

**CODE OF ETHICS:**

We, as Undergraduate members of Panhellenic fraternities, strive to uphold our pillars of scholarship, leadership, friendship and charity by following our bylaws as well as the UNANIMOUS AGREEMENTS of the National Panhellenic Conference. We promise to do our part as assets to our community at the University of Iowa and the greater Iowa City community.

We will operate under the tenets of mutual respect, confidentiality, unified progress and integrity. We maintain high expectations of ourselves and our fellow members by promoting self-governance, transparent communication and service to all.

We promise to establish strong relationships across chapters and councils and leave behind a legacy of kindness rather than competition.

We, as Panhellenic members of The University of Iowa also agree on and commit to:

- Uphold and demonstrate the Panhellenic spirit in thought, word and action through our chapters as well as individual members.
- Demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the College Panhellenic, each inter/national organization and our institution.
- Consider the goals and ideals of member chapters as continually applicable to campus and personal life, in cooperation with the overall student body.
- Avoid disparaging remarks about any sorority or collegiate woman and refrain from discussing Panhellenic matters with nonmembers, in accordance with the dignity and good manners of sorority members
- Promote superior scholarship as a basis for intellectual achievement.
- Promote Panhellenic unity above the individual gain of our own chapter.
- Adhere adamantly to the University of Iowa Code of Student Life regarding Article XI, Section 1: Regulation of Student Organizations: Hazing in addition to the remainder of the University of Iowa Code of Student Life and other relevant University policies and regulations.
- Abide by all local and federal laws.
- Comply with National Panhellenic Conference Unanimous Agreements, policies, and resolutions as well as NPC inter/national member organization bylaws.
- Hold ourselves to a high moral standard and will conduct our behavior in a way that reflects our Panhellenic values including cooperating with member chapters, the University administration and faculty.
- Act in accordance with rules established by Panhellenic Council so as not to violate the sovereignty, rights, and privileges of member chapters.
- Hold one another accountable to these standards, remembering at all times that we represent not only our individual chapters but also the Panhellenic community as a whole.
- We commit ourselves to adhere to this code of ethics daily and to let the values outlined within it guide the members of our community as morally sound, socially excellent, and exceptionally responsible persons.



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**PROLOGUE:**

The purpose of this Constitution is to provide a framework for the organization and the functions of the Panhellenic Council. This Constitution will go into effect subject to non-contradiction of all federal and local laws, the University of Iowa Code of Student Life and other University of Iowa policies and regulations, and the Constitution and By-Laws of the National Panhellenic Council (NPC).

**ARTICLE I: Name**

The official name of this body shall be the Panhellenic Council of The University of Iowa, hereafter referred to as Panhellenic Council.

**ARTICLE II: Mission Statement**

We, the members of the Panhellenic Council at the University of Iowa, strive to uphold a positive Panhellenic attitude among our community. As a united community, we shall always promote and demonstrate the Mission of The University of Iowa’s Fraternity and Sorority Life. To achieve collaborative fraternal goals, we will work in unison with the Interfraternity Council, Multicultural Greek Council and National Pan-Hellenic Council. Together, we will lead with integrity to continue to grow and improve our campus and our community.

**ARTICLE III: Purpose**

The purpose of the Panhellenic Council shall be to promote the interest of The University of Iowa, develop and maintain Fraternity and Sorority Life and Panhellenic relations at a high level of accomplishment and in so doing following the University of Iowa Panhellenic Council Code of Ethics.

**ARTICLE IV: Membership**

**Section 1: General**

**The National Panhellenic Conference, chapters, colonies and associate members and any other Panhellenic organization as approved by the legislative body.**

In no aspect of its programs shall there be any difference in the treatment of persons on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification which would deprive the person of consideration as an individual. The organization will guarantee that equal opportunity and equal access to membership, programming, facilities, and benefits shall be open to all persons. Eighty percent (80%) of this organization’s membership must be composed of UI students.

\*Pursuant to 20 U.S.C. 1681(a)(6)(A), social fraternities and sororities may limit membership on the basis of sex.

- A. The full and associate\* membership of the University of Iowa Panhellenic Council shall be composed of all chapter members in good standing of National Panhellenic Conference fraternities/sororities at the University of Iowa.
  - a. Member chapters of the Panhellenic Council are responsible for:
    - i. Providing a delegate to serve on the Panhellenic Legislative Council who has the right to vote on all matters pertaining to Panhellenic issues.

- ii. Paying assessed Panhellenic and FSL dues each semester based upon its number of members and new members.
- iii. Participation in all Panhellenic related activities. Chapters who choose to opt out of the primary recruitment process will still be considered a Member, however, will forfeit their voting rights on primary recruitment issues and their members will not be allowed to hold the Panhellenic Executive Council positions of President, Vice President for Recruitment Logistics, Vice President for Recruitment Personnel and Vice President for Public Relations and Marketing.
- iv. Providing an annual report that details chapter statuses and actions relating to the Panhellenic Community, through a form provided by Fraternity and Sorority Life staff.
- v. Attendance at the annual LAUNCH/Advance retreat hosted by Fraternity and Sorority Life.

\*Associate Membership chapters hold all rights and responsibilities detailed above except members of Associate Membership chapters may not hold a position on the Panhellenic Executive Council

### **Section 2: Extension**

When all NPC chapters are close to or over total, the Panhellenic Council shall consider raising total or adding another chapter. An NPC fraternity or organization of a local sorority, which may petition an NPC fraternity for a chapter, shall organize such a chapter through colonization. Consideration should be given to NPC fraternities that have previously had chapters on campus and to those NPC fraternities that have filed letters expressing an interest in the campus. (See UNANIMOUS AGREEMENTS – College Panhellenic Council Judicial Procedures.)

### **Section 3: Delegates**

Chapter delegates are to be selected by their respective chapters to represent their chapter's interests at the Legislative meetings. When a vacancy occurs, the fraternity must select a replacement within three weeks and notify the Panhellenic Council of the replacement. A chapter delegate may not also serve as an elected Panhellenic Executive Officer.

## **ARTICLE V: Rules of Order**

The Panhellenic Council and Panhellenic Council shall be governed by parliamentary procedure, except in matters specifically provided for in these Constitution and By-Laws. The Vice President for Finance and Operations and the FSL Advisor shall be the final authority on such matters.

## **ARTICLE VI: Meetings**

- A. The Panhellenic Council shall meet on a regular basis for regular business throughout the semester at a time and place determined by the Panhellenic Council.
- B. There shall be at least one member from each chapter required to serve on the Legislative council and attend each Panhellenic meeting. If a delegate is absent, an alternate may be present and cast a vote in their place. If both the delegate and alternate are absent, the vote may be cast by an initiated member of the fraternity.
- C. All Panhellenic Council meetings shall be open to the FSL Community and interested parties, except for any meetings deemed necessary to be closed at the discretion of the Executive Council.
- D. Special meetings may be called by the President or three members of the Executive Council with a minimum of 36 hours' notice or a signed petition of 1/4 of the member chapters.
- E. A quorum, which consists of a majority of all voting members, must be present before any regular business may be pursued.

- F. There is only to be two absences per chapter per semester with exceptions noted by the Panhellenic Council. If a chapter misses more than two meetings, that chapter will be subject to a judicial hearing.

**ARTICLE VII: Panhellenic Advisor**

The Office of Fraternity and Sorority Life Programs shall appoint the Panhellenic Council Advisor. The advisor shall serve in advisory capacity to the Panhellenic Council of The University of Iowa.

**ARTICLE VIII: Voting****Section 1: Voting Outlines**

- A. Each member fraternity shall have one vote in all Panhellenic Council matters cast by the chapter's delegate or designee as stated in Article VI: Meetings.
- a. Any pagination or grammar changes do not need to be proposed to the legislative body.
- B. The designated delegates and Presidents, elected by their fraternity, compose the voting representatives from each member chapter.
- C. All voting shall occur at legislative meetings except for extenuating circumstances as designated by the Panhellenic Executive Council and/or the Panhellenic Advisor

**Section 2: Voting Procedures****A. Bylaw Change Voting Process**

- a. **Week 1:** New bylaw proposal and explanations
1. The new bylaw will be proposed and explained to the legislative body by the person suggesting the change
- b. **Week 2:** Legislative body discussion
1. The Panhellenic delegates come with discussion points and questions from their respective chapters regarding the proposed bylaw changes
2. Discussion occurs amongst delegates – PHC executive council does not participate unless there are specific questions directed to them
- c. **Week 3:** Legislative body vote
1. Panhellenic delegates vote on bylaw changes on behalf of their respective chapter
2. Delegates first vote on all the bylaw and Addendum changes as a whole
1. Needs 2/3 vote of approval to pass
3. If the entire document passes, the voting ends
- d. If it does not pass, bylaw changes are voted on individually

**B. Other Vote Process**

- a. **Week 1:** Proposal and Explanations
1. The proposal will be explained to the legislative body by the person suggesting the change.
- b. **Week 2:** Legislative Body Discussion
1. The Panhellenic delegates come with discussion points and questions from their respective chapters regarding the proposed bylaw changes
2. Discussion occurs amongst delegates – PHC executive council does not participate unless there are specific questions directed to them
- c. **Week 3: Legislative Body Vote**
1. Panhellenic delegates vote on proposal on behalf of their respective chapter
2. Percentage needed to pass will be based on a simple majority.

3. If it does not pass, the proposal needs to be edited and when editing is complete, proposed to the legislative body. At this point the process would be from week 1.

## **ARTICLE IX: Organization**

### **Section 1: General**

It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the Panhellenic Council and to compile the governing rules thereof. Panhellenic Council shall consist of an executive council, legislative council, judiciary board, advisory staff from the Office of Fraternity and Sorority Life Programs and standing committees.

- A. The executive council shall consist of the President, Vice President for Standards and Accountability, Vice President for Finance and Operations, Vice President for Risk Reduction and Management, Vice President for Recruitment Logistics, Vice President for Leadership and Education, Vice President for Public Relations and Marketing, Vice President for Philanthropy and Community Service, Vice President for Academic Achievement, and Vice President for Recruitment Personnel .
- B. The following are the minimum requirements for all the members elected to the executive council for the Panhellenic Council. Each officer must:
  - a. Attend all legislative and executive meetings.
  - b. Uphold, enforce, and emulate the ideals present in the Constitution and By- Laws of the Panhellenic Council.
  - c. Schedule and attend meetings with the FSL Advisor at least bi-weekly unless otherwise indicated.
  - d. Be timely with reports requested by Presidents and Advisors
  - e. Understand that they always represent the Panhellenic Council; therefore, actions and behavior must reflect well on themselves, the Panhellenic Council, and the FSL Community as a whole.
  - f. Each officer shall fulfill minimum office hours required for position.
- C. All Panhellenic finances must follow Student Organization Business Office and University policies and procedures.

### **Section 2: Executive Council**

- A. Executive Members Limits of Authority
  - a. Each officer of the Executive Council has one vote in the Executive Council meeting and no vote during the Legislative Council meeting.
  - b. The members of the Panhellenic Legislative Council elect each officer. Each executive officer is bound to serve the overall Panhellenic Community first and their individual chapter second while in office.
  - c. Executive Council members cannot vote for their individual chapters if the regular delegate is absent and they cannot be counted as part of quorum for any legislative meetings.
  - d. No chapter president will be allowed to serve as an officer of the Panhellenic Council Executive Council at a coinciding time
- B. General Duties of All Executive Officers
  - a. Attend all Panhellenic Council meetings (executive, legislative, roundtables, committees, etc.).
  - b. Serve a minimum of 2 office hours per week. All office hours shall be scheduled with the Vice President for Finance and Operations.
  - c. Attend meetings with Fraternity/Sorority Advisor on a consistent and regular basis.
  - d. Transition the incoming officer into one's appropriate position
  - e. Keep an up-to-date file of all activities and duties pertaining to the particular office.
  - f. Assist in primary recruitment and work week activities.

- g. Work jointly and have an open relationship with the Interfraternity and National Pan-Hellenic Councils and Multicultural Greek Council.
- h. Attend and participate in conferences as appropriate.
- i. Two absences from Executive Council, Legislative Council, or other meetings as required without an excuse submitted in advance to the President or Vice President for Finance and Operations can result in termination of office.
- j. Must maintain a 2.8 overall cumulative (non-UI) GPA throughout officer term.
- k. All Executive Officers report to the president who reports to the Panhellenic Advisor
- l. All Executive Officers will perform duties as required in Section 3 and other duties as assigned

### Section 3: Officers and Duties

The executive council shall consist of those stated in ARTICLE IV of the constitution and they will decide the policies of the council with the approval of the legislative body.

#### A. President

- a. Duties include, but are not limited to, the following:
  - i. Facilitate operation and maintain awareness of the Executive and Legislative Councils.
  - ii. Call, preside, and act as a spokesperson at all regular, executive, committee, and special meetings for the Panhellenic Council
  - iii. Facilitate regular sorority chapter presidents' meetings.
  - iv. Organize Legislative Council and sorority chapter presidents' meetings, in regard to guest speakers and workshops.
  - v. Maintain positive communications with the University
  - vi. Communicate regularly with the President of the University, Vice President for Student Life, Dean of Students and other administrators regarding the efforts of the Fraternity/Sorority Community.

#### B. Vice President for Standards and Accountability

- a. Duties include, but are not limited to, the following:
  - i. Perform the duties of the President in their absence, inability to serve, or at their call.
  - ii. Coordinate Judicial Board hearings, train and supervise all Judicial Board Justices, and preside over Judicial Board hearings.
  - iii. Annually review and update the Judicial Board Manual.
  - iv. Create an end of semester report outlining the activities of the Judicial Board over the past semester.
  - v. With aid of justices, determine, enforce, and oversee the completion of sanctions.
  - vi. Receive and present any requests for changes or amendments to the Constitution and/or By-Laws of the Panhellenic Council.

#### C. Vice President for Finance and Operations

- a. Duties include, but are not limited to, the following:
  - i. Organize meeting agendas and record minutes for both the Executive Council and Legislative Council meetings and distribute them to the appropriate recipients.
  - ii. Be responsible for all the finances of Panhellenic Council including, but not limited to, preparing the fiscal year budget, reviewing and distributing the budget monthly, receiving all payments, collecting all chapter dues and assessments, and paying all bills through communication with the Student Organization Business Office.
  - iii. Coordinate and facilitate Panhellenic Council Executive Council elections and officer installation.

#### D. Vice President for Risk Reduction and Management

- a. Duties include, but are not limited to the following:

- i. Facilitate risk management programming for the sorority community, which includes holding risk management/alcohol policy roundtables for all social chairs and risk managers with the goal of educating chapter officers on risk management in the sorority community.
        - ii. Communicate with local bar and tavern owners about PHC policies as they relate to registered alcoholic events.
        - iii. Assist in any programming that relates to alcohol or hazing education for the community.
        - iv. Receive all necessary documentation for all social events with and without alcohol.
- E. Vice President for Recruitment Logistics
  - a. Duties include the following:
    - i. Plan and facilitate in primary recruitment events for the Panhellenic Council.
    - ii. Prepare and present a presentation for students during the summer orientation sessions.
    - iii. Facilitate regular member chapter recruitment chair meetings/roundtables, and coordinate plans of all chapter recruitment chairs.
    - iv. Reside in Iowa City or surrounding area during the summer to coordinate the registration of guests for the primary recruitment process and organize summer mailings.
      1. Expected to be in Iowa City or surrounding areas in the summer, a meeting will be held with the Vice President of Recruitment Personnel and Panhellenic Advisor to discuss specifics.
    - v. Must have been part of the recruitment team for an individual chapter, the Panhellenic Council or have held the position of Vice President for Recruitment Personnel to be eligible to apply.
- F. Vice President for Recruitment Personnel
  - a. Duties include the following:
    - i. Play a leading role in the selection and training of Rho Gammas (Recruitment Guides) and provide resources to Rho Gammas during the primary recruitment process.
    - ii. Play a leading role in communication with Potential New Members during the primary recruitment process.
    - iii. Assist the Vice President for Recruitment Logistics to plan and facilitate the Primary and Secondary recruitment events for the Panhellenic Council.
    - iv. Reside in Iowa City or surrounding area during the summer to assist the coordination of the registration of guests for the primary recruitment process.
      1. Expected to be in Iowa City or surrounding areas in the summer, a meeting will be held with the Vice President of Recruitment Logistics and Panhellenic Advisor to discuss specifics.
- G. Vice President for Leadership and Education
  - a. Duties include, but are not limited to, the following
    - i. Hold regular meetings with chapter new member educators and programming chairs and mental wellness advocates.
    - ii. Facilitate roundtables on pertinent issues of the Fraternity and Sorority Community.
    - iii. Plan and administer PHC specific New member Education.
    - iv. Coordinate and/or seek co-sponsorship for educational programs each semester to be presented to the Fraternity/Sorority, University and Iowa City/Coralville communities.
    - v. Provide and promote opportunities for educational programs on various topics.
- H. Vice President for Public Relations and Marketing
  - a. Duties include, but are not limited to, the following:



- i. Hold regular meetings with DEI committee (made up of chapter DEI positions or a chapter representative)
- ii. Complete 2 DEI related training/educational programs, one per semester
- iii. Teach individual chapter DEI positions or a chapter representative how to talk, give presentations and teach their members about DEI issues
- iv. Work with Vice President of Public Relations and Marketing to draft social media statements
- v. Check in with other Executive positions periodically to ensure everyone is remaining inclusive in their duties
- vi. Work with individual chapter leadership to provide education and support surrounding current DEI related issues
- vii. Ensure Panhellenic goals are evaluated and edited with DEI in mind
- viii. Work with leadership of other councils to maintain DEI across councils
- ix. Partner with campus and community experts to provide resources for individual chapters surrounding DEI
- x. Communicated local DEI programming and communicate with the community

#### **Section 4: Summer Session Duties**

- A. All individuals with summer session duties are considered employees of the Office of Fraternity and Sorority Life Programs. A contract will be negotiated and signed, prior to the close of spring semester, with the Vice President for Finance and Operations and the Fraternity and Sorority Life advisory team outlining the duties, duration and stipend of the position.
- B. The Vice President for Recruitment Logistics will be expected to complete 15 hours of recorded Panhellenic work per week
- C. The Vice President for Recruitment Personnel will be expected to complete 15 hours of recorded Panhellenic work per week.
- D. The Vice President for PR and Marketing will be expected to complete 5 hours of recorded Panhellenic work per week.
- E. Expectation that all work is done between the hours of 8:00am-5:00pm Monday through Friday, unless alternate arrangements are made with Panhellenic Advisor and Recruitment Team.

### **ARTICLE X: Selection of Panhellenic Officers**

#### **Section 1: Eligibility**

- A. Executive Council Officers shall be initiated members, in good standing of sororities holding membership in the Panhellenic Council, with exceptions noted by the Executive Council.
- B. Terms of office shall be for one calendar year unless otherwise stipulated or until elections may be held.
- C. Nominees for office shall have maintained an overall cumulative grade point average (not UI) above 2.80, with exceptions noted by the Executive Council.
- D. Elected officers must maintain a minimum 2.80 overall cumulative GPA in the semester elected to hold the position in the coming term.
- E. No more than two (2) individuals from a single chapter may be slated and/or elected to the Panhellenic Executive Board.
  - i. If two individuals from the same chapter are slated, they receive priority over an individual from their chapter wishing to be nominated from the floor. For example: if two members from Alpha Beta Chi are slated and there is an additional member from Alpha Beta Chi who would like to be nominated from the floor, priority is given to those slated, and the nomination from the floor will not be received.
- F. Arrests and Citations:

- a. If a candidate received a citation, including a resident hall alcohol/ drug violation (e.g. PAULA, Underage in a Bar, Open Container, etc.), they may petition to the Panhellenic Executive Board for further review in order to run for a position.
- b. Any candidate who has had an arrest ticket (e.g. Public Intoxication, OWI, etc.) is not eligible to run for any position
- c. If the date of an arrest or citation was over one calendar year prior to elections, the candidate may petition to the Panhellenic Executive Board to run. Any candidate who has an arrest within the calendar year of the date of elections is not eligible to run.

### **Section 2: Nominating Committee**

- A. Individuals on the Nominating Committee will abide by the eligibility rules stated in Section 1.
- B. Individuals that serve on the Nominating Committee will not be eligible for to run for office on the Panhellenic Executive Board.
- C. The nominating committee should consist of up to five Panhellenic Community representatives.
- D. Serves as the standing committee that presents the slate for the new Panhellenic Executive Board in conjunction with the current Panhellenic Executive Board.
- E. The Panhellenic Advisor will not be a member of the Nominating Committee.
- F. The Panhellenic Delegates and Panhellenic Presidents shall select a Nominating Committee.

### **Section 3: Nominating Process**

- A. Applications
  - a. A candidate may run for more than one office, but no more than 2, and must designate this prior to election night on the Executive Council Application.
  - b. Applications must be completed and submitted before the deadline in order for an individual to be nominated from the floor.
  - c. In the event that only one person applies for a given position, a vote of confidence, consisting of a group consensus, is still required from the Nominating Committee. If this is not attained, the office is then subject to special election procedures.
    - i. Special Elections: If no viable candidates are available at the election date, applications will be accepted no later than ten (10) days following the election. The Panhellenic Executive Council will then review applications whereupon they will select two (2) candidates. The run-off election will occur at the next regular legislative meeting following the decision of the Panhellenic Executive Council. Candidates will be given the opportunity to speak and each chapter will receive one vote, and the candidate with the majority vote will be elected.
- B. Interview Process
  - a. The Nominating Committee, Chapter Presidents, and Panhellenic Delegates shall conduct the interviews for the Executive Board.
  - b. Each candidate will be interviewed twice. Once by the Nominating Committee and once by a pairing of a Chapter President and Panhellenic Delegate.

### **Section 5: Slating of the Officers**

- A. The Nominating Committee shall:
  - a. Select the single slate by a group consensus for each candidate;
  - b. Present the slate of the Executive Board to the Panhellenic Delegates for approval;
  - c. Nominations shall be requested from the floor of the meeting when the slate is voted on. Only those individuals who applied by the deadline for the Panhellenic Executive Board and meet all other qualifications will be eligible for nomination from the floor.
    - i. If an individual who was slated by the Nomination Committee is not elected to their slated position, they are eligible to be nominated for any remaining positions.
  - d. The slate will be determined in the following order of office:

- e. President
- f. Vice President for Standards and Accountability
- g. Vice President for Finance and Operations
- h. Vice President for Risk Reduction and Management
- i. Vice President for Recruitment Logistics
- j. Vice President for Recruitment Personnel
- k. Vice President for Leadership and Education
- l. Vice President for Public Relations and Marketing
- m. Vice President for Philanthropy and Community Service
- n. Vice President for Academic Achievement
- o. Vice President of Diversity, Equity and Inclusion

### Section 6: Election Process

- A. After the Nominating Committee has presented the final slate, the Panhellenic Delegates shall vote on the entire slate as a whole. If the whole slate does not receive a majority vote, the Delegates shall vote on each officer individually in the following order: President, Vice President for Standards and Accountability, Vice President for Finance and Operations, Vice President for Risk Reduction and Management, Vice President for Recruitment Logistics, Vice President for Recruitment Personnel, Vice President for Leadership and Education, Vice President Public Relations and Marketing, Vice President for Philanthropy and Community Service, Vice President for Academic Achievement, Vice President for Diversity, Equity, and Inclusion.
  - a. The order of voting will also apply to the order of which campaign speeches are given from those nominated from the floor.
  - b. For all positions if more than one person is running, each candidate may not be present for the campaign speech of the other(s).
  - c. After the presentation of the slate and potential nominations from the floor, all of those slated must be present for questions.
    - i. Each candidate must answer each question that is asked.
    - ii. Questions can only be posed to the candidates by Chapter President's or Delegate's.
  - d. All candidates shall then leave the election room and discussion will commence.
    - i. The Nominating Committee will set the time constraints of the discussion.
  - e. Panhellenic Delegates must submit one vote for each officer position.
    - i. In the circumstance that there may be more than one individual running for a position, if no candidate has received the majority vote, the candidate receiving the lowest number of votes will be dropped from consideration. A re-vote among the remaining candidates shall occur until one candidate achieves a majority vote.

### Section 7: Removal of an officer

- A. All elected officers may be subject to impeachment consistent with violation of any Article of the PHC's Constitution and Bylaws
- B. Cause for automatic removal may include:
  - a. Falling below the required overall cumulative GPA of 2.80 during officer term
  - b. Receiving an Arrest or Citation Violation from the University or City
  - c. Any action that disgraces the reputation of the Council and/or the member organizations
  - d. Any violation of the University Student Code of Conduct where the officer is found responsible
- C. Any officer subject to automatic removal will be removed by the Panhellenic Advisor
- D. Officers may also be removed through a complaint process as follows:
  - a. Advisors, members of the executive council, and members of the community may file an official concern during a meeting with the Panhellenic Advisor

- b. Upon receiving a complaint, the advisor will meet with the officer and create an action plan to address the concern
- c. If the same executive officer receives a second complaint, their office is up for a vote of 2/3 majority by the Panhellenic Executive Council and a 2/3 majority vote of approval by the Panhellenic Legislative Council
- E. Any officer removed by the above process, may appeal to the Associate Director of Fraternity and Sorority Life Programs

#### **ARTICLE XI: Invitations and Initiations**

##### **Section 1:**

- A. Only matriculated students of The University of Iowa may be recruited by Panhellenic Council Chapters.
- B. Panhellenic Council member chapters may not issue invitations of membership to non-affiliated students when school is not in session
- C. A person may only receive an invitation to a Panhellenic Council member chapter when they have met the requirements of the Office of Fraternity and Sorority Life Programs
- D. A person may be initiated whenever they have met the requirements of the respective fraternity that has offered them an invitation of membership.

#### **ARTICLE XII: New Membership**

##### **Section 1:**

Chapters are responsible for upholding rules and regulations as required in the University of Iowa Panhellenic Council's Code of Ethics, Constitution and Bylaws including all referenced external entities requirement's regarding new membership.

#### **ARTICLE XIV: Finances of Member Chapters**

##### **Section 1:**

The Panhellenic Executive Council is entitled to follow the process in Section 2 if the following exists:

- A. A member chapter routinely fails to pay dues and assessments set by the Panhellenic Council by the deadline given by the VP of Finance and Operations.
- B. A member chapter fails to pay any judicial fines and assessments set by the Panhellenic Judicial Board by the deadline given by the Vice President of Standards and Accountability and/or the VP of Finance and Operations.

##### **Section 2:**

The Vice President for Finance and Operations will assess a late fee amounting to 10% of the chapter dues after 15 days of failure to pay dues, fines, and assessments. If, after 30 days, the dues, fines, and assessments have still not been paid, the chapter will be referred to the Vice President for Standards and Accountability and is subject to a judicial hearing.

##### **Section 3:**

Fines and/or sanctions may be appealed in accordance with the NPC Judicial Process

##### **Section 4:**

Chapter dues and assessments shall be collected as determined by the Panhellenic Council.

- A. Chapters on the most current roster according to the Office of Fraternity and Sorority Life Programs, which must be finalized at least one week prior to the assessment of dues by the Panhellenic VP for Finance & Operations.

**Section 5:**

- A. The Panhellenic budget fiscal year will run from July 1-June 30
- B. The Panhellenic budget shall be reviewed annually by the Panhellenic Council prior to the end of the fiscal year.

**ARTICLE XV: Social Events Policy**

**All Panhellenic chapters are subject to the FSL social and events policy and any guidelines set in place by each organization’s inter/national headquarters and any additional guidelines in this section are put in place by The University of Iowa Panhellenic Council.**

**Section 1: Policy Definitions**

An alcoholic-free event, for the purpose of this definition, is an event or activity, co-hosted, co-sponsored with another organization. This event must have all the following characteristics defined:

- A. All chapters must participate in and register two (2) non-alcoholic socials per semester and all chapters must participate in at least one (1) event without alcohol that is held with a student org other than an IFC fraternity and one (1) event held at an ADA accessible venue. Events without alcohol may occur any time of the week and count toward a chapter’s total events without alcohol. However, at least two (2) of the non-alcoholic events must be on a Thursday, Friday, or Saturday.
- B. No alcohol is present before, during, or after the event.
- C. Members must attend one event without alcohol in the Fall semester, and one event in the Spring semester. The Vice President of Risk Reduction and Management will notify chapters of a timeframe for each event at the beginning of each semester.
- D. All date parties and formals, regardless of whether alcohol is present, must take place at an approved venue, or must receive special approval from the VP of Risk Reduction and Management to occur at a venue other than those listed.

An alcoholic social event is defined as any activity where alcohol is present. Alcoholic social events must adhere to the Panhellenic and Interfraternity Council Social Event Policy and other requirements as set by the Panhellenic Vice President for Risk Reduction and Management and/or the Panhellenic Advisor.

- A. Federal, state, and local laws will take precedence over this events policy and all national policies.
- B. The Panhellenic Council will oversee and enforce the provisions of this policy.
- C. The chapter president and Executive Board/Cabinet/etc. have the responsibility to represent the chapter and see to it that all policies related to the use of alcohol are properly followed.
- D. All alcoholic event venues must be ADA accessible.
- E. Any unregistered chapter-related social events are subject to a Judicial Board hearing.
- F. Chapter-related social events involving "bar crawls" or "apartment crawls" are not allowed by the Code of Student Life and are subject to a Judicial hearing
  - a. A bar/apartment crawl is defined as a premeditated movement between 2 or more bars/apartments
- G. Chapter-related social events involving "party buses" with alcohol present are not allowed and will be subject to a Judicial Board hearing or mediation.
- H. In deciding if an unregistered alcoholic event, party bus, or apartment/bar crawl has occurred, the judicial board will consider the following factors:
  - a. Whether the event was discussed during chapter or executive committee meetings or announced through email, chapter meetings, social media, text messages, or other forms of chapter related communication;
  - b. Chapter funds were used for any aspect of the event;
  - c. Event occurred as a result of a chapter function;
  - d. Any event sponsored in speech or writing promoting chapter name, function, or structure;

- e. whether t-shirts/other apparel was made and distributed by the chapter exclusively for the chapter; whether chapter symbols or language is on shirts;
- f. and/or whether the event could reasonable construed as a chapter event by an outside observer.

### **Section 2: Reporting of Events**

- A. Fraternities and sororities must submit an event registration form for all social events to the Office of Fraternity and Sorority Life Programs.
  - a. Non-alcoholic forms must be filed a week prior to the event.
  - b. Forms for events with Alcohol event forms must be filed 2 weeks prior to the event.
  - c. Forms must be submitted via the online registration form.
  - d. A post event form must be filed 10 days after the event with alcohol occurred.
- B. Location of event, type of event, and beginning and ending terms must be set for all events and listed on the event registration form.

### **Section 3: Alcohol and Drug Policy**

- A. The possession, use, and/or consumption of alcoholic beverages, while on chapter premises must be in compliance with any and all applicable national, state, and local laws.
- B. All social events on chapter property must be dry, meaning with no alcohol or drugs present under any circumstances.
- C. The Panhellenic Council complies with the men's chapters' policies with regard to individual alcohol consumption in IFC chapter structures as determined by the IFC bylaws and the respective IFC inter/national policies
- D. Each chapter is also encouraged to use privately contracted transportation in order to ensure safe transportation to and from a registered event.
- E. Any exceptions must be denoted and approved on the event registration form.
- F. Social events where alcohol is available are restricted to Thursday, Friday, and Saturday of any given week of the academic year.
  - a. Events may not take place the first two weeks and last 2 weeks of fall and spring semesters.
- G. The number of people in the event at any given time cannot exceed the fire capacity for the building/location where the event is taking place.
- H. All regulations, policies, laws and rules apply 365 days a year regardless of whether or not university classes are in session.
- I. Members of the chapter holding a philanthropic event are not allowed possession or consumption of alcohol while partaking in the event.
- J. The possession, sale, and/or use of any illegal drugs or controlled substances at any chapter house, sponsored event or at any event that an observer would associate with the chapter is strictly prohibited.
- K. The presence or consumption of alcohol at any FSL council-sponsored event is strictly prohibited. Failure to uphold this standard shall result in a Judiciary hearing.

### **Section 4: Alcohol Education and Programming**

- A. A retreat/program, such as Risk Management 101, will be held each semester for Social Chairpersons, Chapter Risk Managers, Presidents, and the Panhellenic Council. This retreat/program will include
  - a. Review of Social Events Policy and Events Regulation
  - b. Liability issues concerning the Fraternity and Sorority Community, chapters, and individual chapter members
  - c. Education concerning risk management issues
  - d. The Vice President for Risk Reduction and Management will be responsible for alcohol awareness programming.

- B. Each chapter should also individually pursue alcohol related education and programming.

#### **ARTICLE XIV: Judicial Proceedings**

##### **Section 1: Violations**

- A. Any student code violations involving a Panhellenic Council chapter and their members, as decided upon by the University of Iowa, may be referred to a Panhellenic Judicial Board formal mediation or hearing.
- B. Any violations of The University of Iowa Arrest and Citation Policy may be referred to a Panhellenic Judicial Board Hearing or formal mediation.
- C. Any violations of the Panhellenic Code of Ethics, Constitution and Bylaws and its referenced external policies and regulations may be referred to a Panhellenic Judicial Board hearing or a formal mediation.
- D. No policy can cover all the possible situations which may arise. When this policy is not specific in a certain point, fraternities and sororities are expected to conduct their activities in the spirit of social responsibility embodied in this constitution. Social responsibility always includes conducting oneself with high moral conduct. Fraternities in violation of this policy's intent will be subject to review by Panhellenic Council Standards and Judicial Board.

##### **Section 2: Judicial Procedures**

- A. Judicial procedures are outlined in the National Panhellenic Council Manual of Information.
- B. The Judicial Board conducts matters on a case-by-case basis. The Board cannot adjudicate against an individual member; however, they can hold a chapter responsible for the actions of their members. There is no set sanction/s for violations because all situations have varying conditions and circumstances. All sanctions should aim to be educational in nature. In addition, the Judicial Board will keep detailed records of previous sanctions in order to establish precedence and continuity.

#### **ARTICLE XVI: Philanthropy and Community Service Policy**

**All Panhellenic chapters should be in compliance with the Community Service and Philanthropy doctrine. This can doctrine is located in the Appendices.**

##### **Section 1: Philanthropy**

- A. A philanthropic event shall be defined as any event where activities, or a series of activities, are designated to raise money for a non-profit organization. The definition of these events shall also include events where a specific location is designated, a date is set, members and non-members are invited to attend, and/or participation in the activity in some way serves to raise money for a designated organization.
- B. Such philanthropic events will be subject to the regulations in Section 2.
- C. "Chapter" will herein refer to any organization recognized as belonging to IFC, PHC, NPHC and MGC.
- D. Events subject to regulation and definition herein will include all philanthropic events sponsored by a chapter where more than one chapter is invited to participate in one or more of the activities of the event.

##### **Section 2: Event Regulation**

- A. T-shirt sales or other sold materials cannot hold a value of more than one-half the total amount of revenue available to a philanthropy. The revenue given from the sale of T-shirts or other materials must depend on the percentage of the chapter that buys the item, not the actual number of items sold.
- B. All revenue generated by the event, above costs incurred by the sponsoring chapter, must be donated to a non-profit organization specified in the preliminary budget submitted in the registration form.

- C. All philanthropic events must be registered with the Vice President for Philanthropy and Community Service.
- D. Approval of the registration form will be granted or denied within 10 days post registration submission. Registration applications may be denied on the following grounds:
  - a. Incomplete information
  - b. Two or more events planned for the same date
  - c. Lack of adherence to any of the regulations herein
- E. If denied, the sponsoring chapter may resubmit a registration application within 10 days after receiving notification that their registration application was denied.
- F. A philanthropic event evaluation form, proof of donation, and other documentation as determined by the Vice President for Philanthropy and Community Service in a meeting prior to the chapter's philanthropy event must be submitted to the Vice President for Philanthropy and Community Service within 30 days after the event.
- G. Vice President for Philanthropy and Community Service needs to approve all of the goods sold or given out in relation to the event. This includes approving t-shirt designs related to the event.
- H. Chapters must submit final philanthropy/event details 14 days prior to the approved date of the philanthropy. This form will include more specifics than the original registration form, including the shirt designs, rentals, contractors, and other paid services.
- I. A maximum of two (2) philanthropic events can be held within the FSL community on the same day as long as the two events do not overlap for more than one hour of time. Philanthropic events taking place over multiple consecutive days are exempt from this rule.

### **Section 3: Community Service**

- A. Chapters are required to donate the equivalent of four hours per member, per semester, of community service to an all-FSL community service event (ex., Adopt- a-school), or to an exterior organization (ex., Big Brothers Big Sisters, Habitat for Humanity, etc.)
- B. Community service shall be defined as service that a member performs for the benefit of the Iowa City, larger Iowa, and/or national community. The definition of service shall also include work performed by volunteers not paid for their time, services performed by individuals to benefit an organization or community, time spent working directly with the benefiting community member or organization, and/or participation in events not defined as philanthropic.
- C. Chapters must adhere to the Four-Council Wide Community Service Doctrine when calculating community service hours involving Dance Marathon, hours served over school breaks, and hours served with a student organization.
- D. Documentation from each chapter of service hours completed must be submitted to the Vice President for Philanthropy and Community Service by a predetermined date.
- E. Failure to document this expectation will result in a Mediation or Judicial Board Hearing.

### **Section 4: Enforcement Procedures**

- A. The Vice President for Philanthropy and Community Service shall be responsible for monitoring the philanthropy policy and the service policy.
- B. Violations may be subject to a Judicial Hearing or Mediation.

## **ARTICLE XVII: Educational Programming**

### **Section 1: Chapter Workshops**

Each chapter must organize registered Chapter Workshops programs over the course of the semester that involves a topic that is meaningful to their chapter's particular needs. Each chapter is required to have 90% participation in educational programming over the course of each semester. The 90% attendance rate will be calculated as the total percentage of members who attend at least one educational each semester.

For a workshop to be approved the proper forms must be submitted 14 days before the event and 14 days after completion of the event.

- A. The workshop should be presented by an expert speaker on the topic and be listed as a pre-approved workshop on the FSL website or approved before by the Vice President for Leadership and Education before the pre-workshop form is submitted.
- B. One Sexual Violence Awareness/ Bystander Intervention training workshop must be completed within the fall semester. Said workshops must be hosted by an accredited organization or certified person such as those from the Women's Resource Action Center (WRAC), the Rape Victim Advocacy Program (RVAP), or any other nationally accredited institution and must be pre-approved by the Vice President for Leadership and Education at least 14 days in advance of the scheduled event. Attendance at this workshop will fulfill the semester participation requirement for each individual member that attends.
- C. Individual projects can be completed by single members of chapters by themselves or with a small group. Resources used for individual projects must be at least 45 minutes in length and they must be educational. These resources can range from documentaries, to books, to ted talks and educational YouTube videos. Education offered by the FSL office can also be used as a resource. In order to receive credit for the completion of an individual project, a short one-page, double spaced reflection will need to be written and submitted to the chapter's educational director by each participant. At the end of the semester, individual projects will be compiled and submitted to the VP of Leadership & Education by the educational directors from each chapter.
- D. Failure to uphold these expectations will result in sanctions as determined by the Vice President for Standards and Accountability

**Section 2:**

Failure to uphold these expectations will result in an Automatic Sanction Letter.

**ARTICLE XVIII: Academics****Section 1: Chapter GPA Requirement**

Any Panhellenic chapter with a grade point average falling below 3.0 must have an academic chair or chapter representative (that can participate in a conversation about their chapter's academics) meet with the Panhellenic Vice President for Academic Achievement twice a semester.

**Section 2: Test Files**

Any Panhellenic Chapter or chapter member that are found using test files or online resources not allowed by the University faculty are in violation of the University of Iowa's Academic Misconduct and Honesty policy. A judicial hearing will be called into place if chapters or individual members are found using these.

**ARTICLE XIX: Amendments**

Motions to amend these Bylaws and/or policies must follow the procedures outlined in Roberts Rules of Order. Amendments to the Bylaws will require a 2/3 approval by all voting member chapters for ratification. Amendments to the Addendum and any other votes will require simple majority with quorum.

## Panhellenic Council of The University of Iowa

## Addendum

**ARTICLE I: Recruitment Rules**

ALL CHAPTERS SHALL UPHOLD ALL NPC UNANIMOUS AGREEMENTS.

**Section 1: Definition and Dates**

- A. Recruitment is defined as one or more meetings together with potential new members to promote the interests of a particular sorority according to the National Panhellenic Unanimous Agreements.
- B. All member chapters will be expected to attend all work week programming set forth by the Panhellenic Council, including but not limited to: Phired Up programming, Welcome Back Meeting, and the Code of Ethics Presentation, and bias in recruitment presentation.
- C. Primary recruitment is a fully structured mutual selection process designated prior to the fall semester in which all potential new members meet all participating Panhellenic Chapters.
- D. Those who may recruit a prospective member are limited to collegiate chapter initiates and new members.
- E. Primary recruitment will take place during the times and dates as stated by the Panhellenic Council.
- F. Secondary recruitment will take place during the times and dates as stated by the Panhellenic Council.

**Section 2: Potential New Member Eligibility**

- A. To be eligible for Primary recruitment, a person must be a regularly matriculated student at The University of Iowa and must have completed the registration process including requirements set by the Office of Fraternity and Sorority Life Programs.
- B. Potential New Members must agree to and abide by the terms set forth in the Potential New Member Contract.
- C. A Potential New Member shall not be, or have been, an initiated member of any NPC sorority or a PHC affiliate sorority.
- D. When a person signs a bid card and/or preference card, it shall be binding to the extent that they shall be considered ineligible for one calendar year to accept a bid from any other NPC sorority on the same campus.

**Section 3: Contact Period**

- A. Limited Contact
  - a. Limited contact begins at 8:00am on the day preceding the first Primary recruitment event and allows normal, friendly contact between sorority members and Potential New Members.
  - b. Methods of contact include face-to-face communication, as well as communication via technology or social media (which includes but is not limited to: phone calls, text messaging, email, Facebook, Twitter, Instagram, and any other form of social media).
  - c. Chapter members shall refrain from initiating or reciprocating communication via social media methods for the duration of Fall Primary recruitment.
  - d. Acquaintances made prior to recruitment should keep their communication with Potential New Members limited to cordial communication, limiting contact to matters aside from recruitment.
  - e. Starting on the day preceding the first Primary recruitment event, no sorority member may sponsor advertising to have its name publicized until Bid Day. Prior to and during primary recruitment, chapters shall refrain from holding actions that could draw unnecessary attention from Potential New Members. This will begin on the Friday before the start of Primary recruitment.
- B. Strict Silence

- a. Absolutely NO contact with a Potential New Member from the close of preference events until the Potential New Member reports to the chapter for bid day shall be permitted by any collegiate or alumnae chapter member. Refer to letter A. Limited Contact for full explanation of communication methods.
- C. Positive Panhellenic Contact
  - a. Positive Panhellenic contact should occur throughout the summer prior to fall primary recruitment. When talking to potential new members, chapter members should maintain a “Go FSL” message. It means encouraging members in your home communities to search out and participate in recruitment. To help increase the number of new members, it is necessary that fraternity members promote general fraternity membership. Positive Panhellenic contact does not include having summer events in a chapter house or in an individual fraternity member’s home representing one NPC organization.

#### Section 4: Recruitment Events

- A. Zoom
  - a. Chapters are only permitted to contact Potential New Members for rounds via zoom.
  - c. An event begins when a PNM is allowed into the chapter zoom call from the waiting room and ends when the call has ended.
  - d. All forms of entertainment are prohibited, except those laid out in section 4A. Videos, and those approved by the Vice President for Recruitment.
  - e. Chapter members attire will be chosen by individual chapters as long as there is no references to fraternity letters or symbols, drugs, sex or alcohol.
  - f. Chapters must use closed captioning tool on Zoom during recruitment rounds.
- B. Finance presentations: All chapters participating in invitational rounds of recruitment are required to give a minimum of a 5-minute presentation regarding the finances and dues Chapter and New Members are expected to pay. The specific guidelines and round in which these will take place will be determined by the Panhellenic Council but will utilize the National Panhellenic Conference’s guidelines. All presentation materials must be sent to the Vice President for Recruitment, Assistant Vice President for Recruitment and FSL Staff by August 19<sup>th</sup>, 2022
- C. Entertainment begins when the first guest enters and ends when the last guest leaves.
  - a. Entertainment includes, and is limited to, singing, chanting, clapping, slide shows, videos, house tours, and background music while any Potential New Member is inside the chapter structure or on chapter property. Any form of entertainment after or between events must be able to be heard by chapter members only.
- D. Any form of skit is strictly prohibited.
  - a. No costumes or clothing changes permitted.
  - b. No dance related entertainment should be applied during any round.
  - c. A skit is defined as a short play or piece of writing containing characters, plots, props, and/or story lines.
  - d. None of the above may be portrayed through a video.
  - e. Speeches, testimonies, rituals, and ceremonies are not considered part of a skit, and are therefore permitted.
- E. The use of alcoholic beverages at recruitment functions is prohibited. Social events involving alcohol during Bid day are prohibited.
- F. Anyone having contact with Potential New Members at Recruitment events, other than chapter members, must display their name in a way, which designates and identifies their status and function.

- G. Chapters must allow Potential New Members and Rho Gammas access to restrooms within the Chapter Structure up to 10 minutes prior to the beginning of each party.
- H. All chapters are required to abide by the event times as set by the Panhellenic Council. The recruitment schedule (including event times) is reviewed annually and set by the discretion of the Panhellenic Council.
- I. Every year the Vice President for Recruitment, the Panhellenic Council, and related advisors will decide the method used for Round One and Round Two T-shirt preference selections.
- J. Recruitment videos, that include closed captioning, must be submitted for approval by the Vice President for Recruitment by the Friday of Pre-Recruitment Week, with exceptions noted by the Vice President for Recruitment Logistics.
- K. Open House Round
  - a. All forms of entertainment are prohibited, except those approved by the Vice President for Recruitment.
- L. Round Two
  - a. Chanting, clapping, singing, house tours and philanthropy videos/speeches are allowed within the chapter structure. All other forms of entertainment are prohibited.
  - b. Other than the introduction of the chapter by the recruitment team as well as door holders, chapter members are NOT allowed to walk outside of their chapter structure/meeting facility during an event. An event begins when the door of your chapter structure/meeting facility opens and ends when the door closes.
  - c. There will be no decorations that have not been present in the chapter structure prior to the end of work week.
  - d. No food is allowed; beverages are permitted.
- M. Siblinghood and Philanthropy Round
  - a. Indoor entertainment is permitted as stated above in Section 4, Part B.
  - b. Decorations are permitted inside the chapter structure only if they pertain directly to the chapter's philanthropy. No decorations that alter the appearance of the chapter structure are permitted.
  - c. No food is allowed. Beverages are permitted.
  - d. Chapter members are allowed to walk outside of their chapter structure/meeting facility during an event. An event begins when the door of your chapter structure/meeting facility opens and ends when the door closes. However, any form of entertainment is only permitted inside the chapter structure/meeting facility
  - e. The focus of this round is on the chapter's philanthropy, financial information, and siblinghood.
- N. Preference Round
  - a. Indoor and outdoor entertainment is permitted.
  - b. Food and beverages are allowed.
  - c. Decorations are permitted inside the chapter structure/meeting facility
  - d. The focus of this round is on the chapter's ritual and values.
- O. Bid Day
  - a. The transportation of new members and active members on Bid Day must meet the following guidelines:
    - i. Potential New Members cannot be transported to bid day in a chapter member's vehicle.
    - iv. Any amplified sound will need to be registered with city at this link: <https://www.icgov.org/permits>
    - v. Only Current initiated members, new members, and chapter structure staff are allowed at Bid Day events

- b. Themes and bid day plans must be submitted to and approved by The Vice President for Leadership and Education and both the Vice Presidents for Recruitment.
  - c. Males involved in any bid day activities may not be affiliated with an IFC chapter and must be approved by the Vice President for Recruitment
  - d. All vendors being hired for Bid Day events including but not limited to DJs, food catering, and entertainment operators must be approved by the Vice Presidents of Recruitment at least 2 weeks (14 days) prior to Bid Day.
- P. No policy can cover all possible situations which may arise. When this policy is not specific in a certain point, sororities are expected to conduct their recruitment activities in the spirit of social responsibility including respect for all member chapters, chapter members, and potential new members. Member chapters in violation of this policy's intent will be subject to review by the Panhellenic Council Judicial Board.

### Section 5: Recruitment Budgets

- A. The maximum chapter budget be set at \$5,500 and be reviewed annually by the Panhellenic Council, after Fall Primary recruitment concludes. If a change is proposed, it must be voted on at least five months before recruitment begins.
  - a. Each year before recruitment the Vice Presidents of Recruitment and the Vice President of Finance and Operations will determine a per- party budget of how much can be spent on food and drinks per party per round.
- B. The Primary recruitment budget will include everything but the following:
  - a. The fee assessed to each chapter payable to the Panhellenic Council per Recruitment Counselor representative from their corresponding chapter.
  - b. The T-shirts worn by all chapters during Round 1 and Round 2.
  - c. Membership selection costs, including but not limited to: any cost associated with work week and work week only, copies, food for members, paper, scoring, supplies.
  - d. Exceptions: If an expense is not stated elsewhere in the bylaws and the chapter does not feel it is a cost that should be included in their budget, the chapter **must get** approval by the VP of Recruitment prior to the start of Primary Recruitment.
  - e. Values assessed towards re-used decorations.
  - f. Money spent on items that are used to fulfill requirements by a chapter's inter/national headquarters. Documentation must be given to the VP of Recruitment that verifies headquarters requirements before the close of the spring semester.
- C. Chapters have until 21 days following the closing of Primary Recruitment to turn in recruitment receipts (proof of purchase) to the VP of Finance and Operations
- D. Any chapter found using items, supplies, or decorations not put in their receipts or approved by the Vice President of Recruitment will be subject to a judicial mediation or hearing

### Section 6: Invitations and Bids

- A. No person participating in Primary recruitment shall be placed on the final bid list until they have completed the registration process (which includes any pre-joining education as required by the Panhellenic Council or Fraternity and Sorority Life office) and has attended each round of Primary recruitment.
  - a. Exception: If a potential new member misses a recruitment because they are at a wedding, a funeral or is sick, they will be excused from that round and eligible to be placed on a chapters final bid list.
- B. Illness and any unforeseeable situations beyond the control of a Potential New Member will be excused.
- C. Invitation lists and bid lists are due at the times set by the Panhellenic Council.
- D. Each chapter will have at least one alumnae representative designated by the chapter at the Advisor's Recruitment Recap Session.

- E. Bid matching will follow the procedures outlined in the NPC manual and with the help and direction of our National Panhellenic Conference (NPC) Release Figure Methodology (RFM) Specialist.
- F. Quota range will be established at the final meeting preceding the start of Primary recruitment, per the NPC recommended Quota Range formula.
- G. Gold cards are due to the Office of Fraternity and Sorority Life Programs (OFSLP) office within 72 hours after a bid is given. Failure to turn in Gold Cards within 72 hours will result in a fine of \$100 each day Gold Cards are late.
- H. All people recruited at another time than Primary recruitment will be required to sign a Continuous Open Bidding (COB) card in person with FSL Staff.
- I. Chapters are obligated to follow NPC release figures, unless a compelling reason for deviation is approved by the Vice President for Recruitment and the Assistant Director for Fraternity and Sorority Life.

#### **Section 7: Ethics**

- A. Individual chapters may not use the name of The University of Iowa Panhellenic Council when seeking information on prospective members.
- B. Chapters must sign the Recruitment Code of Ethics annually before summer vacation begins.
- C. Any form of oral bidding and/or promising of bids directly or indirectly is prohibited. A recruiter may not give a guest a guarantee or promissory bid that they will be asked back to another event or be offered membership or be pledged. The giving of gifts to Potential New Members is considered a promising of bids. A gift is defined as any item that a guest leaves a recruitment event with that the guest did not have upon entering the event.
- D. A recruiter may not tell a guest to single intentional preference a specific chapter.

#### **Section 8: Recruitment Code of Ethics**

- A. During recruitment processes, the objectives of the University of Iowa Panhellenic Council are to ensure, to the best of their ability, that
  - a. The National Panhellenic Conference (NPC) Unanimous Agreements are followed by all chapters
  - b. The recruitment process is organized and efficient
  - c. Chapters reach their quota and have equal access to Potential Members
  - d. Chapter Members' personal and class schedules be accommodated
  - e. All chapters are well informed of the recruitment rules, as well as Panhellenic procedures and resources
  - f. Chapters speak of other chapters with the utmost respect and consideration
  - g. Potential Members are not discriminated on the basis of race, religion, ethnicity, disability, sexual orientation, political beliefs, or socioeconomic status
  - h. Potential Members are treated with respect and friendliness
  - i. Potential Members are not unfairly pressured or encouraged to join a chapter, to speak poorly about other chapters, or to commit any violation of the Panhellenic By-Laws and associated documents (such as the NPC Unanimous Agreements)
  - j. Panhellenic resources (including, but not limited to Rho Gamma counseling and a 24-hour emergency hotline) be made fully aware and available to Potential Members
  - k. Potential Members' personal and class schedules be accommodated
  - l. Potential Members are provided with fully-trained, compassionate Rho Gammas who promote the welfare of sorority life as a whole, not their individual chapters
  - m. No potential member is approached by more than 2 initiated chapter members at a time (otherwise known as "hotboxing")
  - n. Potential Members receive an accurate picture of sorority life, including the obligations (including, but not limited to the time commitment and the financial obligations) associated with being an active member

- o. Potential Members have a positive experience, regardless of whether or not they decide to join the Panhellenic community
- B. All members of the University of Iowa Panhellenic Council commit to the following:
- a. We will respect and abide by the recruitment rules as voted on and passed by the Panhellenic Council
  - b. We will act at all times with respect for our sisters, Potential Members, alumnae, representatives from their respective organizations, Rho Gammas, Panhellenic Executive Officers, advisors from the Office of Fraternity and Sorority Life Programs, members of all other chapters, and the University of Iowa as a whole
  - c. We will respect and abide by the recruitment policies of our respective inter/national organizations
  - d. We will do everything in our power to ensure that all of the above goals are met, and we will not do anything willingly, knowingly, or intentionally that undermines these goals
  - e. We will accept the repercussions of breaking this commitment as set forth by the Panhellenic Council. We will willingly agree to a mediation or judicial hearing to determine the consequences of breaking this commitment.
  - f. We will encourage prospective members to explore all possibilities of membership and not encourage them to single intentionally preference one organization.

On behalf of my chapter, I agree that my members will uphold the aforementioned commitments and the values of the Panhellenic Council to the best of their ability.

Chapter President

Established – March 31st, 2010

### **Section 9: Recruitment Guides (Rho Gammas)**

- A. Recruitment Guides will serve as unbiased guides during all phases of Recruitment and will follow the National Panhellenic Conference Manual of Information regarding Recruitment Counselor duties and Obligations. This includes refraining from drug and alcohol beginning the day prior to new member orientation/ check-in and ending at 8:00am the day following bid day.
- B. Recruitment Guides must agree to and abide by the terms set forth in the Rho Gamma contract.
- C. A Recruitment Guide may not acknowledge themselves as a member of a particular chapter during the summer and the scheduled Primary recruitment week.
- D. Each individual chapter is responsible for covering any visible pictures of Recruitment Guides and Panhellenic Officers who are members of their chapter. This includes but is not limited to pictures in frames, composites, recruitment videos, and those visible in rooms used for house tours.
- E. Recruitment Guides will not be allowed to watch or participate in any recruitment event, except upon invitation by a chapter.
- F. A complaint may be filed to the Vice President for Standards and Accountability against a Recruitment Guide for any type of misbehavior. The complaint must be filed the same day the incident occurs, and the chapter or Rho Gamma filing must identify itself.
- G. Recruitment Guides may be asked to act as a witness to any allegations reported by any member group of the Panhellenic Community.
- H. The Rho Gamma selection process is comprised of three different rounds.

- a. The application is the first round of Rho Gamma selection. Applicants submit the posted application, which is graded with a rubric by the current Vice President of Recruitment Logistics, Vice President of Recruitment Personnel, and other slated Vice Presidents.
- b. Following the rubric; two members from different chapters will interview applicants based on a rubric. The two interviewees must be either a chapter president or a member of the recruitment team, and they cannot have applied to be a Rho Gamma.
- c. The final selection is made by adding up scores from the first and second rounds of the selection process, and cuts will be made. The cut percentages can fluctuate based on the year depending on the number of applicants.

#### **Section 10: Recruitment Infractions**

- A. An infraction is any violation of the above set of rules or the rules of the National Panhellenic Council's Unanimous Agreements.
- B. When a member group of the Panhellenic Community believes there has been an infraction, a primary recruitment allegation form (provided by the Panhellenic Council) may be submitted within 7 days.
  - a. Exceptions: if a member group of the Panhellenic Community learns of an infraction more than 7 days after the alleged infraction took place, they may fill out a recruitment allegation form for review.
- C. The responsibility of seeing that the accused chapter receives a copy of the accusation is placed upon the C, the President of the Panhellenic Council, and the Advisor to the PHC Judicial Board.
- D. All infractions hearings or mediations will be carried out in accordance to the judicial manual.
- E. Anything not aforementioned is under the jurisdiction of the Panhellenic Council.

#### **Section 11: Penalties for Infraction of Recruitment Rules**

- A. All sanctions delegated by the Panhellenic Council shall be assessed to fit the nature and degree of the offense as seen appropriate by the judicial board.
  - a. Promotion of the Sorority Experience (2020)-POLICY: All sorority women including collegians, alumnae, College Panhellenic, Alumnae Panhellenic, inter/national organization and the National Panhellenic Conference should actively promote the overall sorority experience and membership opportunities in organizations. This should be done through all forms of communication (e.g. print, digital, in person) in the spirit of Panhellenic unity and desire to reach out to all women to share the opportunity for sorority membership. College and Alumnae Panhellenic rules should not infringe on the rights of individuals, chapters and/or organizations in the content or forms of communication to promote the sorority experience.
- B. The following are automatic sanctions, which will require no hearing.
- C. Recruitment fines will be assessed for turning in a list late to Campus Director based on the following schedule:
  - a. 0-5 minutes late: no fine
  - b. 5-60 minutes: \$100 fine
  - c. After the first hour, each additional hour will result in a \$200 fine.
- D. Recruitment fines will be assessed for ending event late or starting event early based on the following schedule:
- E. Rho Gammas or Recruitment Staff will document how many minutes late an event ends or how many minutes early an event starts.
  - a. Fines will be assessed at a rate of \$5 per minute.
- F. Chapters not reachable by phone 24 hours a day will receive a \$25 fine. Each phone number given to the recruitment staff will be called twice before the fine is enacted.
- G. The following are alternate fines, that will be communicated to chapters by the Vice President of Standards and Accountability.

- a. Hotboxing
  - i. First Offense: Warning
  - ii. Second Offense: \$20
  - iii. Each additional time: \$50
- b. Bid Promising
  - i. Offenses 1-3 per round: warning
  - ii. Offenses 4-10 per round: \$20
  - iii. Offenses 10+ per round: \$30
- H. Any violations submitted of inappropriate contact with a PNM will result in an informal mediation with the Vice President of Standards and Accountability.
- I. All chapters are expected and required to follow all University policies and guidelines pertaining to the COVID-19 virus.
- J. No policy can cover all of the possible situations which may arise. When this policy is not specific in a certain point, fraternities and sororities are expected to conduct their activities in the spirit of social responsibility embodied in this constitution. Social responsibility includes conducting oneself with high moral conduct at all times. Fraternities in violation of this policy's intent will be subject to review by Panhellenic Council Standards and Judicial Board.
- K. Any automatic sanctions will follow the appeal process as listed in the Panhellenic Judicial Manual.

#### **Section 12: Participation in Men's Recruitment**

- A. All Panhellenic persons at the University of Iowa will not participate in the University of Iowa Interfraternity Council chapters' recruitment process – Including all informal events, formal events, Bid Day events and membership selection processes.
- B. All Panhellenic persons at the University of Iowa will not wear recruitment apparel specific to one IFC chapter or use social networking sites to promote a single IFC chapter during the recruitment period.

#### **Section 13: Recruitment Public Relations**

- 1. Recruitment Public Relations period is considered to be the 75 days preceding the beginning of recruitment events until the close of recruitment events (bid day).

#### **Regarding Article XI, Section 1:**

- A. Regulation of Student Organizations: Hazing

“The Code of Student Life and the Policy on Violence prohibit harassment, assault, and other forms of threatening behavior. When threatening behavior takes place within the context of a student organization or club and is directed at a student interested in participating in group activities, sanctions will be imposed upon the group or club as well as the students. Sanctions up to and including de-recognition from the University are imposed upon a group or club when one or more members or associates of the group or club commit an act of hazing.

In addition to institutional sanctions, a person who commits an act of hazing may be subject to criminal sanctions under section 708.10 of the Code of Iowa. The University defines hazing more broadly than the Code of Iowa criminal definition. In applying the anti-hazing policy to individual cases, the following standards will be utilized during the administrative process to determine whether a hazing violation did occur as alleged.

Hazing is any intentional or unintentional reckless action or situation – with or without consent – that endangers a student or creates risk of injury, mental or physical discomfort, harassment, embarrassment, and/or ridicule – whether on campus or off campus – for the purpose of initiation into, affiliation with, or as a condition for

continued membership in any student organization or team recognized by the University of Iowa Student Government or by any other University sponsor.

Acts of hazing include, but are not limited to: compulsory alcohol or drug consumption; physical brutality; psychological cruelty; public humiliation; morally degrading activities; forced confinement; creation of excessive fatigue; required removal or destruction of public or private property; or any other activity that endangers the physical, mental, psychological, or academic well-being and/or safety of an individual. Any requirement imposed upon prospective, new, or current members which is not related to the organization's purpose is discouraged and will become the subject of a University investigation once the practice is brought to the attention of the Office of Student Life.

This policy applies to all UI students and all UI student organizations and clubs. Some University programs promulgate anti-hazing policies specifically for students participating in their programs. The Department of Athletics enforces a hazing policy, as does the UI Interfraternity Council and Panhellenic Council. Copies are available at the respective department offices.”

This policy can be found online at: <http://dos.uiowa.edu/policy-list/current/student-organizations-6/regulation-of-student-organizations-6/>

### **Appendices**

**FSL Social and Events Policy**

**Community Service and Philanthropy Doctrine**

**[NPC Judicial Policies](#)**

**Recruitment Standing Rules**