BYLAWS OF UNIVERSITY OF NORTH TEXAS PANHELLENIC ASSOCIATION

Article I. Name

The name of this organization shall be the University of North Texas Panhellenic Association.

Article II. Object

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

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

Article III. Membership

Section 1. Membership classes

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

A. Regular membership. The regular membership of the University of North Texas Panhellenic Association shall be composed of all chapters of NPC sororities at the University of North Texas. Regular members of the University of North Texas College Panhellenic Association shall pay dues as determined by the Panhellenic Council. Each regular member shall have voice and one vote on all matters.

B. Provisional membership. The provisional membership of the University of North Texas Panhellenic Association shall be composed of all colonies of NPC sororities at University of North Texas. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.

C. Associate membership. Local sororities or inter/national or regional non-NPC member organizations may apply for associate membership of the University of North Texas Panhellenic Association.
Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If they are not participating in the primary recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

Section 2. Privileges and responsibilities of membership
Duty of compliance. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these University of North Texas Panhellenic Association bylaws, code of ethics and any additional rules this Panhellenic Association may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.

Article IV. Officers and Duties

Section 1. Officers
The officers of the University of North Texas Panhellenic Association shall be president, first vice president, vice president of recruitment and retention, vice president of scholarship, vice president of service, vice president of programming, vice president of administration and finance, and vice president of community relations.

Section 2. Eligibility
Eligibility to serve as an officer shall depend on the class of membership:
   A. Regular membership. Members from women's sororities holding regular membership in the University of North Texas Panhellenic Association shall be eligible to serve as any officer.
   B. Provisional membership. Members from women's sororities holding provisional membership in the University of North Texas Panhellenic Association shall not be eligible to serve as an officer.
   C. Associate membership. Members from women's sororities holding associate membership in the University of North Texas Panhellenic Association shall not be eligible to serve as an officer.

Section 3. Selection of Officers
   A. Before the first Collegiate Panhellenic Council meeting in November, the President shall make applications for officer positions available. Time at a meeting or a separate informational session shall be dedicated to describing officer duties and qualifications. This information shall also be listed on the application.
B. The offices of president, first vice president, vice president of recruitment and retention, vice president of scholarship, vice president of service, vice president of programming, vice president of administration and finance, and vice president of community relations of the University of North Texas Panhellenic Association shall be elected based off the slate presented from the nomination committee.

C. After receiving the slate the delegates will present it to their chapters.

D. The voting delegates of the College Panhellenic Council will elect officers with a majority vote two weeks after the slate is presented.

E. Officers shall be installed at the last regular meeting of the fall semester.

F. Incoming officers shall be transitioned by outgoing officers at an officer transition session scheduled by the outgoing Collegiate Panhellenic Council President and the Panhellenic Advisor. Incoming officers shall be provided updated officer notebooks, and training on information contained in the NPC Manual of Information and relevant University of North Texas rules and regulations. This transition should occur prior the end of the fall semester.

Section 4. Qualifications and Limitations

A. Each officer must have a minimum 2.75 cumulative grade point average to run and remain in office.

B. Officers must be enrolled as a full time student at the University of North Texas according to their degree plan and classification.

C. Each officer must be an active initiate in good standing with her organization including financial, academic, behavioral, or as defined by the chapter.

D. All applicants must have been a member of their fraternity for at least two semesters prior to applying. This time includes their new member period but they must be initiated by the time of applications open.

E. The officers of the University of North Texas Panhellenic Association may not concurrently serve as president, recruitment chairs, or new member officer of their chapter affiliation.

F. No more than two members from the same women’s sorority shall hold office during the same term.

G. The president should have been a member of the University of North Texas Panhellenic Association previously either as a delegate, recruitment team member, or executive board officer.

H. The vice president recruitment and retention should have been a member of the University of North Texas Panhellenic Association previously either as a delegate, recruitment team member, or executive board officer or held an office within her chapter that provides her significant experience with the recruitment process.

I. President, vice president of recruitment and retention, and first vice president may not be representatives from the same chapter.
J. Should no qualified women apply by the established deadlines, the nomination committee should review and decide to suspend any or all of the stated deadlines.

Section 5. Nomination procedure
A. A nominating committee of outgoing Panhellenic Executive Board members and a representative from each chapter that is not represented on Panhellenic Executive Board will review all applications and conduct interviews of qualified candidates. The nominating committee shall consider the qualifications of all candidates for elected officers and shall nominate at least one name for each elected officer position.
B. No members running for Panhellenic Executive Board may serve on the nomination committee.
C. When selecting a slate, each candidate will receive a phone call accepting her nomination for the slate. Candidates not being placed on the slate will be notified by phone call or email at the conclusion of interviews.
D. They will suggest a slate for ballot vote by the College Panhellenic Council two weeks before the elections. A majority vote shall elect and no members running shall be present during the vote.
E. Applicants not slated to their preferred position may challenge the slate by contacting the Panhellenic Advisor 24 hours prior to the election.
F. At the elections meeting, all nominees who choose to run off and challenge the slate must give a review of their intentions for office.
G. Each senior delegate will vote on the entire posted slate. If a candidate challenged the slate, every slated position will be voted on separately.
H. If a senior delegate has applied for a position on the Executive Board then the chapter president or another chapter representative shall serve as the voting member for that chapter.
I. The Panhellenic advisor shall serve as a nonvoting ex-officio member of the nominating committee.

Section 6. Term
The officers shall serve for a term of one year or until their successors are selected. The term of office will begin at the beginning of the spring academic term until the end of the fall academic term.

Section 7. Removal
Any officer who is not performing the duties and expectations as defined by the governing documents and/or agreed by executive board members may be removed for cause by a vote of two-thirds of the Panhellenic Council Executive Board.

Section 8. Vacancies
Vacancies shall be filled in the same manner of selection as provided in Section 3 and Section 5 of this article. In the event of a vacancy between semesters the Advisor and Executive Board may select someone to serve as the interim officer until the next Panhellenic Association meeting in which the officer will be voted on.
Section 9. Duties of officers

A. General duties of all officers

1. Attend and participate in required university and Panhellenic trainings, council retreats, council meetings, leadership conferences, and transition meetings.
2. Absences may only be excused by the Panhellenic Advisor for executive officers.
3. Provide an officer report of all actions and business related to her respective office at all executive and regular meetings of the collegiate council.
4. Submit a report to the vice president of administration and finance for inclusion in the agenda of all regular meetings of the council.
5. Coordinate with vice president of administration and finance when collecting monies to ensure checks are written appropriately, collected and deposited in a timely manner. Review any received price quotes with vice president of administration and finance and obtain approval prior to distributing information about ordering to chapters.
6. Review budget and obtain approval prior to all purchases from vice president of administration and finance. All receipts must be turned in within 30 days of purchase to be reimbursed by Panhellenic.
7. Disassociate during recruitment periods to assist with execution of the Panhellenic recruitment process.
8. Complete all duties assigned by vice president of recruitment and retention and Panhellenic Advisor related to the Panhellenic recruitment process.
10. Provide a transition to incoming officer.
11. Serve on university committees as determined by the president.
12. Maintain and turnover files pertaining to office.
13. Be aware of the information needed for awards and NPC reports related to your office and collect it throughout the year from the Greek Life office and chapters.
14. Perform all other duties as assigned.

B. The president shall:

1. Preside at all meetings of the Panhellenic Council and the Executive Board.
2. Serve as an ex-officio member of all Panhellenic Association committees, except the judicial board.
3. Communicate regularly with the Panhellenic advisor.
4. Ensure that the NPC College Panhellenic annual report is completed.
5. Apply for all University of North Texas, Greek Life, AFLV, NPC, and other awards on behalf of the University of North Texas Panhellenic Association.
6. Communicate regularly with the NPC area advisor.
7. Maintain current copies of the following: University of North Texas Panhellenic Association bylaws and standing rules, the Panhellenic Association budget, contracts executed on
behalf of the Panhellenic Association, correspondence and materials received from the NPC area advisor, all NPC College Panhellenic reports and other pertinent materials.

C. The first vice president shall:
   1. Perform the duties of the president in her absence.
   2. Facilitate and preside over Judicial Board Matters.
   3. Oversee any committees created and appointed by the president.
   4. Serve as an ex officio member of all committees.
   5. Serve as the liaison for the council to the Interfraternity Council, National Pan-Hellenic Council, and the Multi-Cultural Greek Council, and attend all their council meetings.
   6. Coordinates all risk management education and maintain a current risk management policy on file for each sorority.
   7. Keep all Judicial Board action on file for three years.

D. The vice president of recruitment and retention shall:
   1. Oversee all activities regarding recruitment.
   2. Propose recruitment rules to the council for their voted approval.
   3. Facilitate the recruitment counselor and logistic team selection process.
   4. Facilitate recruitment team training process with advice and assistance of the Panhellenic advisor and NPC area advisor.
   5. Assist in coordinating all publicity efforts concerning recruitment in coordination with the vice president of community relations.
   6. Coordinate recruitment evaluations for PMNs and chapters.
   7. Serve as chair of the judiciary board when it concerns a recruitment infraction.
   8. Coordinate and facilitate Panhellenic retention efforts.
   9. Maintain a file of membership recruitment statistics and recruitment materials for five years.

E. The vice president of scholarship shall:
   1. Coordinate all scholarship programming.
   2. Educate council on scholarship tips.
   3. Work with vice president programming to organize at least one scholarship awareness event/program per semester.
   4. Coordinate the University of North Texas Panhellenic Association scholarships application process and selection in coordination with the Panhellenic Advisor.
   5. Inform the University of North Texas Panhellenic community of scholarship and internships opportunities.
   6. Oversee the operation of Junior Panhellenic.

F. The vice president of service shall:
   1. Arrange for and organize all council service activities.
   2. Oversee all council efforts as a campus partner for the all council philanthropy Circle of Sisterhood.
3. Program one philanthropic event per semester.
4. Keep a record of all service projects and donations of the Panhellenic council.
5. Oversee the operation of Junior Panhellenic.

G. The vice president of administration and finance shall:
1. Supervise the finances of the University of North Texas Panhellenic Association.
2. Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each University of North Texas Panhellenic Association member sorority.
3. Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
4. Pay promptly the annual NPC dues and all bills of the University of North Texas Panhellenic Association.
5. Maintain current financial records up to seven years; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
6. Keep an accurate roll of the members of Panhellenic Council.
7. Record minutes of all meetings of the University of North Texas Panhellenic Council and the Executive Board meetings.
8. Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence up to four years.
9. Send meeting minutes to the NPC area advisor.

H. The vice president programming shall:
1. Serve as the Greek Community Board liaison to the Panhellenic Council.
2. Serve as a representative on university committees as designated by the president.
3. Organize the sister sorority program.
4. Serve as the liaison for Recreational Sports and the Intramural program.
5. Organize all programming events and activities determined by Executive Board including but not limited to Bid Day, Pan Pride, and the Progressive Dinner.
6. Facilitate chapter and council programming by continuously updating the Panhellenic calendar.
7. Assist the chapters in scheduling events to limit conflicting dates of programs.

I. The vice president community relations shall:
1. Serve as the liaison in coordination with the Panhellenic president to the NT Daily and all other media outlets.
2. Coordinator all public relations and marketing efforts.
3. Coordinate all purchases made in regards to marketing and public relations.
4. Ensure all materials, logos, and purchases reflect the University of North Texas, National Panhellenic Conference, and each chapter brand is depicted correctly.
5. Ensure all purchases are made from Greek organization licensed vendors.
6. Serve as the primary resource for new organizations throughout the extension process.
7. Maintain and update the Panhellenic media outlets.
8. Keep the council up to date on community activities and events.

Article V. The Panhellenic Council

Section 1. Authority
The governing body of the University of North Texas Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the University of North Texas Panhellenic Association including, but not limited to: biannually review the parameters as adopted in the recruitment rules for the automatic adjustment of total, annually determine dues, approve the annual budget, consider extension, set a calendar of events, determine programming and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of member women’s sororities.

Section 2. Composition and privileges
The University of North Texas Panhellenic Council shall be composed of one senior delegate and one junior delegate from each regular, provisional and associate member organization at University of North Texas as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The junior delegates shall have voice but no vote. The junior delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegates are absent, the vote may be cast by a member of the sorority, providing her credentials have been presented to the Association president.

Section 3. Selection of delegates
Senior and junior delegates to the Panhellenic Council shall be selected by their respective women’s sorority chapters to serve for a term of one year at the beginning of the spring academic term and will serve for a year.

Section 4. Responsibilities of Senior Delegates
A. Serve as the voting delegates of the University of North Texas Panhellenic Council
B. Attend all Panhellenic Council meetings and required events or trainings.
C. If a delegate is unable to attend they must submit an excuse to the vice president of administration and finance within 24 hours before the meeting and notify them of the replacement coming.
D. Report all information at regular chapter meetings.
E. Maintain a copy of all Panhellenic Council agendas and minutes.
F. Be familiar with the University of North Texas Panhellenic Association Constitution and Bylaws as well as the NPC Manual of Information.
G. Share with the council information about their chapter and its events when appropriate.
H. See that chapter dues are paid to the vice president of administration and finance on time.
I. Help formulate proposals to be presented to the voting body of the University of North Texas Panhellenic Association.
J. Represent her chapter in voting and discussions on all Panhellenic Association matters.
K. Attend all required delegate training and educational sessions.
L. Serve on Panhellenic Association committees when needed.

Section 5. Delegate vacancies
When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within one week and to notify the Panhellenic Association vice president of administration and finance of her name, address, email, and telephone number.

Section 6. Regular meetings
Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term.

Section 7. Annual meeting
The annual meeting of the Panhellenic Council shall be held during the month of November. The purpose of the annual meeting shall be for the election of officers and any other business that may properly come before the delegates.

Section 8. Special meetings
Special meetings of the Panhellenic Council may be called by the Association president when necessary and shall be called by her upon the written request of no less than one-fourth of the member women’s sororities of the University of North Texas Panhellenic Association. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 9. Quorum
Two-thirds of the delegates from the member sororities of the University of North Texas Panhellenic Association shall constitute a quorum for the transaction of business.

Section 10. Vote Requirements
A. Proposed motions on issues that impact a chapter as a whole must be announced two weeks in advance to allow opportunity for chapter input before a vote may be taken on the issue.
B. The voting member of the Collegiate Council shall be the delegates of each member fraternity holding regular membership. If the senior delegate is absent, the vote of her fraternity shall be cast by its junior. If both delegates are absent, the vote may be cast by a member of the
fraternity, provided she is introduced as the voting delegate to the Collegiate Council President and vice president of administrative and finance prior to the meeting.

C. A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.

Article VI. The Executive Board

Section 1. Composition
The composition of the Executive Board shall be the president, first vice president, vice president of recruitment and retention, vice president of scholarship, vice president of service, vice president of programming, vice president of administration and finance, and vice president of community relations. The Panhellenic Advisor will advise and oversee the officers.

Section 2. Duties
The Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council through the vice president of administration and finance, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.

Section 3. Regular meetings
Regular meetings of the Executive Board shall be held at a time and place established at the beginning of each academic term.

Section 4. Special meetings
Special meetings of the Executive Board may be called by the president when necessary and shall be called by her upon the written request of three members of the Executive Board.

Section 5. Quorum
A majority of Executive Board members shall constitute a quorum for the transaction of business.

Article VII. The Panhellenic Advisor

Section 1. Appointment
The Panhellenic advisor of the University of North Texas Panhellenic Association shall be appointed by The University of North Texas administration.

Section 2. Authority
The Panhellenic advisor shall serve in an advisory capacity to the University of North Texas Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board.

Article VIII. Committees

Section 1. Standing committees
A. The standing committees of the University of North Texas Panhellenic Association shall be the Judicial Board, Membership Recruitment Committee, and the Philanthropy Committee.
B. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

Section 2. Appointment of committee membership
The Executive Board shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member women’s sororities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board and the Alumnae Advisory Council.

Section 3. Judicial Board
The Judicial Board shall consist of the first vice president as chairman and each chapter’s judicial chair member or other affiliated position as members. The Panhellenic advisor shall serve as a nonvoting, ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member sororities about the Panhellenic judicial procedure.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Judicial Procedure, it shall be the Judicial Board’s duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the [name of institution] Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Membership Recruitment Committee
The Membership Recruitment Committee shall consist of a chairman and one representative from each regular, provisional and associate member. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the membership recruitment period. After each membership recruitment
period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member organization and chapter advisor.

Section 5. Community Service/Philanthropy Committee
The Community Service/Philanthropy Committee shall consist as the vice president of service as chairman and appointed members. The Community Service/Philanthropy Committee shall be responsible for all matters pertaining to the promotion of community service/philanthropy.

Section 6. Other committees
Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council.

Article IX. Finances

Section 1. Fiscal Year
The fiscal year of the University of North Texas Panhellenic Association shall be from January 1 to December 31 inclusive.

Section 2. Contracts
Dual signatures of the president or the vice president of administration and finance or Panhellenic advisor shall be required to bind the University of North Texas Panhellenic Association on any contract.

Section 3. Checks
All checks issued on behalf of the University of North Texas Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: president or the vice president of administration and finance or Panhellenic advisor.

Section 4. Payments
All payments due to the University of North Texas Panhellenic Association shall be received by the vice president of administration and finance, who shall record them. Checks for payments shall be made payable to the University of North Texas Panhellenic Association.

Section 5. Dues
A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
B. Panhellenic Association membership dues shall be an assessment per member and new member.
   1. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
2. The dues of each Panhellenic Association member sorority shall be payable on or before September 20th and February 20th.
3. Member-fraternities shall be charged a fee of $5.00 per day for late payment of dues, information, and/or other monies requested by Panhellenic.

Section 6. Fees and assessments
The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary. For a list of fees and assessments review the standing rules.

Article X. Extension

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

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

Section 2. Voting rights
Only regular members of the Panhellenic Council shall vote on extension matters.

Article XI. Violation Resolution

Section 1. Violation
Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the University of North Texas Panhellenic Association shall be considered a violation.

Section 2. Informal resolution
Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

Section 3. Judicial process
If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The University of North Texas Panhellenic Association shall follow all judicial procedures found in NPC Unanimous Agreement VII.

A. Mediation. Mediation is the first step of the judicial process. The [name of institution] Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process.
B. Judicial Board hearing. When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.

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

Article XII. Hazing

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned.

Article XIII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the University North Texas Panhellenic Association when applicable and when they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the University of North Texas Panhellenic Association may adopt.

Article XIV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the University of North Texas Panhellenic Council by a two-thirds vote, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting, allowing an opportunity for chapter input.

Article XV. Dissolution

This Association shall be dissolved when only one regular member exists at University of North Texas. In the event of the dissolution, none of the assets of the Association shall be distributed to any members of the Association, but after payment of all debts, its assets shall be given to the National Panhellenic Conference.
STANDING RULES

The following topics are addressed in the standing rules:

Article I: Recruitment Code of Ethics
Article II: Recruitment Rules
Article III: Recruitment Counselor and Logistics Team Member
Article IV: Recruitment Rules for Potential New Members
Article V: Judicial Board
Article VI: Fines and Assessments
Article VII: Resolutions
Article VIII: Addendum
Article I. Recruitment Code of Ethics

We, the members of women's sororities at the University of North Texas, agree to promote honesty, respect, sisterhood and cooperation within the College Panhellenic and our respective chapters and in our daily lives. This code of ethics is designed to inspire our members, reinforce exemplary conduct and values-based leadership, and perpetuate lifelong membership to enrich the sorority and Panhellenic experience.

We, as Panhellenic women of the University of North Texas, 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.
- Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference.
- 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 women.
- Recognize friendly relations with all collegiate women, both sorority members and nonmembers, realizing the importance of creating and building friendships.
- Plan recruitment events that provide opportunities for the greatest possible number of women to become sorority members while protecting the rights and privileges of individuals and the chapters.
- Provide a safe, positive and enriching recruitment experience, understanding that membership is a social experience arrived at by mutual selection.
- Strive to be truthful, honorable, open and friendly to all potential new members during all recruitment events.
- Be respectful of the rights of every potential new member to make her own choices, including the right not to join the women's sorority community.
- Refrain from limiting a potential new member's chances of becoming a member of the Panhellenic community by encouraging her to make a single intentional preference or to limit her choices.

We, as Panhellenic women of the University of North Texas also agree on and commit to:

- Respectfully adhere to the bylaws and recruitment rules of the University of North Texas Panhellenic Association.
- Abide by all local and federal laws and NPC inter/national member organization bylaws.
• 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.

As Panhellenic women of University of North Texas these are the tenets by which we strive to live.

Article II: Recruitment Rules

Section 1. Statement of Positive Panhellenic Contact
We, the women of the University of North Texas, will promote Panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin at the time of MRABA signing and last until bid distribution. No sorority member, including alumnae and new members, may communicate or live with potential new members during this period. Strict silence is defined as verbal, nonverbal, written, printed, and electronic communication or communicating through a third party. If potential new members live in a residence hall with sorority members, only casual greetings and contact are permitted.

Section 2. Statement of Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment
All NPC member organizations represented at the University of North Texas believe in strictly adhering to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.

Section 3. Statement of Values-Based Recruitment
All NPC member organizations represented at the University of North Texas will promote the following practices during membership recruitment:
1. Engage in values-based conversations.
2. Choose recruitment activities and behaviors that reflect the core values of our organizations.
3. Make informed choices, based on shared values, about potential new members.
4. Educate potential new members about the values, benefits and obligations of sorority membership.

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

A. No alcoholic beverages will be served during recruitment events. On the first, second, and third day of Recruitment, only plain water and ice may be served in clear plain plastic cups, provided by chapter) with white napkins provided by Panhellenic. On the last day of events, beverage may be served in a glass of choice.

B. Decorations for events will be confined to the bottom floor of the house or lodge. There will be no acoustical or video equipment permitted as outside decorations. No window, door, or ceiling decorations may be used on the front of the house for the week. Fresh flowers are not allowed
during the first three rounds of events, but will be permitted on Preference. Outdoor banners may not be used until Bid Day. Large chapter wooden letters may be used on the lawn. Candles (open flames) are prohibited at all times. Only twenty-five (25) balloons will be allowed each day.

C. Chapters have the option of arranging for a tent to provide shading for PNM’s. Tent canopies/walls must be solid in color, with no wording or other embellishments. They may not exceed 10x20 feet in size and may only be placed in areas approved by university grounds personnel. Tent costs are not required to be part of the recruitment budget. Chapters may also elect to provide water outside for PNM’s in between recruitment events. Plain ice water in spouted coolers with generic, paper Dixie–style cups is allowable. No other items, with the exception of fans, may be placed outside.

D. Videos are acceptable each day, with the exception of the first day. The Panhellenic Vice President of Recruitment and the Greek Advisor must approve videos and slide shows at least one week prior to the scheduled event. No recruitment team member or fraternity men (defined as a man wearing fraternity letters) or fraternity letters or reference to should be visible at any time during the video.

E. There will be no skits performed during Formal Recruitment.

Section 4. Statement of Membership Recruitment Acceptance Binding Agreement (MRABA)
The University of North Texas Panhellenic will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member interested in joining a sorority, whether during primary recruitment or continuous open bidding. We agree to all policies and steps pertaining to the MRABA. The potential new members immediately following the final preference event will complete membership Recruitment Acceptance Binding Agreements (MRABA).

Section 5. Statement of Automatic Reset of Total
Total is the allowable chapter size as determined by the College Panhellenic.

To allow chapters to achieve parity as quickly as possible, total will be automatically adjusted every regular academic term. This is to be done no later than 72 hours following bid distribution in the academic term that primary recruitment is held and within one week (no more than seven days) from the start of the academic term in which primary recruitment is not held. Total will be determined by medium chapter size (MCS) rounded down to the nearest whole number.

Section 6. Statement of Eligibility
A woman is eligible to participate in Panhellenic recruitment if she is a registered student at the University of North Texas by the first day of class. Potential new members must have a high school diploma, GED or equivalent. A woman is eligible to participate in membership recruitment if she is a regularly matriculated student on campus. A PNM is any college woman who is unaffiliated. It is not a University of North Texas Panhellenic Association but University of North Texas Greek Life Policy that entering freshman must have a minimum high school GPA of a 2.75. In addition, the University of North Texas Greek Life Policy also
requires that transfers, second semester freshmen, or upperclassmen must have a minimum 2.50 GPA to be eligible. Individual chapters may require a higher GPA for membership.

Section 7. Statement of Promising Bids
There will be no promising of bids, directly or indirectly, by a member, new member, or alumna.

Section 8. Statement of Recruitment Budget
Final recruitment budgets must be completed and submitted by one week prior to the first day of recruitment. Each chapter must not exceed $2,400 during Recruitment (not including Bid Day). The $2,400 budget includes gifts in-kind. Chapters in their first two years of existence or re-chartering may have an increase in expenditures, to be approved by the Greek Advisor.

Section 9. Statement of use of Men
Chapters shall not use men in any recruitment activities, including all types of communication (verbal, written, printed, typed, etc.) to a potential new member on behalf of a sorority. Men may not be present in photos and/or slide shows Organizations may not distribute chapter paraphernalia to men for the purposes of marketing and/or recruitment, including Bid Day.

Section 10. Statement of use of Alcohol
Sorority women and potential new members may not consume alcohol from PNM orientation/Panhellenic Council meeting until 12 hours after bid day.

Section 11. Statement of Bid List
All women invited to a chapter's preference event must appear on the chapter's Bid List. PNMs that are in attendance or are officially excused (in which Panhellenic would notify chapters as to make them fully aware of the situation and in which the PNM has indicated her preferences as if she would have attended the missed party) must appear on a chapter's bid list.

Section 12. Statement of Snap Bidding
A. Snap Bidding is an option available to chapters that do not fill Quota spaces in bid matching. Snap Bidding is done before bids are distributed and is not intended to fill spaces in Total. Snap Bidding is limited to any woman who participated in the formal recruitment process.
B. If a chapter does not make Quota, they may choose to participate in the Snap Bidding process. The Greek Advisor or designate may contact any woman approved by the chapter that is not matched during the bid matching process or who is no longer an active participant in formal recruitment. A woman not receiving a bid is immediately eligible for recruiting and pledging. The chapter will provide a list of women in preferential order for the Greek Advisor to contact.
C. Snap Bidding is under the direction of the Greek Advisor, working with the chapters that have Quota vacancies. A signed Membership Recruitment Acceptance Binding Agreement (MRABA) shall be filed with the College Panhellenic before a woman who has accepted a Snap Bid may be pledged. Snap Bidding shall begin immediately after bid matching and end with the distribution of bids, at which time Continuous Open Bidding (COB) begins.
D. Members who withdraw from recruitment prior to signing their MRABA are able to participate in snap bidding.

Section 13. Statement of continuous open bidding
A. Continuous Open Bidding (COB) shall begin after bids have been received and accepted by a potential new member who participated in Formal Recruitment. Open bidding begins after the chapters receive their new member classes.
B. Chapters may host recruitment information tables with advanced notice given to the Panhellenic Advisor and Vice President of Recruitment and Retention.
C. A potential new member may not leave an event with anything she did not enter with, including philanthropy brochures. No written notes may be given to a potential new member during any Spring Recruitment events, even if they are collected prior to leaving.
D. Bid Forms and Lists shall be turned in no later than one business day from the time the form has been filled out. The COBMRABA must be signed in the Greek Life Office.
E. Chapters who wish to participate shall notify the Panhellenic Advisor and Vice President of Recruitment and Retention prior to the start of their Continuous Open Bidding events.
F. Spring COB will begin on the Monday of the second week of the spring semester.
G. Any member who withdraws from recruitment prior to signing their MRABA can participate in COB.

Section 14. Statement of online profile
A. By the last Friday of final exam week, all chapter members must make photos “private” on all online community profiles.
B. By the last Friday of final exam week, chapter social media accounts must have photos and references to all Recruitment Team members removed or not made visible to the public. These social media accounts include, but are not limited to, Facebook, Instagram, Tumblr, Twitter, Pinterest, etc.

Section 15. Statement of Recruitment Events
A. Statement of Recruitment Rounds

Recruitment rounds will be as follows:
1. Day One – 8 Events, 30 minutes in length (Open House/Go Greek)
   a. All chapters will wear the specified Panhellenic t-shirt provided by Panhellenic at the cost of the chapters
   b. There will be no requiring members to purchase and/or wear specific articles or brands of clothing either by individual purchase or bulk ordering for specific recruitment purposes.
   c. Chapters may choose to wear coordinating outfits by style or color (i.e. all wear white shorts or dark jeans or a red dress).
   d. Bulk ordering is not allowed for items that are to be used only in recruitment.
   e. Chapters’ members are able to wear items that were purchased to be used at another event (i.e. a public relations shirts, a sisterhood shirt, a philanthropy shirt).
2. Day Two – 6 events, 45 minutes in length (House/Lodge Tours)
a. There will be no requiring members to purchase and/or wear specific articles or brands of clothing either by individual purchase or bulk ordering for specific recruitment purposes.
b. Chapters may choose to wear coordinating outfits by style or color (i.e. all wear white shorts or dark jeans or a red dress).
c. Chapters' members are able to wear items that were purchased to be used at another event (i.e. a public relations shirts, a sisterhood shirt, a philanthropy shirt).
d. Bulk ordering is not allowed for items that are to be used only in recruitment.

3. Day Three – 4 events, 45 minutes in length (Philanthropy Day)
a. There will be no requiring members to purchase and/or wear specific articles or brands of clothing either by individual purchase or bulk ordering for specific recruitment purposes.
b. Chapters may choose to wear coordinating outfits by style or color (i.e. all wear white shorts or dark jeans or a red dress).
c. Chapters' members are able to wear items that were purchased to be used at another event (i.e. a public relations shirts, a sisterhood shirt, a philanthropy shirt).
d. Bulk ordering is not allowed for items that are to be used only in recruitment.

d. Day Four – 2 events, 60 minutes in length (Preference)
a. There will be no requiring members to purchase and/or wear specific articles or brands of clothing either by individual purchase or bulk ordering for specific recruitment purposes.
b. Chapters may choose to wear coordinating outfits by style or color (i.e. all wear white shorts or dark jeans or a red dress).
c. Chapters' members are able to wear items that were purchased to be used at another event (i.e. a public relations shirts, a sisterhood shirt, a philanthropy shirt).
d. Bulk ordering is not allowed for items that are to be only used in recruitment.

B. Statement of Passing Period
All events will be separated by a 15-minute passing period. On day four (preference) there will be a 20-minute passing period.

C. Statement of Post Recruitment Event
Sorority women must stay in their chapter facilities for at least 15 minutes after the last event each day or until notified by Panhellenic.

D. Statement of Location
All recruitment events are to be held in sorority chapter rooms in the sorority's house or lodge, or in a location approved by the Panhellenic Advisor.

E. Statement of Possessed Items of Recruitment Event
A potential new member may not leave an event with anything she did not enter with, including philanthropy brochures and financial information. No written notes may be given to a potential new
member during any formal recruitment events, even if they are collected prior to leaving. This includes Preference events.

F. Statement of Isolation
   There will be no isolation or isolating of potential new members. This occurs when a potential new member is isolated separately (outside of the primary recruiting area) with more than one active member of a chapter.

G. Statement of Binding Agreement
   The potential new members immediately following the final preference event will complete membership Recruitment Acceptance Binding Agreements (MRABA).

H. Statement of Flex List
   All chapters are required to provide the specified number of PNM names for the “flex minus” list for each day of recruitment. Chapters are strongly encouraged to provide the suggested number of PNM names for the “flex plus” lists, but are not required.

I. Statement of Quota
   An estimated quota range can be provided but not an estimated quota. Quota will be determined after MRABAs are completed and bid lists are in by the Greek Advisors, along with NPC Release Figure Method Specialist.

Section 15. Alumnae
   A. Alumnae, including national traveling consultants, may assist in supportive roles during Recruitment (kitchen, cleanup, etc.), but must wear nametags identifying themselves as alumnae. Alumnae may not be visible to potential new members during events, but are not precluded from necessary use of the hallways and restrooms (outside the primary recruiting room). For any exceptions, contact the Panhellenic office.
   B. Alumnae may not have contact with potential new members during Formal Fall Recruitment.
   C. Alumnae will not be allowed to participate with their organization of affiliation during any sorority informational session (“Meet the Greeks,” etc.).
   D. Alumnae members are not permitted to wear the same coordinated outfits as the chapter members recruiting are wearing on that specified day.

Section 16. Orientation Leader
   A. At the end of finals week, chapter members selected as New Student Orientation Leaders will disassociate from their sorority until Formal Fall recruitment begins. While Orientation Leaders will be allowed to participate in summer chapter and pre-recruitment activities, the women are not to make their affiliation known.
   B. Orientation Leader’s pictures shall be removed from Facebook groups and other online communities until Formal Fall Recruitment begins.
   C. If an Orientation Leader is found to be in violation of the Recruitment Rules, a violation could be brought against her chapter.
D. Chapter members in university roles during the summer shall not make their affiliation known during the time of the event. If affiliation is known after the fact, the member must only have “cordial contact” as specified in the Recruitment Rules.

Section 17. Eagle Camp Leaders and Other University Representatives
   A. Eagle Camp Counselors shall not make their affiliation known during Eagle Camp. If affiliation is known after the fact, the member must only have “cordial contact” as specified in the Recruitment Rules.
   B. Chapter members in university roles during the summer (i.e., Playfair, Student Organization Fairs, etc.) shall not make their affiliation known during the time of the event. If affiliation is known after the fact, the member must only have “cordial contact” as specified in the Recruitment Rules.

Section 18. Summer Recruitment Contact
Only individual, cordial contact with Potential New Members will be permitted. Group contact (by collegians or alumnae) is strictly prohibited.

Section 19. Recruitment Infractions
   A. Lack of knowledge about the recruitment agreement will not be accepted as an excuse for any recruitment violation
   B. Completed Recruitment Infraction Forms must be filed by a chapter president on behalf of her chapter, college Panhellenic officer in charge of recruitment, recruitment counselor, potential new member, or fraternity/sorority advisor.
   C. For all infractions Mediation shall be held unless the accused sorority chooses to proceed directly to a judicial hearing. The proper infraction form must be filed before the process can begin. If the infraction form needs to be revised, it must be done within 24 hours and resubmitted. See the Panhellenic Advisor for proper forms.
   D. Prior to the filing of a recruitment infraction, record of a formal mediated conversation between both parties must be provide.
   E. Any necessary mediation will take place on the schedule mediation date set by Panhellenic.
   F. Fines will be assessed for measureable recruitment infractions including failure to provide late invitations or bid lists.

Article III. Recruitment Counselor and Logistics Team Member

A. Statement of Selection
   The Panhellenic executive committee will select recruitment counselors and logistics team members by application and interview. Applicants must have the approval of the chapter, along with the chapter advisor’s signature and the chapter president’s signature. The recruitment team selection process is guided by the standards laid out by the NPC recruitment counselor guide.

B. Statement of Representation
The committee will strive to select at least two recruitment team members from each sorority, with the ultimate goal, however, of selecting the most qualified applicants.

C. Statement of Disassociation
   1. Disaffiliation will now be known as disassociation as NPC best practice.
   2. No more than 30 days prior to the beginning date of formal/primary recruitment, recruitment counselors and logistic team members must disassociate from their sorority, including voting sessions, through the period of formal fall recruitment. The sorority women are not to make their affiliation known. The date for disassociation will be decided by the Panhellenic Executive Board and will be announced in a Panhellenic meeting and be listed on the Panhellenic calendar.
   3. Recruitment counselor's and logistics team member's pictures shall be removed from chapter websites (including Facebook groups and other online communities) and chapter rooms.
   4. Recruitment counselors and logistic team members are also required to disassociate as a chapter member in the spring when they participate at sorority information sessions. Exceptions may be made on a case-by-case basis during the disassociation period with the prior approval of the vice president of recruitment and the Panhellenic advisor.
   5. Each incident of a recruitment counselor or logistic team member contacting her chapter during fall recruitment or revealing her affiliation may result in a $200 fine and an appearance before the Panhellenic judicial board.
   6. In the case of an emergency, a chapter may contact a recruitment team member or a recruitment team member may contact the chapter president. However, the Panhellenic advisor, Panhellenic president, and/or the vice president of recruitment and retention must be notified within an hour before or after that contact has been made.

D. Statement of Recruitment Parties
   Recruitment counselors and logistic team members are allowed to enter the chapter rooms during the events in case of an emergency.

E. Statement of Removal
   If a recruitment counselor and logistics team members is found to be in violation of the recruitment rules or not meeting her requirements of her position, she will be:
   1. Removed from her position as recruitment counselor
   2. Not allowed to participate in recruitment activities
   3. A violation could be brought against her chapter.

Article IV. Recruitment Rules for Potential New Members
A. A potential new member shall not be or ever have been an initiated member of a National Panhellenic Conference organization.

B. If through the primary recruitment process a potential member accepts a bid and then has her pledge broken by an NPC fraternity or breaks her pledge, she is ineligible to be pledged to another NPC fraternity on the same campus until the beginning of the next year’s primary membership recruitment period.

C. If through the primary membership recruitment process, a potential member receives a bid and declines it, then she is ineligible to be pledged to another NPC fraternity on the same campus until the beginning of the next year’s primary recruitment period.

D. A potential new member shall consult her recruitment counselor before withdrawing from recruitment. In the event the potential new member feels she should withdraw from recruitment, she should complete and sign an official recruitment withdrawal form.

E. From the beginning of recruitment orientation through the end of formal recruitment, no potential new member may visit a sorority chapter facility or individual member(s) outside of scheduled events.

F. No sorority member may buy for, send, email, text, or give anything to a potential new member and no potential new member may buy for, send, e-mail, text, or give anything to a sorority member once registered for formal recruitment. No individual chapter may mail information to a potential new member or make contact in any way.

G. No women’s fraternity member may buy anything for a potential new member.

H. A potential new member shall not give a promise, verbal or written, to join a certain chapter before formal bids have been issued through Panhellenic.

I. A potential new member shall complete the membership recruitment acceptance binding agreement (MRABA) immediately following the preference events. Once a selection has been made, no change is allowed.

J. If a potential new member is scheduled to attend a recruitment event and does not attend, she will be totally released from recruitment. Potential new members must attend all events they are scheduled to attend. Exceptions can be made through Panhellenic only.

K. Potential new members can attend a maximum of eight open house events, six second round events, four third round events, and two preference events.

L. Potential new members must accept as many invitations as there are time slots or the maximum amount of invitations received if this is less than the total number of event time slots.

M. Panhellenic will provide nametags for potential new members to wear during recruitment events.

N. Panhellenic will provide t-shirts to be worn during round one of recruitment.

O. No sorority members, including new members and alumnae, may visit a potential new member during formal fall recruitment.

P. When a potential new member needs to leave the main room of an event, a recruitment counselor must escort her from the room. However, a single chapter member may escort a potential new
member to chapter restroom facilities. If an emergency arises during a recruitment event, it will be taken under consideration and she may be excused.

Q. The entire recruitment process at the University of North Texas is guided by the NPC Potential New Member’s Bill of Rights will be respected by all individual involved with the recruitment process. They are as follows:
   1. The right to be treated as an individual
   2. The right to be fully informed about the recruitment process
   3. The right to ask questions and receive true and objective answers from recruitment counselors and members
   4. The right to be treated with respect
   5. The right to be treated as a capable and mature person without being patronized
   6. The right to ask how and why and receive straight answers
   7. The right to have and express opinions to recruitment counselors
   8. The right to have inviolable confidentiality when sharing information with recruitment counselors
   9. The right to make informed choices without undue pressure from others
  10. The right to be fully informed about the NPC unanimous agreements implicit in the membership recruitment acceptance binding agreement (MRABA) signing process
  11. The right to make one's own choice and decision and accept full responsibility for the results of that decision
  12. The right to have a positive, safe and enriching recruitment and new member experience

Article V. Judicial Board

Section 1. Statement of Judicial Board
A. Each College Panhellenic Association shall establish a judicial board for the limited purpose of handling member organization infractions of:
   1. NPC Unanimous Agreements
   2. College Panhellenic Association Bylaws and/or other governing documents
   3. College Panhellenic Association Membership Recruitment rules/guidelines
   4. College Panhellenic Association Code of Ethics
   5. College Panhellenic Association Standing Rules
B. The composition and duties of the judicial board must be defined in the College Panhellenic Association Bylaws. All members of the judicial board must be collegians from the College Panhellenic' member organizations. NPC does not recognize a judicial board that includes male members.
C. A College Panhellenic Association, through its officers, shall select and train a workable judicial board based on campus needs.
D. The duties and responsibilities of the judicial board must be consistent with this and all other NPC Unanimous Agreements.
E. All NPC judicial forms from the NPC website shall be used to ensure proper documentation and adherence to the NPC Unanimous Agreements.
F. Documentation of all judicial proceedings shall be retained by the fraternity/sorority advisor for three years.

Section 2. Statement of Judicial Process Overview
A. Sororities are encouraged to resolve alleged infractions as soon as possible through informal discussion with the involved parties before an infraction is filed.
B. Should the informal discussions be unsuccessful, the judicial process will be set in motion by the filing of a violation report form for an alleged infraction. An infraction can only be filed against a chapter and not against any individuals. Violations must be reported in the following manner on the College Panhellenic violation report available on the NPC website or Panhellenic Council.
C. The College Panhellenic violation report shall be completed and presented to the Panhellenic president, but not more than 30 calendar days from the date of the alleged infraction (including university/college breaks).
D. If the College Panhellenic Association president is unavailable or the violation is against her sorority, the report shall be presented to the fraternity/sorority advisor.
E. The College Panhellenic Association president and fraternity/sorority advisor shall review the College Panhellenic violation report to ensure that it has been filled out completely, including proper signatures and indication of rules/guidelines violated. An incomplete report shall be returned to the reporting party for completion before proceeding.
F. Infractions, excluding recruitment infractions, may only be reported and signed by one of these people:
   1. chapter president on behalf of her chapter
   2. chapter executive officer/board member on behalf of her chapter
   3. College Panhellenic Association officer
   4. fraternity/sorority advisor
G. Recruitment infractions may only be reported and signed by one of these people:
   1. chapter president on behalf of her chapter
   2. College Panhellenic Association officer in charge of recruitment or a recruitment counselor
   3. potential new member
   4. fraternity/sorority advisor
H. The following steps should be taken to make certain an infraction is properly received by the college Panhellenic:
   1. The College Panhellenic violation report is retained by the college Panhellenic president or fraternity/sorority advisor and is available upon request by the accused sorority.
2. The College Panhellenic Association president or fraternity/sorority advisor shall send a copy of the College Panhellenic violation report to the NPC area advisor within seven days.

I. The College Panhellenic Association president shall notify the accused sorority in writing by delivering the College Panhellenic infraction notice to that chapter president within seven days of receiving the College Panhellenic violation report. If the president of the accused sorority is unavailable, delivery may be made to another appropriate chapter sorority officer or advisor. The record of delivery shall be documented on the report. A copy of the College Panhellenic infraction notice shall be given to the fraternity/sorority advisor and sent to the NPC area advisor within the same time period.

J. Upon receipt of the College Panhellenic infraction notice, the accused sorority shall contact the College Panhellenic first vice president within seven days to schedule mediation. Mediation shall be held unless the accused sorority chooses to proceed directly to a judicial hearing. If the College Panhellenic infraction notice is delivered during a college/university break, the mediation/judicial hearing may be scheduled after classes resume or held during the break if all parties are available.

Section 3. Statement of Mediation

A. The purpose of mediation is to find a solution satisfactory to both the party who filed the infraction and the accused sorority, in accordance with the following documents:
   1. NPC unanimous agreements
   2. College Panhellenic Association bylaws
   3. College Panhellenic Association membership recruitment rules/guidelines
   4. College Panhellenic Association code of ethics
   5. College Panhellenic Association standing rules

B. Mediation shall be closed to the public.

C. All participants in the mediation shall keep strict confidentiality.

D. No more than three participants (including a chapter advisor) shall represent either party and/or each sorority involved at mediation.

E. In cases of infractions for which a College Panhellenic Association officer or another individual has information regarding the infraction and did not file the infraction, then the person shall attend only for the purpose of presenting the information, after which he or she shall be excused from the mediation.

F. The College Panhellenic Association president in agreement with the fraternity/sorority advisor shall appoint a neutral party to serve as the mediator who shall not be an undergraduate student. Though it is preferable that the fraternity/sorority advisor for Panhellenic not serve as the mediator, the advisor can serve if he or she did not file the infraction or has not been involved with the reported incident. All parties must sign a summary of the mediation proceedings on the mediation summary report indicating the outcome of the mediation and their acceptance of the sanctions.
G. Within 24 hours of the completion of the mediation, the College Panhellenic Association first vice president shall send a copy of the mediation summary report to the parties designated on the form.

Section 4. Statement of Judicial Board Hearing

A. If an agreement is not reached during the mediation process, a judicial board hearing shall be held. The accused party may choose to go directly to a judicial board hearing instead of mediation. The College Panhellenic Association shall follow procedures for judicial board hearings as already established by its College Panhellenic Association bylaws.

B. Hearings shall be closed to the public.

C. No more than three participants (including a chapter advisor) shall represent either party and/or each sorority involved at a hearing.

D. In cases of infractions for which a College Panhellenic Association officer or another individual has information regarding the infraction and did not file the infraction, then the person shall attend only for the purpose of presenting the information, after which he or she shall be excused from the judicial hearing.

E. All parties must sign a summary of the hearing proceedings on the judicial board hearing summary report indicating the outcome of the hearing. A copy of the report should be retained by the fraternity/sorority advisor for three years.

F. Within 24 hours of the completion of the judicial hearing, the College Panhellenic Association first vice president shall send a copy of the College Panhellenic Association judicial board hearing summary report to the parties designated on the form.

Section 5. Statement of Sanctions

A. Each College Panhellenic Association shall strive to achieve a fair and reasonable resolution for infractions. Sanctions should fit the nature and degree of the offense. Monetary fines shall be acceptable only for a measurable offense of the Panhellenic's governing documents or stated membership recruitment rules. The amounts of monetary fines shall be predetermined by a vote of the College Panhellenic Council and stated in the Panhellenic standing rules and/or membership recruitment rules prior to the beginning of recruitment.

B. Examples of reasons for monetary fines may be limited to:
   1. Late recruitment event invitation lists
   2. Recruitment events that exceed designated event times
   3. Prohibited postings on social media outlets
   4. Lack of required chapter attendance at Panhellenic-sponsored events
   5. A measurable offense that is determined by a vote and stated in the College Panhellenic Association's governing documents

C. Sanctions shall not:
   1. Forbid formal or informal recruitment activities or the observance of an inter/national sorority event such as an educational program, ritual ceremony or historical celebration.
2. Affect a sorority chapter's quota or total.
3. Affect the time of new member acceptance and/or initiation.
4. Forbid the right of an NPC sorority to vote in College Panhellenic Association meetings.
5. Include removal from the College Panhellenic Association.

D. The duration of any penalty imposed shall not exceed one calendar year from the time the decision is final.

E. Within 24 hours of the completion of mediation or the judicial board hearing, College Panhellenic Association first vice president shall send a copy of the mediation summary report or judicial board hearing summary report (not including the minutes) to parties indicated on the report form.

Section 6. Statement of Appeals

A. The decision of the College Panhellenic Association judicial board may be appealed by any involved party to the NPC College Panhellenic Association’s judicial appeals committee. An appeal shall be filed with the College Panhellenic Association president, using the process referenced in the judicial resource section in the manual of information and on the appeal form, within seven days of the decision. The judicial appeals committee shall reverse or uphold the decision of the College Panhellenic Association judicial board. The judicial appeals committee may also dismiss or modify sanctions as the committee deems appropriate. Any penalty shall begin only after all properly filed appeal decisions have been rendered. If a sanctioned sorority wants to fulfill all or part of the sanctions pending the outcome of a filed appeal, the sorority shall have that option.

B. If the NPC College Panhellenic Association’s judicial appeals committee is unable to resolve the appeal, the judicial appeals committee chairman shall be responsible for the further conduct of the case.

C. All data regarding the appeal shall be submitted in the following order, as needed, until resolution can be determined:
   1. inter/national presidents of the sorority(s) involved
   2. NPC Executive Committee
   3. NPC Board of Directors; the decision of the board shall be final

Article VI. Fines and Assessments

A. There shall be a $5.00 absentee fee for each missing delegate (senior and/or junior) at regular or special session College Panhellenic Association meeting. In the case that a delegate is absent due to an emergency or illness, a fine can be waived as long as notification is sent to the vice president of finance and administration within 24 hours of the absence from either herself or her chapter on her behalf. Substitutions are allowed even without prior notification.

B. There shall be a $5.00 per day late fee in regards to chapters who fail to submit their NPC College Panhellenic Association dues by the given date announced by College Panhellenic Association at least two weeks on or before September 20th and February 20th.
C. There shall be a $5.00 per day late fee in regards to chapters who fail to submit any information or monies by the given date announced by College Panhellenic Association.

D. There shall be a $5.00 per date late fee in regards to chapters who fail to submit their recruitment checks (the amount is based on number of women recruiting in the upcoming formal recruitment period) provided that the due date is given and announced by College Panhellenic Association at least two weeks on or before.

E. The list of measurable recruitment fines and their respective amounts as voted upon shall be listed in the addendum.
Article VII. Resolutions

Section 1. Resolution on Baskets for Social Events

A. **Whereas**, it is tradition for sorority women to make baskets for their dates for social events; and
B. **Whereas**, alcohol and/or alcohol-related items are often included in these baskets and/or coolers; and
C. **Whereas**, it is difficult to monitor age and level of consumption for dates, the underage drinking and overdrinking by males attending sorority social events is detrimental to risk management efforts; and
D. **Whereas**, the members of the sororities are sometimes forced to endure outrageous behavior that detracts from their social events,

Let it be resolved that,
The College Panhellenic Association call upon the sororities on campus to dictate a “no alcohol” policy in regards to social event “baskets” that are handed out to members’ dates.

Let it be further resolved that,
The “no alcohol” policy also refers to alcohol-related items, such as flasks, shot glasses, etc.

Respectfully submitted,

Meghan S. Hudec Passed: Unanimously
Vice President of Administration, 2008-2009

Updated April 27, 2015
Section 2. Resolution on Promotional Items for Distribution

A. **Whereas**, the University of North Texas College Panhellenic Association wishes to uphold the NPC unanimous agreement restricting men from being a part of recruitment practices; and

B. **Whereas**, the University of North Texas College Panhellenic Association upholds the NPC resolution indicating that Panhellenic women will not wear recruitment apparel specific to one IFC organization.

C. **Whereas**, a priority of the University of North Texas College Panhellenic Association is to promote the positive image of Panhellenic women; and

D. **Whereas**, Panhellenic women strive to maintain the value and sacred nature of chapter letters and ritual; and

E. **Whereas**, many chapters have specific guidelines regarding social behavior when wearing letters. However, there can be no accountability for non-members wearing letters.

F. **Whereas**, promotional items for distribution includes but is not limited the distribution of apparel like shirts, hats, etc. But also includes any type of merchandise and goods that markets an organization. For examples, this would include cups, koozies, stickers, etc.

G. **Whereas**, promotional items for distribution relates to Panhellenic members both receiving and giving items away that market a specific organization during a time of recruitment.

**Let it be resolved that,**

Any chapter that orders and/or distributes chapter specific paraphernalia (non-event related) to men will receive the following sanctions in ascending order of offense:

1st offense: A formal written warning of the Panhellenic violation, copied to the chapter advisor and regional/district director.

2nd offense: a formal letter of the Panhellenic violation, copied to the national organization’s NPC delegate, the regional/district director, and the chapter advisor; and a restriction of no more than one chapter shirt of any kind ordered for the period of one semester.

3rd offense: a formal letter of the Panhellenic violation, copied to the national organization’s NPC delegate, the regional/district director, and the chapter advisor; and a restriction of no more than one chapter shirt of any kind ordered for the duration of one calendar year from the date of violation; and the chapter will be considered in “poor standing” with the College Panhellenic Association.

Respectfully Submitted,
2011 College Panhellenic Association Executive Board                                      October 10, 2011
Passed: With a Vote of 7-1                                               October 17, 2011
Updated                                                                      April, 27 2015
Section 3. Resolution on Philanthropic Programming and Participation

A. Whereas, the concept of philanthropy is basic to college fraternity life; and
B. Whereas, philanthropic endeavors should provide opportunities for positive interaction within the Greek community as well as within the larger campus community; and
C. Whereas, in many situations, philanthropic events, especially those requiring more than one day to complete, has resulted in a competition for time, attention and money; and
D. Whereas, inappropriate requests and excessive competition sometimes deviate from the philanthropic purpose of an event; and
E. Whereas, said philanthropic events often cause participating parties to compromise their academic obligations; and
F. Whereas, lengthy and overly competitive philanthropic events often result in a detriment to the Panhellenic spirit we actively try to promote,

Let it be resolved that,
Themes and activities, which demean any group or individual, shall not be permitted nor participated in (i.e. Sexist, racist themes); and

Panhellenic chapter and member participation and/or hosting will not exceed a 3 day period of mandatory events; and

Alcoholic beverages shall not be present at any College Panhellenic Association sponsored or endorsed event or activity, unless the event is held at an establishment licensed to sell alcoholic beverages

Respectfully Submitted,
2010-11 College Panhellenic Association Executive Board
Passed: Unanimously
Updated

April 4, 2011
April 18, 2011
April 27, 2015
Section 4. Resolution on Banners for Philanthropy Events

A. **Whereas**, the concept of philanthropy is basic to college fraternity life; and
B. **Whereas**, philanthropic endeavors should provide opportunities for positive interaction within the Greek community as well as within the larger campus community; and
C. **Whereas**, time spent making banners defers from the philanthropic purpose
D. **Whereas**, said philanthropic events often cause participating parties to compromise their academic obligations; and
E. **Whereas**, a priority of the University of North Texas College Panhellenic Association is to promote superior scholarship and basic intellectual development

Let it be resolved that,

Panhellic chapters will not take place in banner making for any council’s philanthropy event.

All philanthropic events put on by Panhellenic chapters will not have a required banner.

The hosting chapter may provide a premade banner to chapters to advertise for their event.

Any chapter can choose to have a smaller option of having chapters create a poster or pillowcase sized flag

This rule will not apply to Greek Week and Homecoming banners.

Respectfully Submitted,
2013 College Panhellenic Association Executive Board     April 4, 2011
Passed: Unanimously
April 18, 2011
Section 5. Resolution on Scheduling Philanthropic Events

A. Whereas, the purpose of Panhellenic is to be supportive of other chapters events and missions; and

B. Whereas, philanthropic endeavors should provide opportunities for positive interaction within the Greek community as well as within the larger campus community; and

C. Whereas, over-scheduling or conflicting times of Panhellenic philanthropic events could limit the amount of monies raised or attendance for events; and

D. Whereas, as Panhellenic women we wish to be able to attend and support all other Panhellenic events

Let it be resolved that,

Panhellenic chapters will be able to reserve three (3) days during the academic calendar semester in which they are only that Panhellenic chapter that are able to program philanthropic events on.

The dates will be picked in alphabetical order of the national organizations name in the following order: Alpha Delta Pi, Alpha Phi, Delta Gamma, Chi Omega, Kappa Delta, Kappa Kappa Gamma, Pi Beta Phi, Zeta Tau Alpha and it shall rotate each semester.

They will be picked either by conference call or personal phone call with the vice president of programing and Panhellenic Advisor. All chapter presidents of the designee will present their selected dates and back up dates if conflicts arise.

If a chapter needs to change their selected dates for any reason they must notify the vice president of programing a month before the event to ensure it is available.

Chapters will be able to have an event on a date reserved by another chapter if they are given permission by that chapter’s president or their designee. This approval must be written and presented to the vice president of programming.

The vice president of programming will send out the Panhellenic calendar monthly to give chapters the opportunity to ensure all their dates are listed correctly.

There will be a $100 fine for chapters who host any event on another chapter’s reserved date without their permission and notification. The fines will go to UNT Panhellenic Association and will be due within 72 hours of the event.

These guidelines only effect chapters that are members of the University of North Texas Panhellenic Association.

Respectfully Submitted,
2017 College Panhellenic Association Executive Board          March 6, 2017
Pass Unanimously          April 10, 2017
Article VIII. Addendum

Section 1. Recruitment Dates

The recruitment dates shall be updated every year. For the year 2017 the formal recruitment dates will be August 25th – 29th.

A. Potential new member shall register for formal recruitment and pay a $50.00 registration fee by August 1st. Afterwards, late registration will increase to $70.00 until August 15th. These dates, once determined, will be instantly updated in the addendum.

B. Potential new members shall attend recruitment orientation and all events to which she is scheduled. In the event of illness or emergency, she shall notify the Panhellenic office and/or her recruitment counselor that she cannot attend. The date for the recruitment orientation once determined, will be instantly updated in the addendum.

Section 2. Glossary of Terms

1. Bulk ordering- requiring chapter members to purchase and wear the same exact item which includes clothes, shoes, and accessories. However, bulk ordering shall not include the purchasing of previously purchased chapter public relation or event shirts that will be used outside of recruitment events, such as stitch letters or shirts that were already used by chapter members prior to the start of the 2017 formal recruitment season. An example of bulk ordering would be requiring each chapter member to buy identical dresses (brand, style, color, purchasing code, etc.) That will be worn during a certain recruitment round.

2. Costume- any clothes or attire that correlates with a given recruitment day theme that is reminiscent of attire that would be worn in a recruitment skit.

3. Decorations- any item or object purposely bought or created for the display of recruitment, not including bid day. Examples include table top items, streamers, wall decorations, etc.

4. Disassociation- when a member temporarily removes his or her association from his or her chapter, usually during formal recruitment time. Previously referred to as disaffiliate.

5. Flex lists- a list prepared by chapters for each rounds. A flex list is actually two lists of potential new members — a plus list and a minus list. These lists are used to help optimize the invitations issued by all sororities.

6. Gifts-in-kind- services, goods, or donations given by or to chapters and individual members

7. No frills recruitment- recruitment that focuses on quality communication with potential new members as opposed to focusing on decorations and matching outfits.

8. Quota- the number of potential new members to which each chapter can offer bids during primary recruitment. This is determined with a formula involving the number of chapters and the number of women participating in bid matching.
9. Release figure methodology (RFM) - a process by which sororities determine the number of potential new members to invite to events. The process is implemented on campuses by trained NPC volunteers known as RFM specialists.

10. Silence- verbal, written, printed, digital, text message, social media communication between the PNM and sorority members, new members, or alumnae.

11. Strict silence- The time after the close of preference events and prior to bids strict silence is defined as verbal, written, printed, digital, text message, social media communication between the PNM and sorority members, new members, or alumnae.

12. Snap bidding- an option available to chapters that did not match to quota during bid matching. This process takes place before bids are distributed. Snap bidding is not intended to fill spaces in the chapter total and is limited to any woman who participated in at least one event during primary recruitment.

13. Total- the allowable chapter size on a campus, as determined by the College Panhellenic Association that includes both new and initiated members. Chapters that fall under total are allowed to participate in continuous open bidding until they reach total.

14. Unanimous agreements (UAS) - agreements between the NPC member organizations that provide for fairness and equality among the organizations. The UAS are passed unanimously, ratified by each member organization's inter/national president and binding on all NPC member organizations and their members. Each College Panhellenic Association (or the equivalent organization) and alumnae Panhellenic must incorporate the NPC unanimous agreements into its governing documents.

Section 3. Recruitment Fines

For the 2017 formal recruitment period, the following fines will be imposed:

1. Chapters will be fined $250.00 for every 30 minutes a list is submitted late.
2. Chapters will be fined $50.00 per minute that a chapter begins a party early and/or ends a party late.
3. Chapters that have members with public social media accounts shall be fined $5 per account per day.

Respectfully Submitted,

2017 College Panhellenic Association Executive Board
March 6, 2017

Passed Unanimously
April 10, 2017