

**The Panhellenic Council at the**  
**University of Iowa Panhellenic Bylaws**

Amended: September 19<sup>th</sup>, 2024

**Table of Contents**

<b><i>CODE OF ETHICS</i></b> .....	<b>5</b>
<b><i>PROLOGUE</i></b> .....	<b>6</b>
<b><i>ARTICLE I: Name</i></b> .....	<b>6</b>
<b><i>ARTICLE II: Mission Statement</i></b> .....	<b>6</b>
<b><i>ARTICLE III: Purpose</i></b> .....	<b>6</b>
<b><i>ARTICLE IV: Membership</i></b> .....	<b>6</b>
<b>Section 1: General</b> .....	<b>6</b>
<b>Section 2: Extension</b> .....	<b>7</b>
<b>Section 3: Delegates</b> .....	<b>7</b>
<b><i>ARTICLE V: Rules of Order</i></b> .....	<b>7</b>
<b><i>ARTICLE VI: Meetings</i></b> .....	<b>8</b>
<b><i>ARTICLE VII: Panhellenic Advisor</i></b> .....	<b>8</b>
<b><i>ARTICLE VIII: Voting</i></b> .....	<b>8</b>
<b>Section 1: Voting Outlines</b> .....	<b>8</b>
<b>Section 2: Voting Procedures</b> .....	<b>8</b>
<b><i>ARTICLE IX: Organization</i></b> .....	<b>9</b>
<b>Section 1: General</b> .....	<b>9</b>
<b>Section 2: Panhellenic Council</b> .....	<b>9</b>
<b>Section 3: Officers and Duties</b> .....	<b>10</b>
<b>Section 4: Summer Session Duties</b> .....	<b>13</b>
<b><i>ARTICLE X: Selection of Panhellenic Officers</i></b> .....	<b>13</b>
<b>Section 1: Eligibility</b> .....	<b>13</b>
<b>Section 2: Nominating Process</b> .....	<b>14</b>
<b>Section 3: Slating of an Officer</b> .....	<b>14</b>
<b>Section 4: Election Process</b> .....	<b>15</b>
<b>Section 5: Removal of an Officer</b> .....	<b>15</b>
<b><i>ARTICLE XI: Invitations and Initiations</i></b> .....	<b>15</b>

**Section 1: General.....15**

*ARTICLE XII: New Membership.....16*

**Section 1: General .....16**

*ARTICLE XIII: Finances of Member Chapters .....16*

**Section 1: General .....16**

**Section 2: Late Fees.....16**

**Section 3: Fines.....16**

**Section 4: Chapter Dues.....16**

**Section 5: Budget.....16**

*ARTICLE XIV: Social Events Policy.....16*

**Section 1: Policy Definitions.....16**

**Section 2: Reporting Events.....18**

**Section 3: Alcohol and Drug Policy.....18**

**Section 4: Alcohol Education and Programming.....18**

*ARTICLE XV: Peer Accountability Proceedings.....19*

**Section 1: Violations.....19**

**Section 2: Peer Accountability Procedures.....19**

*ARTICLE XVI: Philanthropy and Community Service Policy.....20*

**Section 1: Philanthropy.....20**

**Section 2: Event Regulation Registered with the University .....20**

**Section 3: Community Service.....20**

**Section 4: Enforcement Procedures.....20**

*ARTICLE XVII: Educational Programming.....21*

**Section 1: Chapter Workshops.....21**

**Section 2: FSL Sponsored or Endorsed Programming.....21**

*ARTICLE XVIII: Academic.....21*

**Section 1: Chapter GPA Requirement.....21**

**Section 2: Test Files.....21**

***ARTICLE XIX: Amendments.....22***

***ARTICLE XX: Recruitment Rules.....22***

**Section 1: Recruitment Definitions.....22**

**Section 2: Recruitment Code of Ethics.....22**

**Section 3: General Recruitment Rules.....23**

**Section 4: Primary Recruitment Procedures.....24**

**Section 5: Bid Acceptance.....28**

**Section 6: Recruitment Counselors (Rho Gammas) .....28**

**Section 7: Automatic Recruitment Infractions and Sanctions.....28**

**Section 8: Participation in Interfraternity Council Recruitment.....29**

***Appendices .....29***

***FSL Social Events Policy.....29***

***Community Service and Philanthropy Doctrine.....29***

***NPC Peer Accountability Processes.....29***

***Recruitment Standing Rules.....29***

**CODE OF ETHICS:**

We, as Undergraduate members of Panhellenic sorority, 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.

**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 Bylaws 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 of Recruitment, and Vice President of Communications.
- 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 Welcome Back/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 sorority or organization of a local sorority, which may petition an NPC sorority for a chapter, shall organize such a chapter through colonization. Consideration should be given to NPC sororities that have previously had chapters on campus and to those NPC sororities that have filed letters expressing an interest in the campus. (See UNANIMOUS AGREEMENTS – College Panhellenic Council Peer Accountability 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 sorority 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 Bylaws. The President 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 sorority.
- 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 are 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-peer accountability meeting.

### **ARTICLE VII: Panhellenic Advisor**

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

##### **B. Other Vote Process**

- a. **Week 1:** Proposal and Explanations
- i. The proposal will be explained to the legislative body by the person suggesting the change.
- b. **Week 2:** Legislative Body Discussion
- i. The Panhellenic delegates come with discussion points and questions from their respective chapters regarding the proposed changes in the bylaw.
- ii. Discussion occurs amongst delegates – the PHC executive council does not participate unless there are specific questions directed to them.
- c. **Week 3: Legislative Body Vote**
- i. Panhellenic delegates vote on proposal on behalf of their respective chapters.
- ii. The percentage needed to pass will be based on a simple majority.
- iii. If it does not pass, the proposal needs to be edited and when editing is complete, propose to the legislative body. At this point the process would begin 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, peer accountability board, advisory staff from Fraternity and Sorority Life and standing committees.

- A. The Executive Council shall consist of the President, Executive Vice President, Vice President of Standards & Peer Accountability, Vice President of Finance, Vice President of Recruitment, Vice President of Recruitment Personnel, Vice President of Communications, Vice President of Programming, Vice President of Community Development, and Vice President of Access and Opportunity. 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 Bylaws 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 the minimum office hours required for position.
- B. All Panhellenic finances must follow Student Organization Business Office and University policies and procedures.
- C. Panhellenic Council Officer roles may be reviewed every four years from the last bylaw change.

**Section 2: Panhellenic 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. Chapter Executive Officer should not serve as a Panhellenic Council Executive Officer concurrently.
  - e. Attending all Panhellenic Council meetings (executive, legislative, roundtables, committees, etc.).
  - f. Serve a minimum of 2 office hours per week. All office hours shall be scheduled with the Executive Vice President.
  - g. Attend meetings with Fraternity/Sorority Advisor on a consistent and regular basis.
  - h. Transition the incoming officer into one's appropriate position.
  - i. Keep an up-to-date file of all activities and duties pertaining to the particular office.
  - j. Assist in primary recruitment and work week activities.
  - k. Work jointly and have an open relationship with the Interfraternity Council, National Panhellenic Councils and Multicultural Greek Council.
  - l. Attending and participating in conferences as appropriate.

- m. Two absences from Executive Council, Legislative Council, or other meetings as required without an excuse submitted in advance to the President or Executive Vice President can result in termination of office.
- n. Must maintain a 2.8 overall cumulative (non-UI) GPA throughout officer term.
- o. All Executive Officers report to the president who reports to the Panhellenic Advisor
- p. All Executive Officers will perform duties as required in Section 3 and other duties as assigned.
- q. All Executive Officers will serve as the nominating committee for the Executive Council slating process.
  - i. If a current member of the Panhellenic council chooses to go through the application process for the following council, the officer must decline participation in slating new council officers.

### 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, legislative, NPC meetings for the Panhellenic Council.
  - iii. Facilitate regular sorority chapter presidents' roundtables.
  - iv. Organize Legislative Council and sorority chapter presidents' meetings, in regard to guest speakers and workshops.
  - v. Maintain positive communications with the university and communicate regularly with upper administration (President of the University, Vice President for Student Life, Dean of Students, etc.).
  - vi. Apply for council related awards such as Fraternity and Sorority Life awards, National Panhellenic Conference (NPC) awards, and Association of Fraternal Leadership and Values (AFLV) awards.

#### B. Executive Vice President

- 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. Organize meeting agendas and record minutes for the Executive Council and Legislative Council and distribute them to the appropriate recipients.
  - iii. Coordinate and facilitate the cultivation of leaders
  - iv. Coordinate elections and officer installation.
  - v. Oversee Panhellenic Delegates training and development.
  - vi. Organize Panhellenic calendar activities and coordinate officer schedules per semester – including office hours.
  - vii. Record and track attendance at important Panhellenic meetings and/or events.
  - viii. Receive and document Room Reservation requests, recording them via Mazevo, and distributing forms to their corresponding officers.
  - ix. Review and approve roundtable and meeting agendas of Vice Presidents

#### C. Vice President of Standards and Peer Accountability

- a. Duties include, but are not limited to, the following:
  - i. Receive, update, and present any requests for changes or amendments to the Constitution and/or Bylaws of the Panhellenic Council at least once a semester.
  - ii. Coordinate peer accountability meetings and determine educational outcomes.
  - iii. Host accountability training for all Executive Board members.

- iv. Create an end of semester report outlining the activities of the peer accountability board over the past semester.
  - v. Determine, enforce, and oversee the completion of peer accountability meeting educational outcomes.
  - vi. Facilitate risk prevention programming for the Panhellenic community, which includes holding risk prevention and mitigation/ alcohol policy roundtables for all social chairs/ risk management officers.
  - vii. Semesterly plan and host Risk 101 programming
  - viii. Receive all necessary documentation for all social events with and without alcohol.
  - ix. Communicate with local bar and tavern owners about PHC policies as they relate to registered alcohol events.
- D. Vice President of Finance
- a. Duties include, but are not limited to, the following:
    - i. Prepare the fiscal year budget by June 1.
    - ii. Review and reconcile the budget monthly.
    - iii. Coordinate all chapter dues and assessments including recruitment budgets and receipts.
    - iv. Actively communicate with the Student Organization Business Office (SOBO) to pay invoices on behalf of the Panhellenic Council.
    - v. Oversee all expenses concurred by the Panhellenic Council.
    - vi. Coordinate with Vice President of Recruitment to collect and distribute chapter financial information for Potential New Members during recruitment.
- E. Vice President of Recruitment
- a. Duties include, but are not limited to, the following:
    - i. Plan and facilitate primary recruitment for the Panhellenic Council.
    - ii. Facilitate regular member chapter recruitment chair roundtables and coordinate plans of all chapter recruitment chairs.
    - iii. Reside in Iowa City or surrounding area during the summer to assist with New Student Orientation and recruitment logistics.
      - 1. Must schedule 15 hours of dedicated in-person work between the hours of 9:00am and 5:00pm Monday through Friday during the months of June-August.
    - iv. Organize summer mailings and pre-recruitment information distribution.
    - v. Facilitate usage of Campus Director and other related recruitment applications.
    - vi. Facilitate Continuous Open Bidding (COB) procedures.
    - vii. Serve as the main contact for the COB process.
    - viii. Must have been part of the recruitment team for an individual chapter or the Panhellenic Council.
    - ix. Coordinate bid- day activities in collaboration with the Vice President of Recruitment Personnel.
- F. Vice President of Recruitment Personnel
- a. Duties include, but are not limited to, the following:
    - i. Maintain communication with Potential New Members during the Primary Recruitment Process.
    - ii. Collaborate with the Vice President of Recruitment to facilitate event(s) for Potential New Members prior to recruitment.
    - iii. Coordinate Potential New Member conflicts, absences, and recruitment counseling services.
    - iv. Prepare tabling events and presentations for Potential New Members in coordination with the Vice President of Communications.

- v. Coordinate the selection and training of Rho Gammas and provide resources to Rho Gammas before and during the primary recruitment process.
  - vi. Coordinate Rho Gamma training, work week activities, conflicts, and absences during the recruitment period.
- G. Vice President of Communications
- a. Duties include, but are not limited to, the following:
    - i. Disseminate relevant public relations topics to the Panhellenic Community via Panhellenic legislative meetings, e-mail, newspaper advertisement, flyer, social media, and/or other methods.
    - ii. Responsible for updating Panhellenic content on the Fraternity and Sorority Life website and social media platforms when necessary.
    - iii. Act as a representative and spokesperson on behalf of the Panhellenic Council when in collaboration of FSL and Student Life Community and NPC (speaking with reporters, University officials, students, etc).
    - iv. Assist in and/or develop promotional material for Panhellenic events.
    - v. Develop and oversee the recruitment marketing calendar for Primary Recruitment.
    - vi. Develop the marketing strategic plan for the Panhellenic community.
    - vii. Coordinate promotional efforts with the Interfraternity Council, National Pan-Hellenic Councils and Multicultural Greek Council.
- H. Vice President of Access and Opportunity
- a. Duties include, but are not limited to, the following:
    - i. Work with campus and community experts to plan and execute ~~two~~ DEI related training and or educational events.
    - ii. Communicate with individual chapter DEI positions on topics related to speaking about DEI initiatives, how to promote DEI on an individual chapter basis, and community-based DEI events occurring.
    - iii. Assist other executive council members to ensure DEI initiatives are maintained throughout the Panhellenic community and the council initiatives.
    - iv. Partner with campus and community experts to provide resources for individual chapters surrounding DEI efforts
      - v. Coordinate Scholar of the Month, Chapter Scholar, and finals week programming.
    - vi. Collect academic achievement information from chapters specifically related to their goals and initiatives to raise their organization's grade point average.
    - vii. Work directly with chapters whose grade point average falls below the requirement set by the Panhellenic Bylaws.
    - viii. Promote and facilitate PHC and FSL wide sponsored academic programming, awards, and/or scholarship opportunities.
    - ix. Remain current with campus academic resources and convey information to chapters on a regular basis also including promoting Honors Societies, including but not limited to Order of Omega.
    - x. Host regular roundtables with chapter new member educators, educational chairs, and academic officers.
    - xi. Plan and administer Panhellenic specific new member education.
    - xii. Coordinate co-sponsored educational programs to be presented to the Fraternity/Sorority, University, or Iowa City/Coralville communities.
    - xiii. Select Mental Health Advocates annually and oversee MHA training.
    - xiv. Oversee chapter educational requirements and attendance each semester.
- I. Vice President of Community Development
- a. Duties include, but are not limited to, the following:
    - i. Build and maintain collaborative partnerships with Iowa City Officials and community members to assess the needs of the community.

- ii. Host roundtables with chapter community service representatives to inform on community service requirements, service opportunities, and foster relationships between each chapter's philanthropies.
  - iii. Organize the calendar to host philanthropy events from each chapter.
  - iv. Organize and promote service wide events based on community needs.
  - v. Review community service hour submissions each semester to ensure chapters are meeting the service hour requirement.
  - vi. Collaborate with the Interfraternity Council, National Pan-Hellenic Councils and Multicultural Greek Council on community wide service events.
  - vii. Gather and maintain records of proof of donation from individual chapter philanthropy events.
  - viii. Review post-event evaluations to gauge effectiveness, profitability of the events, and chapter reflection.
  - ix. Facilitate and encourage opportunities for civic engagement.
- J. Vice President of Programming
- a. Duties include, but are not limited to, the following:
    - i. Coordinate Panhellenic-specific events including but not limited to:
      - 1. FSL Fun Fair
      - 2. Greek Week
      - 3. Homecoming
      - 4. Campus Organization Involvement (Dance Marathon, CAB, etc.)
    - ii. Reside in Iowa City or surrounding area during the summer to assist with New Student Orientation and recruitment logistics.
    - iii. Build and maintain relations across departments, chapters, and councils.
    - iv. Collaborate and coordinate Sexual Violence Awareness Month activities.
    - v. Assist in any educational programming that relates to prevention (hazing, SVP, substance misuse, etc).

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

- A. All individuals with summer session duties are considered employees of the Fraternity and Sorority Life. A contract will be negotiated and signed, prior to the close of spring semester, with the Executive Vice President and the Fraternity and Sorority Life advisory team outlining the duties, duration, and stipend of the position.
- B. Expected individuals will have outlined summer session duties per their position determined by the President, Executive Vice President, and Panhellenic Advisor.
- C. 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. To be eligible for an officer position on the Panhellenic Executive board, the applicant must have been an active member in their chapter for at least one year at the time of installation.
- C. Terms of office shall be for one calendar year unless otherwise stipulated or until elections may be held.
- D. Nominees for office shall have maintained an overall cumulative grade point average (not UI) above 2.80, with exceptions noted by the Executive Council.
- E. Elected officers must maintain a minimum 2.80 overall cumulative GPA in the semester elected to hold the position in the coming term.

- F. No more than two individuals from a single chapter may be slated and/or elected to the Panhellenic Executive Board.
- G. President, Executive Vice President, and Vice President of Standards & Peer Accountability may not be from the same chapter.
- H. Arrests and Citations:
  - a. If a candidate received a citation, including a resident hall alcohol/ drug violation, 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 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 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. If only one person applies for a given position, a vote of confidence, consisting of a group consensus, is still required from the Executive Council. If this is not attained, the office is then subject to special election procedures.
    - i. Special Elections: If no viable candidates are available on 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 Executive Council shall conduct the interviews for the Executive Board.

### Section 3: Slating of the Officers

- A. The Executive Council 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 previous Executive Council 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:
    - i. President
    - ii. Executive Vice President
    - iii. Vice President of Standards & Peer Accountability
    - iv. Vice President of Finance
    - v. Vice President of Recruitment
    - vi. Vice President of Recruitment Personnel
    - vii. Vice President of Communications
    - viii. Vice President of Programming
    - ix. Vice President of Access and Opportunity
    - x. Vice President of Community Development

**Section 4: Election Process**

- D. After the prior Executive Council as presented the final slate, the Panhellenic Delegates shall vote on the entire slate. If the whole slate does not receive a majority vote, the Delegates shall vote on each officer individually in the following order President, Executive Vice President, Vice President of Standards & Peer Accountability, Vice President of Finance, Vice President of Recruitment, Vice President of Recruitment Personnel, Vice President of Communications, Vice President of Access and Opportunity, Vice President of Programming, and Vice President of Community Development.
- 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.
  - 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 5: 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.

**ARTICLE XI: Invitations and Initiations****Section 1: General**

- 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.
- D. A person may be initiated whenever they have met the requirements of the respective sorority that has offered them an invitation of membership.

## **ARTICLE XII: New Membership**

### **Section 1: General**

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' requirements regarding new membership.

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

### **Section 1: General**

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 Executive Vice President.
- B. A member chapter fails to pay any fines and assessments set by the Panhellenic peer accountability board by the deadline given by the Executive Vice President and/or the Vice President of Standards and Peer Accountability.

### **Section 2: Late Fees**

The Vice President of Finance 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 of Standards and Peer Accountability and is subject to a peer accountability meeting.

### **Section 3: Fines**

Fines and/or sanctions may be appealed in accordance with the NPC Peer Accountability Process.

### **Section 4: Chapter Dues**

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

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

### **Section 5: Budget**

- 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 XIV: Social Events Policy**

**All Panhellenic chapters are subject to the Fraternity and Sorority Life 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**

A non-alcoholic event, for the purpose of this definition, is an event or activity, co-hosted or co-sponsored with another organization where members will interact or engage in a shared activity with their chapter



and/or members outside of their chapter. These events will be referred to as “Campus Connections” events. No alcohol is present, before, or after the “Campus Connections” event. These events must have all the following characteristics defined:

- A. All chapters must participate in and register at least two (2) “Campus Connections” events per semester.
- B. All chapters must participate in at least one (1) event without alcohol that is held with a student organization or another chapter from a different Fraternity and Sorority Life council, and one (1) event without alcohol must be held with the Panhellenic sorority they have been paired up with as a part of the “Panhel-Pair” program.
- C. All “Campus Connections” events must be held at an ADA accessible venue.
- D. “Campus Connections” events may occur any time of the week and count toward a chapter’s total number of “Campus Connections” events. However, at least two (2) of the “Campus Connections” events must be on a Thursday, Friday, or Saturday.
- E. All “Panhel-Pairs” events must take place after meeting with the Panhellenic Council to review programming of the event.
- F. Pairings for “Panhel-Pairs” will be decided by the Panhellenic Council prior to the beginning of each semester.
- C. Members must attend one “Campus Connections” event in the Fall semester, and one event in the Spring semester. The Vice President of Standards and Peer Accountability will notify chapters of a timeframe for each event at the beginning of each semester.
- D. All date parties, semi-formals, and formals, regardless of whether alcohol is present, must take place at an approved venue, or must receive special approval from the Vice President of Standards and Peer Accountability 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 Fraternity and Sorority Life Social and Event Policy and other requirements as set by the Panhellenic Vice President of Standards and Peer Accountability and/or the Fraternity and Sorority Life Advisor.

- A. Federal, state, and local laws will take precedence over this event’s 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 must be reported to the Office of Student Accountability and Fraternity and Sorority Life. The Panhellenic Council will participate in the accountability process.
- F. In deciding if an unregistered alcoholic event has occurred, the peer accountability board will consider the following factors while participating in the accountability process with the Office of Student Accountability and Fraternity and Sorority Life:
  - a. Whether the event was discussed during chapter, executive committee meetings, 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 reasonably construed as a chapter event by an outside observer.

**Section 2: Reporting of Events**

- A. Fraternities and sororities must submit the university event registration form for all social events to Fraternity and Sorority Life.
  - a. Non-alcoholic event and alcoholic event forms must be filed at least 2 weeks prior to the event.
  - b. Forms must be submitted via the online registration form on Engage.
  - c. 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. Each chapter is encouraged to follow their inter/national organizations policy on transportation to and from a registered event.
- D. Social events where alcohol is available are restricted to Thursday, Friday, and Saturday of any given week of the academic year.
  - a. Events with alcohol may not take place during the first two weeks and last 2 weeks of fall and spring semesters.
- E. 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.
- F. All regulations, policies, laws, and rules apply 365 days a year regardless of whether or not university classes are in session.
- G. Members of the chapter holding a philanthropic event are not allowed possession or consumption of alcohol while partaking in the event.
  - a. Philanthropic events are to be alcohol free events.
- H. The possession, sale, and/or use of any illegal drugs or controlled substances at any chapter structure, sponsored event or at any event that an observer would associate with the chapter is strictly prohibited.
- I. The presence or consumption of alcohol at any Fraternity and Sorority Life council-sponsored event is strictly prohibited.

**Section 4: Alcohol Education and Programming**

- A. A retreat/program, such as Risk Prevention 101, will be held each semester for Social Chairpersons, Chapter Risk Managers, and Presidents. This retreat/program will include:
  - a. Review of the Fraternity and Sorority Life Social and Events Policy and Events Regulation.
  - b. Liability issues concerning the Fraternity and Sorority Community, chapters, and individual chapter members.
  - c. Education concerning risk prevention.
- B. Each chapter should also individually pursue alcohol related education and programming.

**ARTICLE XV: Peer Accountability Proceedings****Section 1: Violations**

- A. Any violations of the Panhellenic Code of Ethics, Constitution and Bylaws and its referenced external policies and regulations may be referred to a Panhellenic peer accountability meeting.
- B. Any Code of Student Life violations involving a Panhellenic Council chapter and their members, as decided upon by the University of Iowa, may be referred to a Panhellenic peer accountability meeting.
- C. Any violations of The University of Iowa Arrest and Citation Policy will be referred to a Panhellenic peer accountability meeting or the Office of Student Accountability and Fraternity and Sorority Life.
- 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. Sororities in violation of this policy's intent will be subject to review by Panhellenic Council Standards and peer accountability board.

**Section 2: Peer Accountability Procedures**

- A. Peer Accountability procedures are outlined as follows:
  - a. Alleged infraction is reported to the Vice President of Standards and Peer Accountability.
  - b. Vice President of Standards and Peer Accountability files a College Panhellenic Alleged Infraction Report and sends it to the chapter in question via email within 21 days of the alleged infraction. Vice President of Standards and Peer Accountability files a College Panhellenic Alleged Infraction Resolution Meeting Notice and sends it to the chapter in question via email.
  - c. The chapter in question decides if they would like to proceed with an informal or formal resolution meeting. Both meetings must be held within 21 days of the meeting notice.
    - i. Informal meeting resolution: Chapter in question accepts responsibility for the alleged infraction. The chapter in question works with the peer accountability board to find educational outcome(s) that address and correct the accepted infraction behaviors.
    - ii. Formal meeting resolution: Chapter in question does not accept responsibility for the alleged infraction. The peer accountability board, which consists of the Vice President of Standards and Peer Accountability and two randomly selected executive council members, will meet with the chapter in question to determine if the alleged infraction occurred.
    - iii. If the chapter is found responsible, the chapter in question will be given educational outcome(s) as seen fit to the degree of the offense.
    - iv. Vice President of Standards and Peer Accountability will send an Informal or Formal Accountability Resolution Meeting Summary Report within 24 hours of the meeting.
    - v. Appeals can be submitted after a formal accountability resolution meeting takes place. A College Panhellenic Appeal Notice must be filled out within 7 days of the meeting. Any party involved in the meeting can file an appeal. An appeal can reverse or uphold the decision made by the peer accountability board.
- B. The peer accountability 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 are no set outcomes for violations because all situations have varying conditions and circumstances. All outcomes should aim to be educational in nature. In addition, the peer accountability board will keep detailed records of previous outcomes 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 or a donated good (ie. clothes, canned food, etc) 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 Interfraternity Council, Multicultural Greek Council and National Pan-Hellenic Council.
- D. Events subject to regulation and definition herein will include all philanthropic events sponsored by a chapter at the University of Iowa.

**Section 2: Event Regulation Registered with the University**

- A. 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.
- B. All philanthropic events must be registered with the Vice President of Community Development and Fraternity and Sorority Life at least 2 weeks in advance.
- C. Approval of the Panhellenic pre-event form will be granted or 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 pre-event form after receiving notification that their pre-event form was denied.
- F. A post-event form, which includes receipts of donations to philanthropic organizations and reflection of the event, must be submitted to the Vice President of Community Development within 30 days after the event or prior the last day of the semester. Vice President of Community Development needs to approve all the goods sold or given out in relation to the event.
  - a. A maximum of two (2) philanthropic events can be held within the Panhellenic 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 or to an exterior organization.
- C. Community service shall be defined as service that a member performs a hands-on activity 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.
- D. 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.
- E. Documentation from each chapter of service hours completed must be submitted to the Vice President of Community Development by the last day of classes each semester.

**Section 4: Enforcement Procedures**

- A. The Vice President of Community Development shall be responsible for monitoring the philanthropy policy and the service policy.

**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 all 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 by the Vice President of Access and Opportunity before the pre-workshop from is submitted. An Expert Speaker does not include undergraduate students or chapter advisors.
- B. An educational is a workshop that educates the chapter members on a topic relevant to their community. Workshops that qualify include but are not limited to: understanding of risk reduction, healthy habits, diversity, equity, and inclusion, hazing prevention, substance misuse and recovery, and mental health and wellness.
- C. One Sexual Violence Awareness/Bystander Intervention training workshop, Tier Violence Prevention, must be completed within the academic year. 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 of Access and Opportunity at least 14 days in advance of the scheduled event.
- D. 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 Fraternity and Sorority Life 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 Vice President of Access and Opportunity by the educational directors from each chapter.

**Section 2: FSL Sponsored or Endorsed Programming**

Any member can receive their credit for educational attendance by attending PHC/FSL events (if confirmed by the Vice President of Access and Opportunity and signing in with the Panhellenic Council.

**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 of Access and Opportunity 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 and will be reported to the Office of Student Accountability. The Panhellenic Council may take part in the accountability process.

**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 a simple majority with quorum.

**ARTICLE XX: Recruitment Rules**

ALL CHAPTERS SHALL UPHOLD ALL NPC UNANIMOUS AGREEMENTS.

**Section 1: Recruitment Definitions**

- A. Chapter: Any NPC sorority or associate member recognized by the Panhellenic Council.
- B. Primary Recruitment: The primary recruitment process occurs during the fall semester.
- C. Continuous Open Bidding (COB): An opportunity for chapters that do not reach quota during primary recruitment to bid to quota and/or for chapters that are not at total to bid total. The registration process is structured by the Panhellenic Council and only chapters with available spaces in quota or total are eligible to participate on COB.
- D. Snap Bidding: Allows chapters to fill their remaining spots after Preference Round concludes and before Bid Day cards are opened, if quota was not met. It provides an opportunity for PNM's who did not receive a bid or withdrew from the Primary Recruitment Process.
- E. Potential New Member (PNM): Any women registered for Primary Recruitment and COB.
- F. Orientation: PNMs will attend or watch orientation as a requirement from Fraternity and Sorority Life to participate in recruitment.
- G. Round 1 – Videos: PNMs will watch 6-minute introduction videos from each National Panhellenic Conference (NPC) chapter as an introduction, along with reviewing a financial video that outlines each chapter's semesterly finance obligations.
- H. Round 2 – Sisterhood: PNMs will attend at most 10 chapters for 30-minute parties with a primary focus on sisterhood and values.
- I. Round 3 – Philanthropy: PNMs will attend at most 6 chapters for 40-minute parties with a primary focus on civic engagement, philanthropy, and service.
- J. Round 4 – Preference: PNMs will attend at most 2 chapters for 60-minute parties.
- K. Members: Active collegians who make up the Panhellenic chapters.
- L. Rho Gamma: A member who guides PNMs during the primary recruitment process.

**Section 2: Recruitment Code of Ethics**

- A. During recruitment processes, the objectives of the University of Iowa Panhellenic Council is 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 New Members.
  - d. Chapter Members' and Potential New Members' personal and class schedules be accommodated.
  - e. All chapters are well informed of the recruitment policies, as well as Panhellenic procedures and resources.
  - f. Chapters speak of other chapters with the utmost respect and consideration.
  - g. Potential New Members are not discriminated against based on race, religion, ethnicity, disability, sexual orientation, political beliefs, socioeconomic status, or any other marginalized identity.
  - h. Potential New Members are treated with respect and friendliness.

- i. Potential New 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 Bylaws 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 New Members and chapter leaders.
  - k. Potential New Members are provided with fully trained, compassionate Rho Gammas who promote the welfare of Fraternity and Sorority Life as a whole, not their individual chapters.
  - l. No Potential New Member is approached by more than 2 initiated chapter members at a time, also known as “hotboxing”.
  - m. Potential New Members receive an accurate picture of sorority life, such as the obligations and commitment associated with being an active member.
  - n. Potential New Members have a positive experience, regardless of whether 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 policies as voted on and passed by the Panhellenic Council.
  - b. We will always act with respect for our sisters, Potential New Members, alumnae, representatives from their respective organizations, Rho Gammas, Panhellenic Executive Officers, advisors from Fraternity and Sorority Life, 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 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 peer accountability meeting to determine the outcomes of breaking this commitment.
  - f. We will encourage prospective members to explore all possibilities of membership and not encourage them to intentionally single preference one organization.
  - g. Chapters must sign the Recruitment Code of Ethics annually before the conclusion of spring semester.

### Section 3: General Recruitment Rules

- A. All NPC member organizations represented at the University of Iowa believe in strictly adhering to NPC Unanimous Agreements and policies. These policies are non-negotiable and will be followed by all organizations during the recruitment process.
- B. All members, including alumnae, are responsible for understanding and observing the Panhellenic Council’s recruitment policies.
- C. The use of alcoholic beverages at recruitment functions is strictly prohibited.
- D. The University of Iowa will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each Potential New Member interested in joining a NPC sorority, whether during primary recruitment or COB. We agree to all policies and steps pertaining to the MRABA.
- E. Statement of Automatic Reset of Total:
  - a. In fall semester, the total setting mechanism will be set by the Total Setting Specialist for NPC, in collaboration with University of Iowa Fraternity and Sorority Life staff, prior to the conclusion of primary recruitment and total will be set after bid matching concludes.

- b. In the spring semester, the total setting mechanism will be set by the Total Setting Specialist for NPC, in collaboration with University of Iowa Fraternity and Sorority Life staff, by the first day of classes.
- c. Chapters are responsible for verifying the accuracy of their chapter rosters in the Management System by the dates designated by Fraternity and Sorority Life.

#### Section 4: Primary Recruitment Procedures

- A. Timing
  - i. The Panhellenic Vice President for Recruitment will develop the schedule and establish pertinent dates for primary recruitment. The schedule will be set and voted on by the Panhellenic delegates before spring break in the spring semester.
- B. Eligibility
  - i. A woman must be enrolled as a student at the University of Iowa to join a sorority chapter.
  - ii. A women must have completed orientation prior to the recruitment process.
  - iii. Potential New Members must agree to and abide by the terms set forth in the Potential New Member Contract.
  - iv. A Potential New Member shall not be, or have been, an initiated member of any National Panhellenic Conference sorority or a Panhellenic Council affiliate sorority.
- C. Contact between NPC Sorority Members and Potential New Members
  - i. Positive Panhellenic Contact and Communication
    - 1. Sorority members are expected to promote a “Go FSL” message and general sorority membership, known as positive contact, as opposed to promoting their individual chapter from May 1 through Bid Day.
      - i. 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.
    - 2. Panhellenic sororities cannot post on chapter social media platforms recapping a round until the last party has concluded for that specific round.
    - 3. 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.
- D. Limited Contact
  - i. Limited contact begins at 8:00 a.m. on the day preceding the first primary recruitment event and allows for normal and friendly contact between sorority members and PNM.
    - 1. Methods of limited contact include face-to-face communication when passing PNM, activities expected in the classroom (class discussions, group projects, etc.), and mutually participating in any program or event hosted by University of Iowa out of the classroom.
  - ii. Acquaintances made prior to primary recruitment should keep their communication with PNM limited to cordial communication.
  - iii. Active sorority members and alumnae cannot initiate contact with a PNM, which includes social invitations, adding PNM on social media platforms, and engaging with PNM on social media.
  - iv. Sorority members may not promise bids or invitations or give the hint that a bid or invitation will be extended to a PNM, and they may not suggest that they will see a PNM during the next rounds.
    - 1. The giving of gifts to Potential New Members, which is considered any item that a PNM leaves a recruitment party with that they did not originally enter with, is considered promising of bids.



- E. Strict Silence
  - i. No contact is permitted between any active or alumnae chapter member and a PNM once the Preference Round has concluded.
  - ii. During Preference Round, PNMs can communicate with the Panhellenic Council Executive Board and Rho Gammas until they proceed to make selections with university staff and volunteers when signing the MRABA.
- F. Recruitment Rounds
  - i. General
    - 1. Chapters must allow PNMs and Rho Gammas access to restrooms within the chapter structure up to 10 minutes prior to the beginning of each party.
    - 2. Chapters are expected to adhere to the release figures set by the NPC RFM Specialist.
    - 3. Invitation and bid lists are due by the designated dates and times set by Fraternity and Sorority Life in the approved Panhellenic Primary Recruitment Schedule. All chapters are required to abide by the party times as set by the Panhellenic Council.
      - a. A party officially begins when the door of your chapter structure opens and officially ends when the door closes.
    - 4. Chapters are permitted to engage in activities with PNMs during rounds such as singing, chanting, clapping, speeches, slideshows, videos, house tours, and background music.
      - a. Any form of skit is strictly prohibited, which includes anything related to a short play or a piece of writing that contains characters, plots, props, and/or storylines.
      - b. Any form of door stacks is strictly prohibited, which includes women stacking in the doorway, stacking on steps, or stacking in other areas of the chapter structure that does not leave a clear path for members to exit in case of emergency.
    - 5. Chapter members are permitted to go outside during any round, from the official start of the party to its official conclusion.
  - ii. Recruitment Finances
    - 1. Chapter recruitment budgets must be submitted to the Vice President of Finance through the templates provided for each round by the Panhellenic Council.
    - 2. All receipts should be submitted to the Panhellenic Vice President of Finance 14 days after the closing of primary recruitment.
    - 3. Any chapter found using items, supplies, or decorations not included in their receipts or approved by the Vice President of Recruitment, will be subjected to a peer accountability meeting.
    - 4. T-shirts worn during Round 2 will be provided and financially covered by the Panhellenic Council.
    - 5. The maximum budget that each chapter can spend is outlined below:
      - a. Overall Furniture: Flat budget of \$1500
      - b. Round 1 (Videos): Flat budget of \$2,500
      - c. Rounds 2 and 3 (Sisterhood and Philanthropy): Flat budget of \$300
      - d. Round 4 (Preference): The totality of \$12 per person, which encompasses just PNMs.
        - i. The per person budget for Round 4 – Preference will be based on each chapter’s individual number of PNM attendance over the last 3 years of primary recruitment preference rounds.
        - ii. This will be provided by the Panhellenic Council to each chapter.

6. Bid Day: The totality of \$22 per person, which includes both actives and PNMs, plus a flat budget of \$2,500
- iii. Recruitment Expenses
  1. Values will be assessed towards re-used decorations.
  2. If an expense is not included in the flat rate or per person rate description above, the chapter must get approval from the Vice President of Recruitment prior to the purchase.
- iv. Work Week
  1. All member chapters will be expected to attend all work week programming hosted by the Panhellenic Council, including but not limited to: Community Speaker, Code of Ethics Presentation, Chapter Round Practice, Bias in Recruitment Educations, and Phired Up Training.
  2. There will be no decorations that have not been present in the chapter structure prior to the end of work week throughout primary recruitment, except for Round 4 – Preference.
    - a. Subtle decorations or display are permitted inside the chapter structure only if they pertain directly to the chapter's philanthropy.
      - i. Extravagant decorations or décor is prohibited, which includes, but are not limited to balloon arches, large light-up letters, etc.
      - ii. All philanthropy decorations and displays must be approved by the Panhellenic Council Vice President of Recruitment.
- v. Zoom Parties
  1. Potential New Members and chapters will only use Zoom if the Potential New Member has communicated a conflict with the Panhellenic Council.
  2. Each chapter must provide a Zoom link to the Panhellenic Council that they will use throughout the entirety of primary recruitment if a PNM needs an accommodation.
  3. Parties will begin once a PNM is let into the chapters zoom call from the waiting room and will conclude when the zoom call is ended.
- vi. Round 1 – Virtual Videos
  1. The Round 1 recruitment video must be at least 4 minutes long but not exceed 6 minutes and must include closed captioning.
  2. The Round 1 recruitment video must include at least 3 minutes of members discussing the following questions:
    - a. What are your chapters' values and how are they displayed in the community?
    - b. How does the sorority foster personal growth and development?
    - c. What does your sorority experience at Iowa mean to you?
  3. Videos are due to the Vice President of Recruitment by the date specified in the approved Primary Recruitment Schedule, with exceptions granted by the Vice President of Recruitment.
  4. Chapters must submit their semesterly financial information for new members, active members, and live-in members (if applicable) to the Panhellenic Council by the date designated in the approved primary recruitment schedule to be included in the Round 1 Financial Transparency Video that each PNM will review as a part of the round.
- vii. Round 2 – Sisterhood
  1. Chapters are encouraged to direct conversations towards their values, aspects of their sisterhood, and shared experiences/activities chapters have participated in.
- viii. Round 3 – Philanthropy

1. Chapters are encouraged to direct conversations towards their philanthropy, philanthropic endeavors, and commitment to service.
  2. Chapters can incorporate videos and activities showcasing their philanthropic efforts.
- ix. Round 4 – Preference
1. Chapters are encouraged to direct conversations towards deeper and more meaningful conversations. The focus of this round is on the chapter's ritual and values.
  2. Quota range will be established and communicated to chapter following party 2 in Round 4 – Preference.
- G. Bid Day
- i. On Campus Expectations
1. No chapter can exceed more than 30 active members at the Bid Day location on campus.
  2. Chapters are required to present themselves outside of the indoor Bid Day location in alphabetical order.
  3. No props that can leave a presence behind are permitted including, but not limited to, feathers, glitter, and confetti.
  4. Appropriate chanting and music are permitted when waiting for and welcoming new members.
- ii. Chapter Structure Expectations
1. The transportation of new members and active members on Bid Day must meet the following guidelines:
    - a. PNMs cannot be transported to Bid Day by an active member's vehicle.
      - i. Any amplified sound will need to be registered with Iowa City at this link: <https://www.icgov.org/permits>
      - ii. Only current initiated members, new members, alumnae, and chapter structure staff are permitted at Bid Day events.
        1. Males involved in any Bid Day activities must be approved by the Vice President of Recruitment.
    - b. Themes and Bid Day Plans must be submitted and approved by the Panhellenic Council Recruitment Team.
    - c. All vendors hired for Bid Day events including, but not limited to, DJs, food catering, and entertainment operators must be approved by the Vice President of Recruitment at least 2 weeks (14 days) prior to Bid Day.
- H. Snap Bidding Procedures
- i. A snap bid can be extended to PNMs who did not receive a bid after preference round or who withdrew from the primary recruitment process.
  - ii. Chapters eligible for snap bidding must submit a list in preference order to the Fraternity and Sorority Life staff by the designated time on the approved primary recruitment schedule, using the template provided by the Panhellenic Council.
  - iii. Snap bids will be extended by the Panhellenic Council Executive Board and the Fraternity and Sorority Life Advisor via phone call.
  - iv. A PNM who has been extended a snap bid must accept before bid cards are opened on Bid Day.
  - v. A PNM who accepts a snap bid can attend Bid Day.
- I. Continuous Open Bidding Procedures
- a. Eligibility

- i. Any person(s) that signed the MRABA and accepted a bid from a chapter during the Primary Recruitment process, is prohibited from participating in COB for an entire calendar year on the same campus.
- ii. PNMs must complete orientation prior to being eligible for COB.
  1. If a PNM completed orientation during the primary recruitment process but withdrew from the process before signing the MRABA, they do not need to complete an additional orientation.
- iii. Procedures
  1. PNMs interested in joining your chapter must register on Campus Director.
  2. PNMs will receive the link to the orientation video they are required to complete.
  3. Once PNMs complete the orientation video, the Panhellenic Council will move PNMs into enrolled status, meaning that PNMs visible on Campus Director to chapters are eligible to receive a bid.
  4. Once a chapter extends a bid to the PNM, the chapter will need to add the PNM to their bid list on Campus Director.
  5. PNMs must log into their account on Campus Director to accept the bid and sign the MRABA.

**Section 5: Bid Acceptance**

- A. Gold card invitations are due to Fraternity and Sorority Life through the Roster Management System within 24 hours after a bid is extended and accepted by a PNM for both primary recruitment and COB.

**Section 6: Recruitment Counselors (Rho Gammas)**

- A. Recruitment counselors will serve as unbiased guides during all phases of primary recruitment and will follow the National Panhellenic Conference Manual of Information regarding Recruitment Counselor Duties and Obligations.
  - a. This includes refraining from the consumption of alcohol and other drugs beginning the day prior to orientation check-in and ending at 8:00am the day following bid day.
- B. Recruitment counselors must agree to and abide by the terms set forth in the Rho Gamma contract.
- C. A recruitment counselor may choose whether to acknowledge themselves as a member of a particular chapter during the summer, but may not be affiliated once PNMs receive a Rho Gamma through Bid Day.
- D. Senior recruitment counselors, graduating in December or May of that academic year, will not be allowed to watch or participate in any recruitment event, except upon invitation by a chapter during Preference Round.
- E. A complaint may be filed to the Vice President of Standards and Peer Accountability against a recruitment counselor 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 them.
- F. Recruitment counselors may be asked to act as a witness to any allegations reported by any member group of the Panhellenic Community.
- G. The Rho Gamma Recruitment Counselor selection process will include an application available in February and an interview in March each year.
  - a. Once the application deadline has expired, two executive board members from different chapters will interview applicants based on a rubric.

**Section 7: Automatic Recruitment Infractions and Sanctions**

- A. An infraction is any violation of the policies of the Panhellenic Council or the National Panhellenic Conference's Unanimous Agreements.
- B. To review the process of submitting an infraction report, please reference the peer accountability process in Article XIV, Section 2 Peer Accountability Procedures.
- C. Recruitment Fines

- a. Will be assessed for turning in a list to Campus Director based on the following schedule:
  - i. 0-4 minutes late: \$25 Fine
  - ii. 5-60 minutes late: \$100 Fine
  - iii. After the first 60 minutes, each additional 15-minute interval will result in an additional \$100 fine and the chapter will be subjected to a peer accountability meeting.
- b. Will be assessed for starting early or ending a party late based on the approved primary recruitment schedule.
  - i. 0-5 minutes late: \$25 Fine
  - ii. After the first 5 minutes, each additional 5-minute interval will result in an additional \$10 fine and the chapter will be subjected to a peer accountability meeting.
- c. Will be assessed for hotboxing a PNM, meaning having the ratio of 3 or more active members with 1 PNM during a round.
  - i. First Offense: \$20 Fine
  - ii. Second Offense: \$30 Fine
  - iii. Third Offense: \$50 Fine and the chapter will be subjected to a peer accountability meeting.
- d. Will be assessed for bid promising.
  - i. First Offense: \$20 Fine
  - ii. Second Offense: \$30 Fine
  - iii. Third Offense: \$50 Fine and the chapter will be subjected to a peer accountability meeting.
- e. Chapter is not reachable by phone each round between the time of house checks beginning and the round lists being distributed will be assessed a \$25 fine after the chapter has received two phone calls from the recruitment team.
- f. Chapter that promotes a PNM to withdraw from primary recruitment to participate in Continuous Open Bidding (COB) during primary recruitment will be assessed a \$250 fine for each video, comment, social media post, and/or any circulation of interest forms.
  - i. This does not include conversations about how active members joined the chapter and their experiences.
- g. If violations persist in subsequent rounds, the chapter will be assessed the fine and subjected to a peer accountability meeting.

### **Section 8: Participation in Interfraternity Council Recruitment**

- A. All Panhellenic members at the University of Iowa will not participate in the University of Iowa Interfraternity Council chapters' recruitment process, including both informal events and formal events.
- B. All Panhellenic members at the University of Iowa will not wear recruitment apparel specific to one Interfraternity Council chapter during the recruitment period.

### **Appendices**

**FSL Social and Events Policy**

**Community Service and Philanthropy Doctrine**

**NPC Peer Accountability Processes**

**Recruitment Standing Rules**