

# **COLLEGE PANGELENIC BYLAWS**

## **Bylaws of University of North Florida Pangehellenic Association**

### **Article I. Name**

The name of this organization shall be the University of North Florida (UNF) Pangehellenic Association.

### **Article II. Object**

The object of the Pangehellenic Association shall be to develop and maintain women's sorority life and interfraternity relations at a high level of accomplishment and in so doing to:

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

### **Article III. Membership**

#### **Section 1. Membership classes**

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

- A. Regular membership. The regular membership of the University of North Florida Pangehellenic Association shall be composed of all chapters of NPC sororities at University of North Florida. Regular members of the College Pangehellenic Association shall pay dues as determined by the Pangehellenic Council. Each regular member shall have voice and one vote on all matters.
- B. Provisional membership. The provisional membership of the University of North Florida Pangehellenic Association shall be composed of all colonies of NPC sororities at University of North 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 sorority.
- C. Associate membership. Local sororities or inter/national or regional women's non-NPC member organizations may apply for associate membership of the University of North Florida Pangehellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Pangehellenic Council. Associate members shall pay dues as determined by the Pangehellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If

they are not participating in the primary 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 2. 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 North Florida Panhellenic Association bylaws, code of ethics and any additional rules this Panhellenic Association 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.

## Article IV. Officers and Duties

### Section 1. Officers

The officers of the University of North Florida Panhellenic Association shall be President, Executive Vice President, VP Academics and Standards, VP Recruitment Operations, VP Programming, VP Service and Philanthropy, and VP Recruitment Programming.

### Section 2. Eligibility

- A. Eligibility to serve as an officer shall depend on the class of membership:
  - a. Regular membership. Members from women's sororities holding regular membership in the University of North Florida Panhellenic Association shall be eligible to serve as an officer.
  - b. Provisional membership. Members from women's sororities holding provisional membership in the University of North Florida Panhellenic Association shall not be eligible to serve as an officer.
  - c. Associate membership. Members from women's sororities holding associate membership in the University of North Florida Panhellenic Association shall not be eligible to serve as an officer.
- B. Minimum GPA of 2.75 (cumulative) and 2.5 (semester).
- C. Remain in good standing with respective sorority chapter and UNF at all times during the duration of her term.
  - a. Good standing is defined as: academically, financially, and behaviorally.
  - b. Failure to remain in good standing shall result in automatic removal, by her respective chapter, from her Panhellenic position.
  - c. Chapters shall notify the Panhellenic President and Panhellenic advisor immediately should a change in standing occur.

- D. Must be a full time student at the University of North Florida unless approved by an academic advisor.
- E. Must be a member of her respective chapter for 1 year and have participated in Formal Recruitment as a member of her chapter.
- F. Must not hold a slated or elected position within the chapter during this time.
- G. Must not intend to transfer, graduate, study abroad, or withdraw from UNF during their term of office.
  - a. Study abroad will be reviewed on a case by case basis.
- H. All prospective officers must submit a resume to the slating committee
  - a. All prospective officers must submit one letter of recommendation from either chapter advisor, boss or university administrators.
- I. President Eligibility
  - a. Has served at least one year on the Panhellenic executive board or;
  - b. Has served as an Executive Board Officer of their own chapter
- J. VP Recruitment Operations Eligibility
  - a. Served on Panhellenic Executive Board for one (1) year, or
  - b. Served as an executive board officer of their own chapter, or a recruitment related position.
- K. VP Recruitment Programming Eligibility
  - a. Served as a Rho Gamma, and
  - b. Has held a leadership position in her chapter

### Section 3. Selection of Officers

- A. The offices of President, Executive Vice President, VP Academics and Standards, VP Recruitment Operations, VP Programming, VP Service and Philanthropy, and VP Recruitment Programming of the University of North Florida Panhellenic Association shall be elected by ballot from a slate presented by the Nominations/Slate Committee and voted on by Council delegates.

### Section 4. Office-holding limitations

- A. No more than 2 members from the same women's sorority shall hold office during the same term.
- B. All candidates shall be in good standing with their chapter financially, academically, and behaviorally.
- C. Vice President of Recruitment Operations and Vice President of Recruitment Programming may not be held by members in the same chapter.

### Section 5. Slating procedure

A slating committee of one member of each regular membership organization (determined at the discretion of the chapter president) and two Panhellenic Executive Officers make up the slating committee. The slating committee shall consider the qualifications of all candidates for elected officers and shall nominate one name for each elected officer position. The Panhellenic Advisor shall serve as a ex-officio member of the slating committee.

## Section 6. Term

- A. The officers shall serve for a term of one year or until their successors are selected. The term of office will begin upon election and transition.
- B. President and VP Recruitment Operations may not serve for more than one (1) slated term. Executive Vice President, VP Academics and Standards, VP Programming, VP Recruitment Programming, and VP Service and Philanthropy may not serve in the same position for more than two (2) consecutive terms.

## Section 7. Removal of Officers

- A. Any officer or Rho Gamma that falls in bad standing (financially, academically, or behaviorally, with their respective chapter shall be removed immediately. Chapters shall notify Panhellenic if a change in standing occurs.
  - a. Behavioral problems that occur at Panhellenic events shall be referred to the respective chapter's standards board.
- B. Panhellenic Executive Board members shall follow the three-strike policy as listed below. Strikes may be imposed for, but are not limited to, the following: failure to complete officer duties, meet assigned deadlines, attend meetings, or adequately communicate with the executive board and/or advisor.
  - a. Strike 1: One-on-one meeting with Panhellenic President or, if Panhellenic President, Panhellenic Advisor. Should a meeting occur, the respective chapter president shall be notified immediately with a copy of the meeting minutes.
  - b. Strike 2: Meeting with Panhellenic President and Panhellenic Advisor or, if Panhellenic President, with Panhellenic Advisor and NPC Area Advisor. Should a meeting occur, the respective chapter president shall be notified immediately with a copy of the meeting minutes.
  - c. Strike 3: Upon the officers third strike, an emergency full council meeting shall be called in which the chapter delegates shall be made aware of previous meetings. The Panhellenic President shall present the information against the officer in question; the officer will then be given the opportunity to rebut the claims. Chapter delegates shall then present the information to their chapters and take a formal vote. A follow up meeting will be called exactly one week after the emergency meeting in which delegates will formally vote on behalf of their chapters. A two-thirds vote shall be required for the officer to be removed.
- C. Should the third strike go into effect after the end of the Spring semester, the above procedure will be carried out by the Panhellenic Executive Board. Chapter presidents, delegates, and advisors shall be made aware.

## Section 8. Vacancies

- A. Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.

## Section 9. Duties of officers

- A. The President shall:

- a. Act as the official representative of the Panhellenic Council at university events.
- b. Call and preside at all regular and special UNFPC meetings.
- c. Serve as the liaison between UNFPC and other governing councils of fraternities and sororities at UNF.
- d. Install UNFPC executive officers and coordinate an officer transition retreat following her term.
- e. Meet/communicate regularly with University administrators, NPC Area Advisor, and Panhellenic Advisor.
- f. Appoint committee officers as necessary with the approval of the Executive Board.
- g. Serve as a non-voting ex-officio member of the Panhellenic Council committees, with the exception of the Judicial Board.
- h. Hold a Presidents meeting at least once a month.
- i. Delegate responsibilities to the Panhellenic Executive Board and assure that these responsibilities are being fulfilled.
- j. Serve as the Chair of the Panhellenic Judicial Board in the absence of the VP of Academics and Standards.
- k. Review, approve and sign all UNFPC checks and contracts involving the UNFPC
- l. Complete the NPC Annual Report and send it to the NPC Area Advisor, NPC HQ, and campus Panhellenic Advisor.
- m. Maintain a complete and up-to-date President's file, which will include copies of the current UNFPC Constitution, Bylaws, budget, the current NPC MANUAL OF INFORMATION and related materials, recruitment rules, minutes, correspondence and materials received from the NPC Area Advisor, the College Panhellenic reports to the Area Advisor and NPC HQ, and other pertinent materials.
- n. Serve as an active member of the Recruitment team.
- o. Serves as an external correspondent to campus and community agencies.
- ~~p.~~—Work with the Executive Vice President to provide ongoing training and support with the delegates.
- q. Coordinate the election timeline and process.
- r. Coordinate and plan a summer UNFPC executive board retreat during her term.
- s. Coordinate and plan an officer transition retreat early in the spring semester following her term.
- t. Be familiar with the NPC Manual of Information.
- u. Serve as the co-liasion, along with VP Programming for the UNF Greek Council.
- v. Develop a committee and coordinate the meetings/process for revision of the Bylaws during the summer of each year.
- w. Coordinate leadership awards (ie: AFLV, SEPC) submissions by following up with each officer to ensure that her award is on schedule for a timely completion and review.

B. The Executive Vice President shall:

- a. Record and distribute all minutes to Delegates, the NPC Area Advisor, Chapter Presidents, Panhellenic Officers, Panhellenic Advisors, and Chapter Advisors at all Full Council, Panhellenic Executive Board, and Recruitment meetings within 24 hours.
  - i. Prepare and present the UNFPC annual budget at a full council meeting, with ample time for chapters to vote.
  - ii. Give a semesterly budget report at a UNFPC Full Council meeting.
- b. Collect/Record/Deposit all monies owed to the UNFPC.
- c. Organize and maintain UNFPC financial records to include all receipts, records, and financial transactions.
- d. Register UNF delegation for all conferences attended (SEPC, AFLV, etc.)
- e. Review and co-sign all contracts with the President.
- f. Handle all dues and fines invoices.
- g. Ensure that all bills owed in the name of UNFPC are paid promptly.
- h. Provide reimbursements to individuals who have been approved to spend money on behalf of UNFPC.
- i. Fulfill the duties of the President in her absence.
- j. Reserve meeting spaces and send correspondence regarding all regular meetings of the UNFPC.
- k. Develop and maintain the Panhellenic contact sheet to include Chapter Presidents, Advisors, Delegates, and Panhellenic Executive Board Officers, etc.
- l. Work closely with delegates and provide ongoing support and guidance as needed.
- m. Handle any correspondence deemed necessary by the UNFPC.
- n. Keep website and all council social media updated at least once a week with new events or special dates.
- o. Develop content for and update the Panhellenic website and Panhellenic social media.
  - i. Including posting minutes taken at public meetings and updated bylaws.
- p. Create and distribute all articles/press releases for newspapers/newsletters and public service announcements for campus posting, radio, web, and TV concerning Panhellenic activities.
- q. Develop a newsletter that highlights the Panhellenic community once per semester to send to the Greek community, University administrators, NPC Area Advisor and parents of new members
- r. Be knowledgeable regarding and able to administer Robert's Rules of Order at all UNFPC meetings.

C. The Vice President of Academics and Standards shall:

- A. Serve as the Chair of the UNFPC Judicial Board.
- B. Call and preside over all UNFPC judicial hearings.

- C. Learn all policies regarding NPC judicial activities in the NPC MANUAL OF INFORMATION, ensure that the Judicial Board is trained, and confirm that all chapters are educated on judicial policies and procedures.
  - D. Distribute Notice of Infraction and Violation Report Forms to accused chapters within 48 hours of notification.
  - E. Maintain UNFPC judicial records.
  - F. Review FIPG and campus policies once per year on or before September 20<sup>th</sup> with Chapter Presidents, Risk Management Chairs, and New Member Educators in conjunction with the Panhellenic Advisor.
  - G. Plan and execute the National Hazing Prevention Week initiative with IFC, NPHC, and MGC.
  - H. VP of Academics and Standards will assist in mediation for removal of an officer.
  - I. Promote the Panhellenic community of NPC's "Month of the Scholar" in February of each year.
  - J. Review previous semester grade reports at UNFPC meeting as the information becomes available
  - K. File the NPC Scholarship report each semester on the NPC website.
  - L. Develop a program for academic enhancement once per semester for the Panhellenic Community that shall be geared toward members who fall below the acceptable standard.
  - M. Coordinate a Scholarship Chair roundtable at the beginning of each semester to review grade reports and discuss strategies for improvement.
  - N. Meet with chapter representatives and develop plans for any chapter(s) falling below the UNF All-Women's Undergraduate Average.
  - O. Make all chapters aware of the resources available to them on campus for remediation and academic support services once per semester.
  - P. Promote Order of Omega to the Panhellenic Community.
- D. The Vice President of Recruitment Operations shall:
- A. Coordinate and oversee Panhellenic Formal Recruitment.
  - B. Call for Formal Recruitment rule proposals and coordinate the ongoing revision of the UNF Formal Recruitment Rules.
  - C. Update and distribute Formal Recruitment Rules.
  - D. Organize and preside at all Formal Recruitment meetings.
  - E. Compile recruitment survey information (following the conclusion of formal recruitment).
  - F. Oversee the public relations and advertising campaign associated with Panhellenic Formal Recruitment
  - G. Compile Formal Recruitment statistics.
  - H. Coordinate the Campus Director system and attend all training workshops for it.
  - I. Oversee and coordinate an in chapter workshop with recruitment chairs to be shown in chapter

- J. Plan, compile, and distribute recruitment schedules.
  - K. Coordinate a Recruitment meeting prior to and after the recruitment process for feedback, suggestions, and growth opportunities.
  - L. Work with EVP to:
    - a. Create a recruitment marketing and advertising plan.
    - b. Create and publishing the summer recruitment brochure and the prospective member booklet.
    - c. Create and order all shirts and marketing materials needed for recruitment and pre-recruitment events.
- E. The Vice President of Programming shall:
- A. Be responsible for coordinating for all events sponsored by UNFPC in conjunction with the CAP.
  - B. Coordinate cross-programming opportunities between other campus organizations and fraternity/sorority councils.
  - C. Plan one UNFPC leadership event for the Panhellenic Community.
  - D. Coordinate at least one speaker per year for the UNFPC member organizations
  - E. Plan an Advisor Appreciation event in April of each year.
  - F. Collect major dates from all Panhellenic sororities at least 2 weeks prior to the beginning of each semester and add them to the Panhellenic master calendar.
    - a. Ensure there is an updated Panhellenic calendar online.
    - b. The calendar shall be scheduled on a first come first serve basis.
      - i. Panhellenic Chapters shall not have overlapping philanthropy events.
      - ii. Fall calendar due: May 21st.
      - iii. Spring calendar due: December 1st
  - G. Be a liaison to other councils for event programming/coordination.
  - H. Serve as the Panhellenic representative working with university staff to coordinate promotional events and opportunities in order for the Panhellenic community to be increasingly involved with all of UNF.
  - I. Plans and coordinates Panhellenic Pride Week each Fall semester (post recruitment).
- F. The Vice President of Service and Philanthropy shall:
- A. Coordinate a Panhellenic community service event twice per semester.
  - B. Work with the Executive Vice President to update the Panhellenic website with volunteering opportunities.
  - C. Serve as the Panhellenic liaison to Circle of Sisterhood, UNFPC's philanthropy.
    - a. Must plan a minimum of 1 fundraising event.
  - D. Organize a community service event for the Rho Gammas.
  - E. Approve philanthropy packets and represent Panhellenic to IFC for their philanthropy events.
- G. The Vice President of Recruitment Programming shall:



- A. Assist the Vice President of Recruitment Operations in administering the pre-, during, and post-recruitment duties of Formal Recruitment.
- B. Oversee and coordinate the Rho Gamma program.
- C. Be responsible for the selection and training of the Rho Gammas.
- D. Develop the curriculum and facilitate Rho Gamma training.
- E. Assist in compiling recruitment evaluations and report such findings to the Panhellenic Community.
- F. Make the Rho Gamma calendar.
- G. Form Formal Recruitment committees from the Recruitment Team with the VP Recruitment Operations (to include Executive Board Officers).
- H. Form recruitment committees from Rho Gamma teams.
- I. Plan a Rho Gamma retreat for the summer.
- J. Create and order all t-shirts and marketing needed for rho gammas.

## Article V. The Panhellenic Council

### Section 1. Authority

- A. The governing body of the University of North Florida Panhellenic Association shall be the Panhellenic Council.
- B. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the University of North 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.
- C. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of member women's sororities.

### Section 2. Composition and privileges

- A. The University of North Florida Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member organization at University of North Florida as identified in Article III.
- B. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws.
- C. The alternate delegates shall have voice but no vote.
- D. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent.
- E. 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

- A. Delegates and Jr. Delegates to the Panhellenic Council shall be selected to serve for a term of one year commencing in the beginning of the Spring Semester

#### Section 4. Delegate vacancies

- A. When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within two (2) weeks and to notify the Panhellenic Association President and Executive Vice President of her name, email and telephone number.

#### Section 5. Regular meetings

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

#### Section 6. Special Meetings

- A. Special meetings of the Panhellenic Council may be called by the Association president when necessary and shall be called by her upon the written request of no fewer than one-fourth of the member women's sororities of the University of North Florida Panhellenic Association.
- B. 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 7. Quorum

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

#### Section 8. 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, for all extension-related votes, and to bylaw amendments. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.

### Article VI. The Executive Board

#### Section 1. Composition

The composition of the Executive Board shall be the President, Executive VP, VP Academics and Standards, VP Recruitment Operations, VP Programming, VP Service and Philanthropy, and VP Recruitment Programming.

#### Section 2. Duties

The Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council through Executive Vice President, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.

#### Section 3. Regular meetings

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

#### Section 4. Special meetings

Special meetings of the Executive Board may be called by the president when necessary and shall be called by her upon the written request of three members of the Executive Board.

#### Section 5. Quorum

A majority of Executive Board members shall constitute a quorum for the transaction of business.

### Article VII. The Panhellenic Advisor

#### Section 1. Appointment

The Panhellenic Advisor of the University of North Florida Panhellenic Association shall be appointed by: the University of North Florida administration.

#### Section 2. Authority

The Panhellenic Advisor shall serve in an advisory capacity to the University of North Florida Panhellenic Association. 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 North Florida Panhellenic Association shall be the Judicial Board, Recruitment Committee, Public Relations Committee, and Programming Committee.

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's sororities as much

as possible. The president shall be an ex-officio member of all committees except the Judicial Board and the Alumnae Advisory Council.

### Section 3. Judicial Board

The Judicial Board shall consist of the VP Academics and Standards as chairman and one (1) member from the College Panhellenic member organizations. The Panhellenic advisor shall serve as a non-voting, 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 Panhellenic judicial procedure.

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 North Florida Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

### Section 4. Membership Recruitment Committee

- A. The Membership Recruitment Committee shall consist of a chairman, VP Recruitment Operations and one representative from each regular, provisional and associate member.
- B. Alumnae advisors may attend meetings of the committee.
- C. The alumnae advisors shall have voice but no vote.
- D. 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.
- E. 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 organization and chapter advisor.

## Article IX. Finances

### Section 1. Fiscal Year

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

## Section 2. Contracts

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

## Section 3. Checks

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

## Section 4. Payments

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

## Section 5. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. Panhellenic Association membership dues shall be an assessment per member and new member.
  - a. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
  - b. The dues of each Panhellenic Association member sorority shall be payable ten (14) days after receiving an invoice from the Executive Vice President at the conclusion of the Recruitment and Continuous Open Bidding processes.

## Section 6. Fees and assessments

The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary in accordance with NPC policy.

# Article X. Extension

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

The University of North 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 Council shall vote on extension matters.

# 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 North 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. The University of North Florida Panhellenic Association shall follow all judicial procedures found in NPC Unanimous Agreement VII.

- A. Mediation. Mediation is the first step of the judicial process. The University of North Florida Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process.
- B. 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.
- C. Appeal of Judicial Board decision. A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenic's Judicial Appeals Committee. The University of North Florida Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process.

### 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 North Florida Panhellenic Association when applicable and when they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the University of North 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 North 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 University of North Florida. In the event of the dissolution, none of the assets of the Association shall be distributed to any members of the Association, but after payment of all debts, its assets shall be given to the National Panhellenic Conference.

## STANDING RULES

### Philanthropy Standing Rules

- a. University of North Florida Panhellenic Association official philanthropy shall be the Circle of Sisterhood Foundation.
- b. Panhellenic chapters must submit a request for Philanthropy activity/event dates 30 days prior to the semester.
  - a. The request must be submitted to the Panhellenic VP of Programming and must include 3 ranked choices for date changes.
- c. No individual chapter philanthropy events will be held during the first week of classes, last week of classes, exam week, or prior to Bid Day (fall semester only).
- d. No alcohol is allowed at any philanthropic event, including alcohol provided by a third party vendor per FIPG rules.
- e. Tasteless t-shirts, advertising, and or social media will not be permitted (scandalous photos/images, alcohol reference, etc.)
- f. Participation in philanthropy events that conflict/disregard values will not be permitted (**i.e. painting beer pong tables**)
- g. Panhellenic chapters will not participate in any type of "Brother Auction".
- h. Panhellenic chapters will not host or participate in competitive week events for points that result in a "week winner". These events include but are not limited to:
  - a. Penny wars
  - b. Tabling games
  - c. Spirit nights for participation points
- i. All Panhellenic Chapters must provide educational materials pertaining to the cause or purpose of the philanthropic event to the participants and community to inform them of the philanthropic cause.
- j. There should be at least one educational table/section at each sorority's philanthropy event.
- k. Each chapter or sorority shall submit their philanthropy event details, expectations, and promotional materials to the UNF Panhellenic Council VP of Service & Philanthropy a minimum of one month before the the event/ start of chapter visits.
- l. For every day that a chapter's philanthropy packet is submitted late to the Vice President of Service and Philanthropy, a fine of \$50 will be invoiced to the chapter. There will be no exceptions.
- m. Once a chapter is approved for their philanthropy event by the Panhellenic VP of Programming, no other chapter will be permitted to table during that sorority's philanthropy event day.
- n. Philanthropy events shall not overlap with other Panhellenic chapters' events unless agreed to by all chapters.
- ~~o.~~ Spirit nights will be permitted on the day each chapter is approved to host their philanthropy event. These may be hosted at anytime during the assigned philanthropy day. There should be no points or incentives for chapters who participate in spirit nights. Spirit



night information must be sent to the UNF Panhellenic Council VP Service & Philanthropy no later than one month prior to the event/start of chapter visits. Up to two additional spirit nights may be held throughout the course of the semester. In now way should additional spirit nights be marketed to the Greek Community. This includes but is not limited to: chapter visits, emails to chapters, mentions of spirit nights in Full Council meetings, social media posts, etc.

- ~~p. During each fall/spring term of the school year, half of the Panhellenic sororities will be permitted to host a weeklong philanthropy event. The week is to consist of no more than three days, including tabling or fundraising efforts. The Panhellenic sororities not scheduled to have philanthropy weeks for that term will be allowed to have a daylong philanthropy event in that given semester. The Panhellenic sororities will be permitted to table to raise awareness regarding their (inter)national philanthropy and philanthropic/service events scheduled during the semester as long as no fundraising is being done. The tabling to create awareness may be done throughout a given semester. Each semester, chapters will be permitted to host one day-long event and/or spirit night. Prior to the chapters approved event day, ticket and/or t-shirt sales will be allowed for no more than five consecutive days. During the five days of ticket/t-shirt sales, there shall be no extra tabling games/events. Points/incentives will not be allowed for ticket/t-shirt sales and spirit nights. Should any "extras" happen on a non-event day, Panhellenic will ask chapter to suspend tabling for the day and the chapter advisor will be contacted.~~
- q. Each chapter's delegate shall present all philanthropy information during the Full Council meeting prior to the chapter's event.
- r. The Panhellenic community will decide as a group whether or not to participate in a potential philanthropy event. The proposed event must follow their chapter guidelines, Panhellenic Unanimous Agreements and all FIPG policies. All potential events must be presented at a Panhellenic community meeting at least one full month prior to their philanthropy event and a hard copy of the events packet must be presented to each Panhellenic delegate and Panhellenic Philanthropy chair.

  - i. If the presenters fail to be present and present a completed packet one month in advance the panhellenic community will automatically not participate
  - ii. The packet will be decided upon by breakdown of each event. The council has the discretion to participate in only events they choose if a potential packet proposes more than one event.
  - iii. Once the packet is presented, chapter delegates will bring the eligibility of the event to a vote. The Panhellenic service and philanthropy chair will be responsible for sharing this decision with the hosting organization within 48 hours.
  - iv. In the situation that our council decides not to participate in an event, individual chapter members have the ability to participate in event. They are not eligible to

use their chapter names or resources to do so in any way. This includes chapter full names and surnames, chapter pages, chapter funds, etc.

#### Recruitment Standing Rules

- a. Fall formal recruitment shall be held in the Fall.
- b. All membership events shall be held on or near campus facilities.
- c. Every regularly enrolled new member, initiate, or affiliate of a chapter shall be counted in the Chapter Total.
  - i. A list of pledged, initiated, and affiliated members shall be filed with the Executive Vice President and the Panhellenic Advisor twice: once within the first week of each semester, and a second time immediately following formal recruitment (usually date is set by Panhellenic Advisor).
  - ii. Any chapter who intends to extend continuous open bids must submit a list of women whom the chapter is considering to the Panhellenic Advisor prior extending any bids. The Panhellenic Adviser will ensure that all potential new members meet the minimum scholastic standard. A COBABA, scholastic (ORACAL), and anti-hazing acknowledgement form must be signed and placed on file with the Office of Fraternity and Sorority Life within 24 hours of acceptance of each bid.
  - iii. Any de-pledging, termination, or other change in membership shall be reported to the Panhellenic Advisor as set by Office of Fraternity and Sorority Life.
- d. The sale of PR materials from May 1- Bid day may only be sold to sisters of the specific organization

#### Alcohol Standing Rules

- a. No alcoholic beverages may be served or stored in any university spaces.
- b. No alcoholic beverages may be purchased through the Panhellenic Council or chapter treasury, nor may the purchase of it for guests of members be undertaken or coordinated by any person in the name of or on behalf of the Council or an individual chapter. Kegs and other communal alcoholic beverages will not be permitted on chapter property or at any Council or chapter function (a keg may be defined as any communal alcoholic beverage container).
- c. Neither the Panhellenic Council nor any chapter may co-sponsor an event with an alcoholic distributor, charitable organization, or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present.
- d. Neither the Panhellenic Council nor any chapter may co-sponsor or co-finance a function where alcohol is present or purchased by any of the host chapters, groups, or organizations.
- e. All chapters and individual members shall abide by state, local, and chapter regulations.
- f. Educational programs on drugs and alcohol shall be encouraged by UNFPC and individual chapters.
- g. The use, possession, or sale of illegal drugs or controlled substances while on chapter premises, at a chapter-sponsored or Council-sponsored event, or at any other event that an observer would associate with the chapter or Council, is strictly forbidden. The above

shall be viewed as a minimum a chapter must follow. All sororities are encouraged to implement and follow their Inter/National alcohol policy.

#### Chapter Risk Management Standing Rules

- a. All new member activities, with the exception of scholarship programs, will cease two weeks prior to the first day of final exams.
- b. The Chapter Presidents and New Member Educators shall, each year, have their respective chapter members, both active and new members, read and sign the OFSL hazing statement.
- c. Each Chapter shall keep on file with the VP of Academics and Standards a current copy of all risk management policies and procedures.
- d. Failure to comply with any or all of these areas may result in disciplinary action through the University of North Florida Panhellenic Judicial Committee.
- e. Each chapter shall comply with all University and Inter/National policies and regulations at all times (including FIPG).
- f. Each chapter shall register all socials, date functions, formals and semi formals with the Panhellenic council. Sisterhood (chapter-only) events do not require forms.
  - a. The Panhellenic Event Registration Form and any national risk management form that the chapter is required to fill out must be filled out and turned into the designated spot in the Governing Councils office no later than two weeks prior to the event.
  - b. Chapters will be required to complete an FIPG/Chapter Risk Management training two weeks prior to the first event of the semester. Proof of this should be sent to the Panhellenic President and VP Academics & Standards. This is only required once per semester.
  - c. Chapter risk management officer(s) and chapter president shall schedule a meeting with the Panhellenic President and/or VP Academics & Standards at least two weeks prior to the first social event of the semester, unless coordinated differently with the approval of the council. This is only required once per semester.
  - d. Failure to complete any of the above will result in a \$10 fine per day the action is not completed.

#### Delegate and Jr Delegate Standing Rules

- a.—Chapter delegates are required to be at all delegate workshops and Full Council meetings that occur during their terms. Junior Delegates shall be required to attend all delegate workshops and a minimum of two Full Council meetings.
- b. Attendance Policy
  - i. The chapter delegate will be required to attend each meeting.
  - ii. Two absences with a proxy will be permitted and will equal one excused absence. Upon the third absence with a proxy, the chapter will be fined \$25.00.
    - a. A proxy can be any woman in good standing with the chapter, preferably the junior delegate.
    - b. If neither a delegate nor a proxy attends the UNFPC meeting, then a fine of \$25.00 will be assessed.
- c. Function as the liaison between the Panhellenic Council and her chapter.

- i. Serve as the voting representative for her chapter.
- ii. Be responsible for notifying her chapter of all regular meetings, special meetings and committee meetings of the UNFPC.
- iii. Be available to assist Executive Board members of the UNFPC with projects.
- iv. Attend a delegate workshop at the beginning of the spring semester.

#### Panhellenic Executive Board Standing Rules

- a. Not have more than two (2) excused or any unexcused Panhellenic (executive board and full council) meetings per semester (spring, summer, fall) or will result in \$25 fine.
- b. Submit a documented excuse for any Panhellenic meeting that will be or was missed. The excuse must be approved by the Panhellenic President and officer overseeing the event.
- c. Clear all monetary transactions, publications/marketing efforts, written documentations, mass email mailings or any other forms of communications with the Panhellenic Advisor for the purpose of liability issues and/or to avoid unwarranted situations that may affect the entire council or the University of North Florida Fraternity/Sorority Community.
- d. Attend all major Panhellenic activities, so long as a four (4) week notification is given.
- e. Schedule and serve two (2) hours in the Office of Fraternity and Sorority Life each week.
- f. Assist in the preparation of leadership awards entry.
- g. Maintain a complete and up-to-date notebook that includes the current UNFPC Constitution and Bylaws, budget, recruitment rules, minutes, NPC area advisor information, Jacksonville Alumnae Panhellenic Association information and programming resources.
- h. Serve as a member of the Panhellenic recruitment team and abide by the disaffiliation process.
- i. Uphold the Panhellenic Constitution and Bylaws.