Florida Panhellenic Council chapter rolls; and

ii. Either (1) or (2) below:

1. Have held an executive office in her sorority for at least one semester prior to the semester of Panhellenic elections;

2. Have held any of the elected or appointed Panhellenic offices (appointments include only those made by the Executive Board).

iii. Have participated in Formal Recruitment as a Recruiter.

b. The candidates for Communications Vice President, Finance Vice President, Membership Vice President, Assistant Membership Vice President, and Assistant Activities Vice President:



- i. Must be a member of the Panhellenic Council and an initiated member of a University of Florida sorority for at least one semester prior to elections; and
- ii. Have participated in Formal Recruitment 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 hold Roundtable meetings with Chapter Presidents as necessary;
- i. To implement and fulfill a New Member Orientation each semester, requiring a determined certain percentage of new members to attend from each Panhellenic chapter;
- j. To review and approve all Panhellenic programming request forms; and
- k. To organize any award activity concerning the National Panhellenic Conference, Southeastern Greek Leadership Association Conference, or local awards that may arise.
- l. To attend an SEC Council Presidents conference;
- m. To be in Gainesville beginning August 1st and be available for virtual meetings during the Summer term;
- n. To serve as the sole spokesperson to the media on behalf of the Panhellenic Council and any Panhellenic sponsored events.

D. The duties of the Executive Vice President shall be:

- a. To call and preside over all regular and special Council meetings in absence of the President;
- b. To serve as a representative of the Panhellenic Council at meetings or events which the President is unable to attend;
- c. To educate Recruitment Counselors, chapter members, and potential new members about judicial procedures and the Recruitment Compact;
  - i. Oversee and adjudicate all violations and subsequent mediations from recruitment
- d. To chair all Judicial Committees as Chief Justice in relation to the Panhellenic

Judicial Board if an incident is determined by the committee. In cases where her chapter is involved, the Executive Vice President will appoint a temporary replacement, who must be a Panhellenic Executive officer;

- e. To review, and propose revisions to, when necessary, the Panhellenic Council Judicial Procedure;
  - f. To be responsible for the proper functioning of the Sister Support Ambassadors Committee
  - g. To facilitate a council-wide commitment to efficient and effective risk management policies and procedures;
  - h. To review, and propose revisions to, when necessary, the Panhellenic Council Judicial Procedure;
  - i. To revise the Constitution and Bylaws each Fall semester in collaboration with the President to be reviewed and voted on by the Panhellenic Council;
  - j. To communicate with, and serve as a resource to, the directors of the sororities' New Member Education programs and approve bid day activities
  - k. To approve, in conjunction with her Interfraternity Council counterpart, all sorority and fraternity philanthropy events and to create a calendar for each semester; and
  - l. To be, in conjunction with her Interfraternity Council counterpart, the executor of the ARB constitution and coordinate all ARB/philanthropic/fundraising events. See appendix C for ARB Constitution
  - m. To be in Gainesville beginning August 1st and be available for virtual meetings during the Summer term.
- E. The duties of the Activities Vice President shall be:
- a. To be responsible for the proper functioning of Panhellenic Activities Directors Board, overseeing planning and programming of the Directors Board, and holding weekly meetings with the Directors and Assistant Directors (if deemed necessary);
  - b. To report the progress of the Directors Board to the Executive Council;
  - c. To be responsible for the proper functioning of the Junior Panhellenic Council and to attend all meetings concerning that division;
  - d. To serve as a representative of the Panhellenic Council as deemed necessary by the Panhellenic Council President;
  - e. To coordinate all Panhellenic Director group functions;
  - f. To review and approve all Panhellenic programming request forms;
  - g. Responsible for serving as a liaison between the Office of Sorority and Fraternity Life and the Executive Board regarding Panhellenic programming; and
  - h. To teach and oversee the Assistant Activities Vice President in the duties and responsibilities

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

- a. To coordinate Panhellenic Recruitment, select and chair the Recruitment Executive Board, and ensure that the Panhellenic Recruitment Executive Board members fulfill their duties; and
- b. To evaluate Formal Recruitment; this includes suggesting revisions to the Recruitment Compact (see appendix A)
- c. To head the revision and updating of the Recruitment Compact, to be discussed and voted on annually.
- d. To be in Gainesville for Summer B.

G. The duties of the Communications Vice President:

- a. To schedule Panhellenic Council and Joint Panhellenic/Interfraternity meetings by the end of the previous Spring or Fall semester;
- b. To prepare and preserve an accurate account of all Panhellenic Council meetings
- c. To call roll of each chapter at each meeting, which will include Chapter Delegates and Presidents
- d. To furnish the Panhellenic Advisor, Panhellenic Faculty Advisors, the NPC Area Advisor, and all Panhellenic Delegates with copies of all Panhellenic minutes;
- e. To be responsible for all official correspondence of the Panhellenic Council;
- f. To handle Southeastern Greek Leadership Association Conference memberships, registration, and conference attendance matters;
- g. To update the Panhellenic Council Archives, this lists significant events in the history of the University of Florida sorority system, and includes past Panhellenic officers;
- h. To hold meetings as needed with the chapter Panhellenic Delegates;
- i. To create a dinner time list of all sororities and fraternities and distribute accordingly for announcing purposes;
- j. To be responsible for the proper functioning of the Public Relations and Web Design Divisions; and
- k. To meet with the Directors listed above twice per month.
- l. To plan a semesterly service event for the Panhellenic Executive Board, Chapter Delegates, and Chapter Presidents to attend and participate in.
  - i. Examples include, but are not limited to: making peanut butter and jelly sandwiches for the homeless, making dog toys for the Humane Society, letters to St. Judes, and care packages for shelters

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 submit a written report following the term of office to be filed in the Panhellenic files with the Panhellenic Advisor;
  - e. To maintain the budgets of the individual divisions;
  - f. To prepare monthly budget reports for the Panhellenic President;
  - g. Pay NPC dues by October 1st; and
  - h. To sign all checks involving the Panhellenic Council.
  - i. Assist AAVP in the planning of Circle of Sisterhood sponsored events (TREK)
- 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; and
  - d. To organize preview session shifts for the Recruitment Executive Board throughout the summer term.
  - e. To be in Gainesville for Summer B.
- J. The duties of the Assistant Activities Vice President shall be:
- a. Serves as a liaison between the Activities Vice President and all directors and assistant directors;
  - b. Creates the agendas, takes minutes and receives excuses for each Director's Board meeting;
  - c. Attends all events planned by the Director's Board;
  - d. Represents the Activities Vice President at events or meetings when deemed necessary; and
  - e. To distribute a monthly calendar of events.
  - f. Assist FVP in the planning of Circle of Sisterhood sponsored events (TREK)

## Article V. The Panhellenic Council

### Section 1. Authority

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

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

The University of Florida Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at the University of Florida as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the sorority, providing her credentials have been presented to the association president.

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

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

## **Section 4. Delegate Vacancies**

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

## **Section 5. Regular Meetings**

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

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

## **Section 7. Special Meetings**

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

## **Section 8. Means of Communication**

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

## **Section 9. Quorum**

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

## **Section 10. Vote Requirements**

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

# **Article VI. The Panhellenic Advisor**

## **Section 1. Appointment**

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

## **Section 2. Authority**

The Panhellenic advisor shall serve in an advisory capacity to the University of Florida

Panhellenic Association Council. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board.

## Article 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, Activities Director's Board, Public Relations Committee, and Sister Support Ambassadors Committee. Additional committees may be formed based on the size and needs of the Panhellenic Council.
- B. Term: The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

### Section 2. Appointment of Committee Membership

The Executive Board shall appoint members and chairman of all standing and special committees, except as provided otherwise in these bylaws, and, in making these appointments, recognize fair representation from all member women sororities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board.

### Section 3. Judicial Board

The Judicial Board shall consist of the Executive Vice President as chairman and one appointed member from each of the College Panhellenic Association member organizations. The Panhellenic advisor shall serve as a nonvoting, ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member sororities about the College Panhellenic judicial procedure. The composition of the Judicial Board shall comply with the NPC Manual of Information.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Judicial Procedure, it shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the University of Florida College Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by a

committee of the Judicial Board and be conducted according to the NPC Manual of Information. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

#### **Section 4. Membership Recruitment Committee**

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

#### **Section 5. Recruitment Executive Board**

- A. The Recruitment Executive Board is responsible for planning and implementing formal recruitment. They will serve the same term as the Panhellenic Council and be selected through an application and interview process.
- B. Members of the Recruitment Executive Board, including the President and Executive Vice President, from the Panhellenic Executive Board, are required to be present in Gainesville for all Recruitment related meetings and events starting August 1st and are required to be available for virtual meetings during the Summer term.
- C. 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. Having completed one year of experience being a Pi Chi;
    - ii. Designing/Ordering all Panhellenic Counselor buttons; and
    - iii. Ordering napkins, cups, tents and Port-a-Potties, while coordinating with rental companies.
  - c. Operations Coordinator shall be responsible for:
    - i. Having completed one year of experience being a Pi Chi;



- ii. Bidding out bus companies;
    - iii. Setting Bus route;
    - iv. Coordinating bus drivers;
    - v. The security walkthrough; and
    - vi. Coordinating sorority row tours during round one.
  - d. Publications shall be responsible for:
    - i. Having completed one year of experience being a Pi Chi;
    - ii. Coordinating to create Key to The Greeks;
    - iii. Obtaining pictures from chapters for the publication;
    - iv. Creating apparel for the Panhellenic Counselors; and
    - v. Running the Pi Chi Instagram page.
  - e. Computer Chair shall be responsible for:
    - i. Having completed one year of experience being a Pi Chi;
    - ii. Running the entire computer system;
    - iii. Participating in recruitment software training; and
    - iv. Handling all absences and excuses.
  - f. Potential New Member Relations shall be responsible for:
    - i. Having completed one year of experience being a Recruitment Counselor;
    - ii. Responsible for the creation of the Potential New Member Relations Newsletter in correspondence with the Communications Vice President;
    - iii. Taking care of sick PNMs;
    - iv. Notifying each house of sick PNMs; and
    - v. She is strongly encouraged to be a nursing student.
  - g. Assistant Computer Chair shall be responsible for:
    - i. Assisting the Computer Chair with the chapter computer chair training;
    - ii. Learning the functions of the Campus Director system; and
    - iii. Tracking recruitment absences.
    - iv. This position is not considered a blue hat during recruitment.
- D. The two categories of Pi Chis are as follows:
- a. Blue Hat Pi Chis shall be responsible for:
    - i. Being a member of the Recruitment Executive Board or Panhellenic Executive Board;
    - ii. Having completed one year of experience being a Recruitment Counselor; 1. The Panhellenic President, Executive Vice President, and Membership Vice Presidents are Blue Hats regardless of their previous experience as Recruitment Counselors.
    - iii. Oversee assigned Recruitment Counselor groups during Primary Recruitment; and

- iv. Act as the liaison between the Recruitment Executive Board and assigned Recruitment Counselor groups.
- b. Orange Hat Pi Chis shall be responsible for:
  - i. Being a first year Recruitment Counselor or second-year Pi Chi who is not a member of the Recruitment Executive Board or Panhellenic Executive Board; and
  - ii. Guiding and counseling their assigned group of PNMs during Primary Recruitment.

### **Section 6. Activities Director's Board**

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

- a. Service Director
  - i. In charge of coordinating all service projects, fundraisers and volunteer events for the council to participate in; and
  - ii. Coordinates the Panhellenic Council's involvement with University sponsored programs directed at women's issues and awareness.
- b. Scholarship Director
  - i. Promotes scholastic achievements, coordinates an educational PowerPoint for new members; and
  - ii. Coordinates All-Greek Study Days;
  - iii. Collaborates with the President to create the Panhellenic Scholarship Application and aids in the selection process of winners;
  - iv. Works with and maintains relationships with our company partnerships;and
  - v. Releases Study Edge Scholar of the Month Application and selects monthly winners.
- c. Intramurals Director
  - i. Organizes the all-star intramurals game and the distribution of awards,

- works with the University Intramural Department;
- ii. Creates a master calendar of all intramural games and coordinating bi weekly updates for intramural games; and
- iii. Maintains communication between all chapter intramural directors throughout the year.
- d. Special Events Director
  - i. Coordinates all Panhellenic events including, but not limited to, Panhellenic Spirit Week and Around the Row or equivalent Panhellenic philanthropic event.
- e. Junior Panhellenic Director
  - i. Oversees all Junior Panhellenic operations and events, including Ghouls, Goblins, and Greeks, New Member Lip Sync, New Member Service Project, Spring New Member Event, and Junior Panhellenic Awards;
  - ii. Creates and facilitates the Junior Panhellenic Executive Board application and interview process; and
  - iii. Attends all meetings of the Junior Panhellenic Executive Board and delegates.
- f. Diversity, Equity and Inclusion Initiatives Director
  - i. Facilitates the education of chapter women to promote diversity, equity, and inclusion within the Panhellenic community;
  - ii. Work in conjunction with chapter Diversity and Inclusion Officers to provide resources for chapter women; and
  - iii. Attends all required meetings and trainings.

## **Section 7. Public Relations Committee**

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

- a. Public Relations Director
  - i. Coordinates all PR materials for the Panhellenic Council including materials for Panhellenic events and the Panhellenic Executive Board; and
  - ii. Maintains all forms of social media for Panhellenic with approval from the Communications Vice President

- b. Web Design Director
  - i. Designs and maintains the UF Panhellenic Council website;
  - ii. Creates monthly newsletter; and
  - iii. Responsible for creating an end of the year scrapbook documenting the  
 Panhellenic events.
- c. Graphic Design Director
  - i. Coordinates all creative graphic materials (print and web) for the Panhellenic Council with approval from Communications Vice President
  - ii. Responsible for working closely with the Public Relations Director to create all branded content for the year with the approval of the Communications Vice President

**Section 8. Sister Support Ambassadors Committee**

The Sister Support Ambassadors (SSA) is a peer navigator organization within the Panhellenic Council that aims to provide counsel and resources for women in Greek life. The goals are to unite women, create a support system that our community of women needs, and an open dialogue revolving around campus sexual assault and women's empowerment. The committee shall consist of the Executive Vice President as chairman and appointed Directors and Assistant Directors.

- A. Sister Support Ambassadors Directors
  - a. Creates and facilitates the Sister Support Ambassador application, interview and training process in conjunction with the Panhellenic Executive Vice President;
  - b. Holds meetings with all ambassadors on a consistent basis;
  - c. Plans programming and educational events, including, but not limited to, chapter presentations and workshops; and
  - d. Must have served as an SSA prior to the beginning of their term unless otherwise approved by the Panhellenic Executive Board.
- B. Sister Support Ambassadors Assistant Directors
  - a. AD of Programming
    - i. Oversees all campus and council programming efforts of the committee
  - b. AD of Ambassador Engagement
    - i. Internally manages ambassador excuses and engagement, coordinating opportunities to connect the SSA program members
  - c. AD of Public Relations
    - i. Coordinate with the Communications Vice President and the public relations committee to communicate SSA events and initiatives
- C. Sister Support Ambassadors Selection

- a. Application process shall be overseen by the newly selected Sister Support Ambassador Directors and the Panhellenic Executive Vice President.
- b. Two (2) applicants shall be selected per sorority chapter as Sister Support Ambassadors to serve for a term of one year commencing upon selection.

**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 January 1st to December 31st.

**Section 2. Contracts**

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

**Section 3. Checks**

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

**Section 4. Payments**

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

**Section 5. Fees and Assessments**

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

## Article X. Extension

### Section 1. Extension

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

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

### Section 2. Voting rights

Only regular members of the Panhellenic Association shall vote on extension matters in concert with the University of Florida Fraternity and Sorority Extension Policy.

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

- A. Reporting Violations. Recruitment violations may be reported by any of the following with the College Panhellenic Report form:
  - a. Any appropriate University official;
  - b. President of a member group on behalf of her chapter;
  - c. Membership Vice President or Assistant Membership Vice President;
  - d. Potential New Member; or
  - e. Panhellenic Counselor.
- B. Mediation. Mediation is the first step of the judicial process. The University of Florida Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.
- C. Judicial Board hearing. When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.
- D. Appeal of Judicial Board decision. A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeal Committee. The University of Florida Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

## Article 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 distributed to any members of the Association, but after payment of the debts of the Association its assets shall be given to the National Panhellenic Conference.

## **Standing Rules of the University of Florida Panhellenic Association**

- A. Recruitment Compact
- B. Dues
- C. Little Sister Resolution
- D. ARB Constitution
- E. Homecoming Resolution
- F. Philanthropy Resolution
- G. Announcing Guidelines
- H. Bid Day Resolution
- I. Judicial Procedures

## **University of Florida Panhellenic Recruitment Rules**

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

### **I. Statement of Positive Panhellenic Contact**



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

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

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

## **III. Statement of Values-Based Recruitment**

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

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

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

## **IV. Statement of Membership Recruitment Acceptance Binding Agreement (MRABA)**

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

## **V. Statement of Automatic Reset of Total**

To allow chapters to achieve parity as quickly as possible, total will be automatically adjusted every regular academic term. Chapters must submit rosters to Panhellenic prior to recruitment and update them with new members. This is to be done no later than 72 hours following bid distribution in the Fall semester (Primary Recruitment) and within one week from the start of the Spring semester (Non-Primary Recruitment). Total will be determined by using average or median chapter size (whichever is larger).

# **University of Florida Panhellenic Recruitment Policies**

## **I. Requirements of Potential New Members (PNM)**

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

Date	Application fee
April 24, 2022 – August 3, 2022 at 11:59 p.m.	\$150.00

**C. Little Sister Resolution**

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

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

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

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

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

Disciplinary action against the member group may include, but is not limited to, loss of eligibility for awards, loss of vote, loss of eligibility for executive offices and appointment, and social probation. Membership and participation in Little Sister or Auxiliary groups includes, but is not limited to: participation in meetings, payment of dues, playing for Little Sister intramural teams, Little Sister dinners and specific functions, and Little Sister Recruitment activities.

**D. ARB Constitution**

ACTIVITIES REVIEW BOARD CONSTITUTION

## **I. Purpose**

- A. The purpose of the Activities Review Board (ARB) is to provide a structure for philanthropic events sponsored by Interfraternity Council (IFC) and Panhellenic Council (PC) chapters.
- B. A philanthropy shall be defined as any large-scale charitable event in which two or more chapters participate, attend, and raise awareness or funds for the chapter's chosen charity.
- 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 Circle of Sisterhood for the Panhellenic Council (PC) and Children's Miracle Network for the Interfraternity Council (IFC).

## **II. Membership**

- A. The Activities Review Board will consist of the following members:
  - 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 Life 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.
  - ii. If a philanthropy director is not in attendance at the orientation meeting,

they must meet with their respective EVP within one week of missing the meeting to be caught up to date on all information missed during the orientation meeting.

### 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. Failure to submit a Philanthropy Registration Form by the given deadline will result in a \$100 fine and a potential loss of priority.
- 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 Life 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 distributed including but not limited to physical packets, social media, etc.
    - (1) For example, if a chapter distributes two pages of unapproved information to five chapters, the chapter will receive a \$250 fine. ( $\$25 \times 2$  pages of information  $\times$  distributed to 5 organizations)
  - 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 for IFC and Circle of Sisterhood for PC 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 Life, 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 OSFL 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 points to be earned.
- iv. There will be no social media competitions such as Facebook, Instagram, Twitter, etc in which posts or pictures are counted for likes, shares or comments. No credit will be given by any philanthropy-hosting organization in this category when considering total points breakdowns for participating organizations/student teams. Philanthropy

packets should not include an area for such points to be earned. Violating College Panhellenic member groups will be subject to a \$50 fine per social media post per platform.

1. Any social media pictures or posts uploaded in support of a participating contestant must not be defined as provocative as stated under Ciii of the ARB Constitution.
- v. Points may be awarded for video competitions prior to the actual date of the event, but these videos may not be considered the main event of a philanthropy. 1. All videos must be approved by the EVP prior to being put on public display.
- vi. Points may be awarded for attendance based on the percentage of active chapter members attending the main event. Points may not be awarded based on the number of individual members in attendance. The ARB Co-Chairs are to provide necessary active chapter membership information.
- vii. Scores based on the sale of t-shirts, tickets, or other items must be calculated by the percentage of total active chapter members.
- viii. 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 11:59pm on the day preceding the event.
- ix. 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.
- x. 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. All events will follow university event guidelines.
  - ii. Events considered degrading (including any form of gender exploitation) are not permitted.
  - iii. 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.
  - iv. Provocative attire will not be permitted at any philanthropy or fundraiser hosted by a student organization of the University of Florida. Provocative attire can be defined as attire for which at least two of the three B's is exposed; violating College Panhellenic member groups will be subject to a \$50 fine per inappropriate outfit per event; sanctions for provocative/demoralizing performances shall be determined by the judicial process outlined in Article VIII Section 3.
  - v. Panhellenic and jointly sponsored events will be alcohol free. This is defined as no

alcohol present at the event.

- vi. 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.
- vii. Chapter members are not to line up for an event more than an hour prior to doors opening.
- viii. 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. Chapters that are interested in hosting two philanthropies per year may petition to do so by notifying the ARB.
- 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. One full day (48 hours) must separate events from the same council. 1. i.e. If an event is held on a Monday, another event hosted by a chapter from the same council cannot be held until Wednesday.
- v. All philanthropies held the night before a school day must end before midnight.
- vi. All philanthropies held the night before a school day must end before midnight. vii. In the event that unforeseen circumstances causes the imminent cancellation of a philanthropy, the chapter may work with the ARB Co-Chair to determine a new date. Fines shall not be applicable in this situation. (Circumstances which qualify as unforeseen are at the discretion of the ARB Co-Chair)
  - 1. Unforeseen circumstances may include, but are not limited to inclement weather, pandemic, epidemic, or a government issued state of emergency. E. Fundraisers
- i. 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.
- ii. Scheduling for these fundraisers and pre-events shall take place after the finalization of the ARB calendar and must be approved by the respected EVP of that council. Failure to receive approval from the EVP before releasing information about the fundraiser will result in a \$100 fine.
  - 1. Dates will be awarded on a first-come, first-served basis.
  - 2. There is no limit to the amount of fundraisers a chapter may host in a given calendar year.



3. The ARB Co-Chairs are able to use their discretion in awarding dates.
  4. Two chapters of the same council may host a fundraiser on the same day
  5. Fundraisers and pre-events may be scheduled on the same date as philanthropy, but this will be left to the discretion of the EVP of that council following discussion with the Philanthropy chairs of each chapter involved.
  6. Dance Marathon fundraisers do not need prior approval by the EVP of that respected council
- iii. All fundraisers are subject to university event guidelines.
1. Appropriate fundraisers as stated by the University of Florida include, but are not limited to penny voting; silent auctions; T-shirt, button, hat, etc., sales (ONLY if item is personalized for event or student organization); 3-5K Run or Walk; Walkathon: Face tattoos or painting; Photos with famous people (UF faculty, sports figures, president); Dunking booths.
  2. Panhellenic fundraisers and jointly sponsored events will be alcohol free. This is defined as no alcohol present at the event.

#### F. 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. 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.
- v. If there are equipment or rental fees associated with the event that require an increase in the student team's registration fee, prior approval by the ARB Committee must be granted in order to increase the student team registration fee.
- vi. If seeking to increase student team registration fees, an itemized list of

costs/expenses must be submitted to the council's respective Executive Vice President. This list should be turned in along with the Philanthropy Registration Form that is submitted the semester prior to your organization's event. The itemized list must be in the form of an invoice provided by the vendor justifying the increase in the registration fees.

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

1. Individual price of admission for each event shall not exceed \$7
2. Chapters are not permitted to pre-sell more tickets than the venue's capacity allows
3. Ticket and block seating distribution must be randomized and proportional to active member chapter size. The total active members of every chapter will be made available upon request from the EVP.

viii. 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 Revision**

- i. All decisions concerning the ARB Calendar reservations and approval of events will be made by the Activities Review Board members.
- ii. There will be an ARB Constitution Review Committee that will meet once a year to discuss alterations to the current ARB Constitution and its members will consist of one or two initiated members per chapter.
  1. Selection for this Committee will be up to the discretion of the EVP of that respected council.
- iii. 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 that 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

### **E. Homecoming Resolution**

## Panhellenic and Interfraternity 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:
  - 1. Pairings of chapters
  - 2. Rules and regulations regarding homecoming events

### II. Procedures

#### A. Dates and Events

- 1. Dates for the week of homecoming are set by the University of Florida.
- 2. Friday will be Gator Growl hosted by the University of Florida and Florida Blue Key.
- 3. Saturday will be the homecoming football game and the Florida Blue Key Alumni Barbeque.

#### B. Pairing

- 1. Pairing days shall take place starting after the first week of the Spring Semester and ending no later than six (6) academic weeks following the start day on that Friday at 5:00 P.M.
- 2. Fraternities have the option to join with another fraternity and co-submit an invitation to one sorority.
- 3. 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.
- 4. Once two organizations have concluded they will be paired for the following year, the two chapter Presidents must sign a PC/IFC Joint Homecoming Agreement along with the two council Presidents to finalize the pair.
- 5. Sororities and fraternities may not pair for more than two (2) consecutive years.
  - a) If any chapters are left unpaired after the six (6) weeks of pairing days, those chapters will not be able to pair with another chapter for the upcoming homecoming week. Special circumstances may

warrant exceptions dictated by the current IFC and Panhellenic Presidents.

### C. Courting Regulations

1.. Fraternity chapters can court a maximum of two (2) sororities simultaneously

a) Fraternities must submit a formal statement of the intent to court a sorority to the Interfraternity and Panhellenic Council President prior to initiating the courting process with that chapter.

(1) Failure to submit a formal statement of the intent to court may be subject to a fine and may result in the withholding of the upcoming year's homecoming pair.

b) Should a Panhellenic or IFC chapter choose to discontinue the courting process with a chapter, there must be written communication to formally notify the chapter of the decision to discontinue the courting process.

(1) Formal notification of the discontinuation of the courting process with an individual chapter must also be communicated with the notifying party's respective council president.

(2) Failure to provide written communication of the discontinuation of the courting process may be subject to a fine and may result in the withholding of the upcoming year's homecoming pair.

2. No items shall be gifted or provided throughout the courting process.

a) Examples include, but are not limited to the following: flowers, baked goods, gift cards, wooden letters, and food.

b) Appropriate social gatherings between courting chapters are permitted throughout the courting process.

(1) In the case that social gatherings are not possible for all IFC and Panhellenic chapters due to external factors, the courting process may be altered to accommodate these circumstances. Alterations to the courting process will be up to the discretion of the IFC and Panhellenic Presidents.

3. Activities that do not promote positive inter-Greek relations between fraternities and sororities are not allowed.

a) Examples include but not limited to:

(1) Vandalizing or stealing property from another chapter.

(2) Overuse or illegal supply of alcohol or other drugs

(3) Promoting behavior or partaking in activities that demean or negatively portray another chapter.

(a) Other events of this sort will be determined and left up to the discretion of the IFC and Panhellenic Presidents as well as the Office of Sorority and Fraternity Life.

#### D. Greek Homecoming Week Participation

1. All paired organizations are encouraged to participate in the Homecoming Parade (build a float and walk in the parade, host a watch party or meet up at a designated spot).
2. All schedules must be submitted to both respective councils no later than three (3) academic weeks before the Sunday of homecoming week.

### III. Compliance

#### A. Compliance

1. 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 Life, the Inter/National Organization of the sponsor, and the Interfraternity Council or Panhellenic Council.
2. All homecoming events must comply with the rules stated in the Student Organization Handbook and the OSFA Sorority and Fraternity Social Event Guidelines Policy.
3. Each chapter president must submit a list of events to the Office of Sorority and Fraternity Life. The SFL Office will provide a template. Both fraternities and sororities must submit to their council advisor and copy both their chapter advisor and national organization representative on the email.
4. The failure to comply with the Joint Homecoming Resolution will result in mediation from the respective council's standards board.
5. All questions of interpretation shall be referred to the Interfraternity Council and Panhellenic Council presidents.

#### B. Conduct

1. Fraternity and sorority presidents must understand the importance of communicating with one another regarding homecoming events, activities, and times.
  - a) This communication will overall support the goals of improving inter-Greek relations.
2. If a fraternity or sorority individually chooses to create a banner, all language on the banner must portray a positive image of the Greek

Community. Anything considered lewd or offensive by the respective Interfraternity Council or Panhellenic Council Presidents will be referred to by the respective council's judicial board.

- a) Please note that any violations of the Student Conduct or Honor Code may be taken through the Student Conduct process with the University.

#### IV. Voting

##### A. Initial Implementation

1. 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 3/4 vote to be passed and therefore implemented.
2. All revisions and amendments to the PC/IFC Joint Homecoming Resolution shall be proposed and voted on by one chapter delegate.
  - a) An amendment will need a 2/3 vote to pass and therefore be implemented.
  - b) In the case of a tie, the council president shall cast a vote to break the tie.

##### B. Amendments

1. Every chapter in good standing regardless of council classification will have one vote.

Amended September 2020

#### **D. Philanthropy Resolution**

##### 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 39

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 main philanthropic event, or any events or fundraisers directly benefiting the main philanthropy or service event; The Panhellenic Council and its member organization's events will not support or endorse the use of alcoholic beverages; Examples include, but are not limited to: the awarding of gift cards from venues which distribute alcohol; violating College Panhellenic member groups will be subject to a \$500 fine per event attended at which alcohol is present or consumed;

**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; provocative attire can be defined as attire that violates the 2/3 rule; violating College Panhellenic member groups will be subject to a \$50 fine per inappropriate outfit per event; sanctions for provocative/demoralizing performances shall be determined by the judicial process outlined in Article VIII Section 3;

**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; sanctions for College Panhellenic Groups who support the use of derogatory or stereotypical language shall be determined by the judicial process outlined in Article VIII Section 3;

**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; sanctions for College Panhellenic member groups who fail to adhere to the alphabetical cycle shall be determined by the judicial process outlined in Article VIII Section 3;

**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; violating College Panhellenic member groups will be subject to a \$50 fine per social media post per platform;

**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.

## G. Announcing Guidelines

### Inter Fraternity Council and Panhellenic Council Joint Announcing Guidelines

The following are strictly prohibited during announcing of any kind:

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

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

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



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

Amended September 2018

#### G. Bid Day Resolution

##### **Bid Day Resolution**

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

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

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

WHEREAS, Panhellenic Bid Day is defined as the designated time (subject to change

each year) at which the doors to the Phillips Center (or other approved location) open for potential new members (PNMs) to enter and receive their bid cards and thereafter, participate in approved activities with their Panhellenic chapter;

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

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

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

RESOLVED, the Panhellenic Council and IFC member organizations will not host, attend, endorse, or support any events occurring within 72 hours immediately following Panhellenic Bid Day and IFC Bid Day in fall formal recruitment where alcohol is offered, served or consumed during or in preparation for such events, with the exception of registered barbeque tailgates on Gator game days.

## H. Judicial Procedures

### University of Florida Panhellenic Association Judicial Procedures

#### I. Purpose of the Panhellenic Judicial Board

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

#### II. Philosophy of the Panhellenic Judicial Board

- a. Emphasis on Chapter Responsibility. The chapter is responsible for

upholding the Panhellenic community standards and values. The chapter is expected to accept responsibility for behaviors and learn from violations.

b. Education-Centered. Every violation is a “teachable moment” or opportunity, and the judicial process should be focused on education, not punishment. The judicial process should challenge chapters’ and members’ ethical decision-making in order to help students develop and become positive contributors to the community.

c. Prevention-Focused. The goal of the judicial process is to change behavior and prevent another violation from occurring in the future.

### III. Membership

a. The Panhellenic Judicial Board (PJB) shall be composed of the following members:

i. The Chair of the Panhellenic Judicial Board shall be the Panhellenic Executive Vice President, who shall serve as Chief Justice.

ii. Each Regular, Associate, and Affiliate member chapter shall have one undergraduate, initiated representative (referred to as justices) on the board. In addition to Chief Justice, for each individual hearing, six justices will actively serve on the Panhellenic Judicial Board per hearing for a total of seven voting members. The Executive Vice President will be in charge of overseeing the rotation of chapter representatives that will actively serve on the board for a hearing. The chapter representatives are required to be in good standing with their respective chapter and the University of Florida throughout the duration of their term. They are also required to meet the standards required of Panhellenic Association Officers, including obtaining and maintaining a 2.50 minimum cumulative GPA.

a. Chapter Presidents, Risk Management Officers, and Social Officers are ineligible to serve as their chapter representative on the board.

b. An Associate Chief Justice will be appointed by the Panhellenic Executive Vice President. In the event that the Executive Vice President cannot serve as Chief Justice, a Associate Chief justice will serve in her place.

c. The Panhellenic Judicial Board advisor shall be the Panhellenic Advisor, who shall serve as an ex-officio, non-voting member.

### IV. Election and Appointment

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

#### V. Panhellenic Judicial Board Duties

- a. The Panhellenic Judicial Board shall handle all alleged violations of:
  - i. NPC Unanimous Agreements
  - ii. University of Florida Panhellenic Association Bylaws
  - iii. University of Florida Panhellenic Association Code of Ethics
  - iv. University of Florida Panhellenic Association Recruitment Compact
  - v. University of Florida Panhellenic Association Philanthropy Resolution
  - vi. Other Panhellenic Association governing documents as approved by the Panhellenic Council.
- b. The Panhellenic Judicial Board shall conduct fair and objective arbitrations, mediations, and judicial board hearings that follow the NPC Unanimous Agreement AGREEMENT VII, the NPC Procedures for Handling Recruitment Infractions, and the Panhellenic Association Judicial Procedures.
- c. The Panhellenic Judicial Board shall delineate situations of chapter, individual, and joint accountability. The Panhellenic Judicial Board shall primarily consider violations for which the chapter is, at minimum, jointly accountable. For situations regarding individual accountability, the individual chapter is encouraged to utilize self-governance.
- d. The Panhellenic Judicial Board shall apply the Panhellenic Association Judicial Procedures equally to all parties of co-sponsored events. If violations occur, all chapters co-sponsoring the event shall be held accountable and share responsibility when warranted.
- e. The Panhellenic Judicial Board shall utilize the NPC Judicial Forms and the NPC Procedures for Handling infractions of governing documents to ensure proper documentation and adherence to the NPC Unanimous Agreements. These forms include:
  - i. College Panhellenic Violation Report
  - ii. College Panhellenic Notice of Infraction
  - iii. College Panhellenic Record of Mediation
  - iv. College Panhellenic Record of Judicial Board Hearing
  - v. College Panhellenic Judicial Board Hearing Minutes

vi. College Panhellenic Notice of Appeal

f. Responsibilities of individual Panhellenic Judicial Board members:

- i. Participating in training conducted by the Panhellenic Executive Vice President, in consultation with the Panhellenic Advisor and Greek Conduct Committee Board Advisor. The training shall educate on the purpose of the Panhellenic Judicial Board, the Panhellenic Association Judicial Procedures, and Panhellenic Association Governing Documents, as well as fraternal values, ethics, fairness and objectivity, liability, rights of charged organizations and individuals, proper questioning techniques, evidence evaluation, and effective sanctioning;
- ii. Educating respective chapter members on the purpose of the Panhellenic Judicial Board, the Panhellenic Association Judicial Procedures, and the Greek Conduct Committee Judicial Procedures.
- iii. In the event that a member cannot complete her term, she shall notify Panhellenic President and her chapter president as soon as possible.

g. Responsibilities of Chief Justice:

- i. Coordinating the training of the Judicial Board members
- ii. Arranging mediation for violations of all Panhellenic Association governing documents
- iii. Making arrangements for the hearing (location, setup, appointment of a secretary among board members and notification of the hearing to the board members and involved chapters)
- iv. Providing, in writing, involved chapter presidents and advisors with the hearing arrangements of the Judicial Board Hearing Procedures
- v. Presiding over the judicial hearings
- vi. Informing, in writing, cited chapter presidents and their advisors of the verdict sanctions (if applicable) and the appeals process
- vii. Maintaining proper documentation of all judicial proceedings

VI. Panhellenic Judicial Board Procedures

- a. Chapters are encouraged to resolve alleged infractions as soon as possible through informal discussion with the involved parties before a violation report is filed.
- b. Should the informal discussions be unsuccessful, the judicial process will be set into motion by the filing of a violation report for an alleged

infraction. An infraction can only be filed against a chapter and not against any individual(s). Violations must be reported in accordance with the Panhellenic Judicial Board Procedures using the College Panhellenic Violation Report.

c. Timing

- i. The College Panhellenic Violation Report shall be completed and presented to the president of the College Panhellenic Association in a timely manner, but not more than 30 calendar days from the date of the alleged infraction (including university holidays/breaks). If the College Panhellenic President is unavailable or the violation is against her chapter, the report shall be presented to the Panhellenic Advisor.
- ii. The College Panhellenic President and Panhellenic Advisor shall review the College Panhellenic Violation Report to ensure it has been filled out completely, including proper signatures and indication of rule(s)/ guideline(s) violated. An incomplete report shall be returned to the reporting party for completion prior to proceeding.
- iii. In the instance that the alleged violation has joint jurisdiction between the Panhellenic Judicial Board and the Greek Conduct Committee, jurisdiction shall be determined through consultation of the Panhellenic President, Panhellenic Advisor, and Greek Conduct Committee Advisor.

d. Proper Reporting Authority

- i. Infractions, excluding recruitment infractions, may only be reported and signed by one of the following:
  - a. Chapter President, on behalf of her chapter
  - b. Chapter Executive Board Officer
  - c. College Panhellenic Executive Officer
  - d. Panhellenic Advisor and Greek Life Office Staff Member
- e. Recruitment infractions may only be reported and signed by one of the following:
  - i. Chapter President, on behalf of her chapter
  - ii. Panhellenic Recruitment Executive Board member
  - iii. Panhellenic Counselor
  - iv. Potential New Member
  - v. Panhellenic Advisor

e. Receipt of Infraction

- i. The following steps should be taken to make certain an infraction is properly received by the College Panhellenic:
  - a. The College Panhellenic Violation Report is retained by the College Panhellenic President or Advisor and is available upon request by the accused party.
  - b. The College Panhellenic President or Panhellenic Advisor shall send a copy of the College Panhellenic Violation Report to the NPC area advisor within seven days.

f. Notification of Chapter

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

g. Response to Receipt of Infraction

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

VII. Mediation

- a. The purpose of mediation is to find a solution satisfactory to both the party who filed the infraction and the accused sorority, in accordance with the

following documents:

- i. NPC Unanimous Agreements
    - ii. University of Florida Panhellenic Association Bylaws
    - iii. University of Florida Panhellenic Association Code of Ethics
    - iv. University of Florida Panhellenic Association Recruitment Compact
    - v. University of Florida Panhellenic Association Philanthropy Resolution
  - vi. Other Panhellenic Association governing documents as approved by the Panhellenic Council.
- b. The following elements of mediation shall be followed:
- i. Mediation shall be closed to the public.
  - ii. All participants in the mediation shall keep strict confidentiality.
  - iii. No more than three participants (including a chapter advisor) shall represent each chapter involved at mediation.
  - iv. In cases of infractions for which a College Panhellenic officer or another individual has information regarding the infraction and did not file the infraction, then the person shall attend only for the purpose of presenting the information, after which he/she shall be excused from the mediation.
- c. Mediator Guidelines
- i. The College Panhellenic President in agreement with the Panhellenic Advisor shall appoint a neutral party to serve as the mediator. Though it is preferable that the Panhellenic Advisor for Panhellenic not serve as the mediator, the advisor can serve if he/she did not file the infraction or has not been involved with the reported incident. The mediator shall not be an undergraduate student.
  - ii. All parties must sign a summary of the mediation proceedings on the Mediation Summary Report indicating the outcome of the mediation and their acceptance of the sanctions. A copy of the report shall be retained by the Panhellenic Advisor for a period of three years.
- d. Within 24 hours of the completion of the mediation, the College Panhellenic President shall send a copy of the Mediation Summary Report to the parties designated on the form.

## VIII. Judicial Board Hearing

- a. Procedures



- i. If an agreement is not reached during the mediation process, a judicial board hearing shall be held. The accused party may choose to go directly to a judicial hearing instead of mediation.
- ii. Hearings shall be closed to the public.
- iii. No more than three participants (including a chapter advisor) shall represent each chapter involved at a hearing.
- iv. In cases of infractions for which a College Panhellenic officer or another individual has information regarding the infraction and did not file the infraction, then the person shall attend only for the purpose of presenting the information, after which he/she shall be excused from the judicial hearing.
- v. All parties must sign a summary of the hearing proceedings on the Judicial Board Hearing Summary Report indicating the outcome of the hearing. The Panhellenic Advisor should retain a copy of the report for a period of three years
- vi. Within 24 hours of the completion of the judicial hearing, the Panhellenic Executive Vice President shall send a copy of the College Panhellenic Judicial Board Hearing Summary Report to the parties designated on the form.

b. Order of Events

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

xvii. After the accuser and accused return to the room, the verdict is read.

xviii. Verdict and appeal information put in writing and sent promptly to groups involved.

IX. Sanctions

a. Appropriate Sanctions. Each College Panhellenic shall strive to achieve a fair and reasonable resolution for infractions. Sanctions should fit the nature and degree of the offense, including having sanctions serve as both a deterrent and an educational tool.

i. Monetary fines shall be acceptable only for a measurable offense of the Panhellenic Association governing documents or Panhellenic Association Recruitment Rules. The amounts of monetary fines shall be predetermined by a vote of the College Panhellenic Council and stated in the Panhellenic Association governing documents. Membership recruitment rules shall be determined by a vote of the College Panhellenic Council prior to the beginning of recruitment. Examples of reasons for monetary fines may be limited to the following:

- a. Late recruitment event invitation lists
- b. Recruitment events that exceed designated event times
- c. Prohibited postings on social media outlets
- d. Failure to meet required chapter attendance at Panhellenic sponsored events
- e. Violations of the Panhellenic Association Philanthropy Resolution

f. Sanctions shall not:

- i. Forbid formal or informal recruitment activities or the observance of an inter/national sorority event such as an educational program, ritual ceremony, or historical celebration.
- ii. Affect a sorority chapter's quota or total.
- iii. Affect the time of new member acceptance and/or initiation.
- iv. Forbid the right of an NPC sorority to vote in College Panhellenic meetings.
- v. Include removal from the College Panhellenic.

b. Duration of Sanctions

i. The duration of any penalty imposed shall not exceed one calendar

year from the time of the final decision.

c. NPC Notification of Sanctions

- i. Within 24 hours of the completion of mediation or the judicial board hearing, the Executive Vice President shall send a copy of the Mediation Summary Report or Judicial Board Hearing Summary Report to parties indicated on the report form.

X. Appeals

- a. The decision of the Panhellenic Judicial Board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeals Committee.

- i. An appeal shall be filed with the College Panhellenic President, using the process referenced in the judicial resource section of the NPC Manual of Information and on the appeal form, within seven days of the Panhellenic Judicial Board decision.

- ii. The Judicial Appeals Committee shall reverse or uphold the decision of the College Panhellenic Association judicial board. The Judicial Appeals Committee may also dismiss or modify sanctions as the committee deems appropriate.

- iii. Any penalty shall begin only after all properly filed appeal(s) decisions have been rendered. If a sanctioned sorority wants to fulfill all or part of the sanctions pending the outcome of a filed appeal(s), the sorority shall have that option.

- b. If the NPC College Panhellenic Judicial Appeals Committee is unable to resolve the appeal, the Judicial Appeals Committee chairman shall be responsible for the further conduct of the case. All data regarding the appeal shall be submitted in the following order, as needed, until resolution can be determined:

- i. Inter/national presidents of the sorority(s) involved

- ii. NPC Executive Committee.

- iii. NPC Board of Directors. The decision of the NPC Board of Directors shall be final.

XI. Amendments

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