Activity 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. The ARB shall have jurisdiction over charitable events sponsored/hosted by IFC and PC chapters. This jurisdiction includes:
   1. Distribution of philanthropy and fundraiser dates
   2. Rules and regulations regarding philanthropies and fundraisers including marketing, fees, etc.
   3. Assignment of fines, all of which shall be submitted to the ARB Co-Chair to be donated to local beneficiaries (PC) and Children's Miracle Network for the Interfraternity Council (IFC).

C. Charitable events that are limited to members of the hosting chapter and/or their family members do not require approval through this process.

II. Membership

A. The Activities Review Board will consist of the following members:
   1. The Interfraternity Council Executive Vice President, who serves as the Co-Chair.
   2. The Panhellenic Council Executive Vice President, who serves as the Co-Chair.

B. The Petition Board will consist of the following members:
   1. The Panhellenic Council Executive Vice President
   2. Interfraternity Council Executive Vice President
   3. The Panhellenic Council President
   4. The Interfraternity Council President
   5. A member of the Sorority and Fraternity Life staff to be appointed by the director of SFL.

III. Compliance

A. All charitable events on the calendar must be approved through the ARB process and must comply with the rules of the following organizations, handbooks, and policies:
   1. The University of Florida
   2. The Office of Sorority and Fraternity Life
   3. The Inter/National Organization of the sponsor
   4. The respective greek council EVP
   5. Student Organization Handbook
   6. OSFL Sorority and Fraternity Social Event Guidelines Policy

IV. Philanthropies

A. A philanthropy shall be defined as any large-scale charitable event a chapter hosts in support of their chosen beneficiary.
    1. Examples include but are not limited to: kickball, flag football tournaments, bowling, dance competitions, any event of a competitive nature, etc.
    2. This definition applies regardless of whether third parties, outside organizations, vendors, or additional groups are involved in the event. The presence of external participants (e.g., community organizations, nonprofit groups, or vendors conducting sales or activities) does not exempt the event from being classified as a philanthropy if the chapter is involved in its planning, promotion, hosting, or execution.
    3. Event scale is up to the discretion of the Council EVPs and Chapter Philanthropy Chair

B. Philanthropy Scheduling
    1. A chapter is only permitted to have one philanthropy per academic semester.
        a) Chapters that are interested in hosting two philanthropies per semester must contact their respective EVP for approval.
    2. Philanthropy events may only occupy one day on the ARB calendar.
    3. Philanthropic events of the same nature may not be hosted within two weeks of each other unless mutually agreed upon by the involved chapters and approved by the respective council EVP.
    4. One full day (48 hours) must separate philanthropy events from the same council.
        a) 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.
        b) If chapters mutually agree that their events may be hosted within 48 hours of each other, this standard may be waived after informing the respective council EVP.
    5. 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 the philanthropy.
        a) The deadline to submit a Philanthropy Registration Form will be communicated to each chapter's philanthropy officers from the respective council EVP with appropriate advance notice.
        b) Failure to submit a Philanthropy Registration Form by the given deadline will result in a $100 fine and a potential loss of priority, given the chapter still intends on hosting a philanthropy event.
    6. Provided that the philanthropic event appears to be in compliance with the guidelines outlined in this document, the Activities Review Board will consider a chapter's request and place the event on a shared ARB Calendar.

a) Any philanthropy that includes activities considered excessively physical shall be referred to Sorority and Fraternity Life for additional approval prior to receiving a date.

7. The Activities Review Board will use the following criteria in the listed order to determine the philanthropy's date ARB Calendar:
    a) Timeliness of filling out the philanthropy google form
    b) Number of consecutive years the event has been on the ARB Calendar
        (1) 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.
        (2) Campus participation may also be considered
    c) Events co-sponsored by chapters from the same council shall be given preference and will count for both organizations' yearly philanthropy
    d) Events co-sponsored by chapters from different councils shall have second priority and will count for both organizations' yearly philanthropy.
    e) Violations of the ARB Constitution in the previous year.
8. 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 the respective council EVP for consideration.
    a) If a new date is assigned, the chapter must pay a fine of $100 to secure the new date.
9. Chapters that cancel a philanthropy after receiving a date on the ARB calendar must submit a written explanation of the cancellation to the respective council EVP.
    a) This explanation shall be reviewed to determine whether to assess the $100 cancellation fee.
10. In the event that unforeseen circumstances cause the imminent cancellation of a philanthropy, the chapter may work with the respective council EVP to determine a new date.
    a) Fines shall not be applicable in this situation.
    b) Unforeseen circumstances may include, but are not limited to, inclement weather, pandemic, epidemic, or a government issued state of emergency.
    c) Circumstances which qualify as unforeseen are at the discretion of the respective council EVP.

C. Philanthropy Scoring
1. 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.
2. At least 60% of the overall winner must be determined by a chapter's placement in the main competition.

    a) i.e. if there are 100 possible points, a chapter would receive 60 points for winning the tournament.
    b) 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 information packets should not include an area for such points to be earned.
3. 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 information packets should not include an area for such points to be earned.
    a) Violating student groups will be subject to a $50 fine per social media post per platform.
4. Any social media pictures or posts uploaded in support of a participating contestant must not be defined as provocative as stated under the ARB Constitution.
5. Points may be awarded for video competitions prior to the actual date of the event, but these videos may not be considered the main event of a philanthropy.
    a) All videos must be approved by the respective council EVP prior to being put on public display.
6. 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 upon request.
7. Scores based on the sale of t-shirts, tickets, or other items must be calculated by the percentage of total active chapter members.
8. All tabulations and scores that factor into the calculation of the overall winner must be saved and must be made available to the Activity Review Board within 48 hours of the event's completion, upon request.
    a) This includes the judges' score sheets from the actual event.
    b) Failure to produce accurate scoring evidence will result in a $150 fine and referral to the ARB Petition Board.

D. 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. Fundraisers

A. A fundraiser is defined as any small-scale event raising money for a charitable cause.
    1. Appropriate fundraisers as stated by the University of Florida include, but are not limited to silent auctions; T-shirt, button, hat, etc., sales (ONLY if item is personalized for event or student organization); Walkathon: Face tattoos or painting; Photos with famous people (UF faculty, sports figures, president); Dunking booths, spirit nights.
    2. This definition applies regardless of whether third parties, outside organizations, vendors, or additional groups are involved in the event. The presence of external participants (e.g., community organizations, nonprofit groups, or vendors conducting sales or activities) does not exempt the event from being classified as a fundraiser if the chapter is involved in its planning, promotion, hosting, or execution.
B. All fundraisers are subject to university event guidelines.
C. General fundraisers and pre-events can be hosted for the beneficiary of choice.
D. Fundraiser Scheduling
    1. There is no limit to the amount of fundraisers a chapter may host in a given calendar year.
    2. Scheduling for fundraisers shall take place after the finalization of the Philanthropic ARB calendar and must be approved by the respective council EVP.
        a) Provided that the fundraiser appears to be in compliance with the guidelines outlined in this document, the Activities Review Board will consider a chapter's request and place the event on a shared ARB Calendar.
    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.
E. Dance Marathon fundraisers do not need prior approval by the EVP of that respected council

VI. General Resolutions

A. Chapter members are prohibited from participating in any Panhellenic or Interfraternity Council charitable event that is held on a day not assigned by the Activities Review Board.
    1. Chapters whose members participate in an unscheduled event will be fined $50.
B. Failure to receive approval from the EVP before releasing information about a charitable event will result in a $100 fine.

C. Any chapter who hosts a philanthropy on a day that was not approved by the Activities Review Board will be fined $500.
D. Any chapter who hosts a fundraiser on a day that was not assigned by the Activities Review Board will be fined $100.
E. Entry/Team Registration 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.
    1. A student team shall be defined as consisting entirely of university undergraduates.
    2. If there are equipment or rental fees associated with the charitable 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. If seeking to increase student team registration fees, an itemized list of costs/expenses must be submitted to the council's respective EVP. This list should provided to the respective council EVP prior to releasing information about the charitable event publicly. The itemized list must be in the form of an invoice provided by the vendor justifying the increase in the registration fees.
F. Individual price of admission for charitable events shall not exceed $7.
    1. If a chapter believes that the nature or scope of its charitable event justifies a higher admission price, the chapter may submit a request to the respective EVP. Approval of any exception shall be granted at the discretion of the EVP.
    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.
G. All charitable events held the night before a school day must end before midnight.
H. Packets including information on the nature of charitable events must be approved by the respective council EVP prior to distribution.
    1. Unapproved distribution of packets will result in a fine of $25 per unapproved page for each chapter distributed.

VII. Voting

A. ARB Constitution Revision
B. All decisions concerning the ARB Calendar reservations and approval of events will be made by the Activities Review Board members.
C. All revisions and amendments to the Activities Review Board Constitution shall be proposed and voted on by chapter delegates. All revisions and amendments require a two- thirds vote by each council (IFC and PC) to pass.
D. Results from the vote will be posted to chapter presidents within

two-business days of the vote.

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