

**Standing Rules of *University of North Carolina at Chapel Hill*
Panhellenic Association**



Adopted by the 2019 Panhellenic Council

Standing rules pertain to the administration of the association

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Article I. Forms and Award Applications due to the Office of Fraternity and Sorority Life and Community Involvement

Section 1. Forms due to OFSL-CI

- A. All forms requested by Panhellenic or OFSL-CI shall be turned in by the requested due date. A \$50 fine will be incurred for each week a form is late. Fines will accumulate even over school holidays.
- B. Forms include, but are not limited to Initiation Acknowledgment, Rosters, and Chapter Officer Contact information.

Article II. Code of Ethics

Each Executive Board and Panhellenic Recruitment Team member is required to sign an affirmation and code of ethics agreement at the beginning of their term.

Affirmation and Code of Ethical Standards – See Appendix A

Article III. Recruitment Rules and Code of Ethics

Recruitment is defined as one or more sorority members meeting together with potential new members to promote the interest of a particular sorority according to the National Panhellenic Unanimous Agreements.

Section 1. All recognized Panhellenic chapters must abide by all National Panhellenic Conference Unanimous Agreements. It is in accord with the dignity and good manners of fraternity women to:

1. Avoid disparaging remarks about any fraternity or college woman
2. Create friendly relations between fraternity and non-fraternity women
3. Avoid negative publicity on Panhellenic matters

Recruitment Code of Ethics – See Appendix B

Section 2. Recruitment Rules

Fall Recruitment Rules Document – See Appendix C
Spring Recruitment Rules Document – See Appendix D
Article IV. Judicial Procedures

The Judicial Procedures are outlined in Appendix E.

Article V. Social Events

Section 1. Alcohol Policy and Risk Management Best Practices

- A. All chapters shall adhere to the UNC-CH Fraternity and Sorority Alcohol Policy- See Appendix F.
- B. The University of North Carolina at Chapel Hill Panhellenic Association’s Risk Management Best Practices Plan is advocated by the Panhellenic Council as the highest level of risk management- See Appendix G.

Section 2. Social Event Approval

- A. In order to ensure appropriate timing and event attire, social events must be submitted to and approved by the Vice President of Standards as per the following process:
 1. Event forms should be submitted to the VP Standards no later than seven days in advance. For each day an event submission is late, the chapter will incur a \$10 fine. An unapproved event will incur a \$100 fine.
 2. In order for an event to be approved, both a social request form and a theme approval form should be submitted.
 - Social Request Forms can be found at uncpanhellenic.com/forms
 - Theme Approval Forms can be requested from the VP of Standards
 3. The VP Standards will reply within 48 hours requesting additional information or approving the event

Article VI. Panhellenic Calendar Requests

- A. Before attempting to reserve a date, please check the calendar here:
www.uncpanhellenic.com/calendar/

- B. Each chapter may only have up to three events that count as “Panhel Points” each semester. More than three events require special approval.
 - a. Any philanthropic events hosted by chapters not counting as “Panhel Points” still need to be approved three weeks in advance by the VP of Communications.
- C. Any events hosted by a Panhellenic chapter, including those for “Panhel Points,” may be held at restaurants that serve alcohol, but no alcohol purchases may go towards chapter funds or philanthropic donations.
- D. Panhellenic Calendar Policy
 - a. There may be no more than one Panhellenic event per day. An event will be defined as any event hosted by a Panhellenic chapter.
 - b. The calendar will be reserved on a first come, first serve basis
 - c. The VP of Communications must be notified about an event AT LEAST three weeks in advance
 - d. Failure to follow these policies will result in the following fines:
 - i. Failure to notify Panhellenic within 21 days: \$15
 - ii. Scheduling an event on the same time as another Panhellenic event (and not moving the date of that event): \$15
 - iii. Failure to notify Panhellenic of an event in order to avoid fines: \$30 and possible mediation by the Panhellenic President or VP of Standards
- E. Reservation Procedure
 - a. Check the Panhellenic calendar for date availability
 - b. Submit a request through the following Google Document:
<http://tinyurl.com/uncpanhelleniccalendar>
 - c. If a confirmation email is not received within 72 hours, please email VP of Communications at uncpanhelcommunications@gmail.com
 - d. When you receive the confirmation email, double-check that the details are correct on the Panhellenic calendar.
 - e. In the case of any date changes, let the VP of Communications know ASAP. Failure to notify the VP of Communications within a reasonable amount of time may result in additional fines.
 - f. It is the responsibility of the chapter to make sure that event details are correct on the calendar.
 - g. The correct email for VP of Communications is uncpanhelcommunications@gmail.com. Sending information to the wrong

email address will not be an acceptable as an excuse for violations of calendar policies.

Article VII. Events and Programming

Section 1. Greek Groove

- A. Greek Groove is an annual dance competition between all chapters will be held annually in the spring semester. The date will be determined by the Panhellenic Council based upon availability of venues.
- B. Greek Groove will not count as a “Panhel point” for participants or observers, nor will benefit nights for Greek Groove.
- C. Rules for this event will be distributed by the Vice President of Special Events to the chapters once the date of the event has been determined.
- D. Each chapter will designate a captain who will act as the point of contact between the chapter and the Panhellenic Council on all matters related to Greek Groove.
- E. Funds raised from this event will be donated to the UNC Center of Excellence for Eating Disorders; however, the Panhellenic Council reserves the right to allocate some portion of the funds raised to other causes as deemed necessary.

Greek Groove Rules- See Appendix H

Section 2. New Member Education Program

- A. The New Member Education Program will be held each year during the fall semester after Recruitment. The purpose of this program shall be to educate the New Members on topics pertinent to joining Greek Life as well as living in a university community.
- B. The New Member Education Program will be coordinated by the Vice President of Internal Affairs.
- C. New Member Chairmen and 80% of the New Members from a chapter should be in attendance at each event of the New Member Education Program. Chapters will be fined \$1 for each percentage point under 80% attendance if these requirements are not met.

Section 3. 4.0 Event

- A. One 4.0 event will be held each semester with the purpose of honoring the women in the Panhellenic Community who achieved a 4.0 grade point average the previous semester.
 - B. The 4.0 event will be coordinated by the Vice President of Finance and the Academic Excellence Committee.
 - C. Grade reports will be sent from OFSL-CI to the President of Panhellenic to determine invitees. Panhellenic will invite women with a 4.0 grade point average the previous semester to the event.
- Article VIII. Recruitment Counselor Coordinator and Recruitment Counselor selection, requirements, and expectations

Section 1. Recruitment Counselor Coordinators

- A. In order to be a Recruitment Counselor Coordinator (RCC) applicants must:
 - a. Have previously been a Recruitment Counselor or a member of the Panhellenic Judicial Board.
 - b. Be in good academic standing with the University.
 - c. Be in good standing with their individual chapter.
- B. Selection Process
 - a. The application, made by the Vice President of Recruitment, will be emailed to all previous Recruitment Counselors and PJB.
 - b. The Vice President of Recruitment will set a due date for the application and the application will be submitted by handing in three hard copies and an email to the VP Recruitment and President.
 - c. Two applicants will be chosen to work together as Recruitment Counselor Coordinators based on their application, interview, ability to work as a team and with the rest of the Panhellenic Recruitment Team.
- C. Expectations
 - a. Recruitment Counselor Coordinators will:
 - 1.Help choose the Recruitment Counselors.
 - 2.Organize all training and information for the Recruitment Counselors.
 - 3.Fully disaffiliate during recruitment.
 - 4.Organize the Recruitment Counselors during formal recruitment including, but not limited to, buying supplies for Recruitment Counselor group boxes, ensuring all Recruitment Counselors are following all rules etc.
 - 5.Assist the Vice President of Recruitment with any aspect of the recruitment process as needed.
 - b. If at any point the Vice President of Recruitment or any member of the Panhellenic Recruitment Team feels a Recruitment Counselor Coordinator

is not fulfilling her duties or following proper rules and procedures, she may be removed from her position.

Section 2. Recruitment Counselors

- A. In order to be a Recruitment Counselor applicants must:
 - a. Have gone through the recruitment process as a member of a chapter at UNC.
 - b. Be in good academic standing with the University.
 - c. Be in good standing with their individual chapter.
- B. Selection Process
 - a. The Vice President of Recruitment will decide how many Recruitment Counselors she would like to have as part of the Panhellenic Recruitment Team based off the advice of the previous VP Recruitment and trends in Potential New Member registration numbers.
 - b. The Vice President of Recruitment will create an application for the Recruitment Counselors.
 - i. A letter of recommendation from the President of the applicant's chapter or an Advisor for that chapter will be required.
 - c. Submission of applications
 - i. The applicant must submit three hard copies of their application to the Office of Fraternity and Sorority Life.
 - ii. The applicant must email a copy of their application to the VP Recruitment.
 - iii. The letter of recommendation must be emailed to the Vice President of Recruitment directly from the President or Advisor.
 - d. The Vice President of Recruitment and the Recruitment Counselor Coordinators will review all applications together and select applicants to interview. The number of applicants selected for an interview is at the discretion of the VP Recruitment and the RCC. Applicants will be notified by email if they have been selected for an interview or not.
 - e. If selected, applicants will sign up for interview times. Applicants will be interviewed, and interviews will proceed no longer than 15 minutes. The RCC and a member of Panhellenic Executive Council must be present at all of the interviews.
 - i. If an applicant is abroad she must notify the RCC and make arrangements to Skype or have a phone interview.
 - f. After interviews the RCC and the VP Recruitment will make final decisions. Applicants will be notified by email if they have been chosen for the position or not.
 - g. Applicants will have 72 hours to accept their position as a Recruitment Counselor. If they do not accept the position within this time frame their spot will be given to another applicant.
- C. Expectations

- a. Recruitment Counselors must attend all training sessions and required activities unless a valid excuse is approved by the Recruitment Counselor Coordinators.
- b. Recruitment Counselors must follow all rules for disaffiliation and be unbiased during the recruitment process as referenced in the Recruitment Rules (Appendix B).
- c. Recruitment Counselors must be willing to assist Potential New Members at all times during formal recruitment.
- d. Recruitment Counselors must be willing to assist the VP Recruitment and Recruitment Counselor Coordinators during formal recruitment in any way needed.
- e. If at any point the Vice President of Recruitment, Recruitment Counselor Coordinators or any member of the Panhellenic Recruitment Team feels a Recruitment Counselor is not fulfilling her duties or following proper rules and procedures, she may be removed from her position

Article IX. Amendment of Standing Rules

These Standing Rules may be amended at any regular or special meeting of the *University of North Carolina at Chapel Hill* Panhellenic Council by a two-thirds vote, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting two weeks prior to the proposed vote.

Appendices A-H

Appendix A – Executive Board and Panhellenic Recruitment Team Code of Ethics

Appendix B – Fall Recruitment Code of Ethics

Appendix C – Fall Recruitment Rules

Appendix D – Continuous Open Recruitment Guidelines

Appendix E – UNC – CH Panhellenic Judicial Board Procedures

Appendix F – UNC – CH Fraternity and Sorority Alcohol Policy

Appendix G – UNC – CH Panhellenic Association Risk Management Best Practices Plan

Appendix H – Greek Groove Rules

Appendix A

Panhellenic Executive Board and Panhellenic Recruitment Team Affirmation and Code of Ethical Standards

Adopted 2019

As a member of the Panhellenic Executive Board or Panhellenic Recruitment Team, I understand that:

1. I am expected to adhere to all provisions of the University Honor Code, the Panhellenic Bylaws and Standing Rules, and Codes of Conduct and all other university regulations and local, federal, and state laws. If I am charged with any violation of the University Honor Code, or with a criminal offense, I may be suspended or removed from the Panhellenic Executive Board or Panhellenic Recruitment Team by VP Standards while the charges are pending. If I am found responsible for any offense, I may be removed from the Panhellenic Executive Board or Panhellenic Recruitment Team. It is also my responsibility to inform the VP Standards of any situations listed above in which I may be involved.
2. I understand that my grades will be reviewed at the beginning and end of each term by the Panhellenic President and Panhellenic Advisor. Should my cumulative grade point average fall below a 2.70, I understand that I will be asked to attend a mediation arranged by the Panhellenic President.
3. I am expected to attend all scheduled training sessions and meetings of the Panhellenic Executive Board or Panhellenic Recruitment Team when called to do so. I am also expected to represent Panhellenic at events in the community, especially those put on by Panhellenic and member organizations.
4. The meetings of the Panhellenic Executive Board or Panhellenic Recruitment Team require that all confidential topics that are discussed remain confidential. I am not exempt from this when interacting with roommates, fellow students, significant others, spouses, parents, friends and any other individuals not directly involved with the Panhellenic Executive Board or Panhellenic Recruitment Team.
5. Each action taken by the Panhellenic Executive Board or Panhellenic Recruitment Team reflects the integrity of the University and the Panhellenic Council; therefore, I am expected to act in accordance with the decisions made by the Board. Decisions of the Panhellenic Executive Board or Panhellenic Recruitment Team are assumed to be that of

the Board as a *whole*. I am expected to support all decisions made by the Executive Board even if I am of a dissenting opinion.

6. I should at all times be conscious of my status as a representative of the University and should avoid involvement in situations that may tend to lessen the perceived credibility or objectivity of the Panhellenic Executive Board or Panhellenic Recruitment Team.

7. Should I ever be contacted by a news media representative regarding Panhellenic Executive Board or Panhellenic Recruitment Team business, I may not answer any questions or make any statement other than directing the media to contact the Office of Fraternity and Sorority Life and/or the Panhellenic President. I will promptly contact the Panhellenic President to inform them of any media contact.

8. Failure to fulfill my responsibilities as outlined above may result in my dismissal from the Panhellenic Executive Board or Panhellenic Recruitment Team.

9. This oath of confidentiality is a continuing affirmation and will remain effective for any information learned during my association with the University of North Carolina's Panhellenic Executive Board or Panhellenic Recruitment Team.

I have received a copy of this affirmation.

Signature of Board Member

Date

Appendix B

UNC Panhellenic Recruitment Code of Ethics

We, the women of NPC fraternities at The University of North Carolina, declare acceptance of the following standards of practice during any recruitment period and throughout the year: As Panhellenic women, we are obligated by the standards set forth from the National Panhellenic Conference to follow the University of North Carolina's Recruitment Rules. We have the responsibility to incorporate those standards into our everyday behavior. Our purpose as Panhellenic women is to serve our community and act as representatives of our chapters and of Panhellenic. Panhellenic women who violate the Recruitment Rules for selfish or other unworthy motives violate a high trust and a mutual respect among the University of North Carolina sororities.

We have a responsibility to Potential New Members, the University of North Carolina community, our respective chapters, our Inter/National organizations, to each other, and to ourselves to act in a respectful manner during Primary Recruitment. Trust is our ultimate goal. We have an obligation to improve and enhance the welfare of others, and our actions during recruitment will not interfere with this. We have the right to demand trust and respect from each of our chapter members and among Panhellenic sororities. The University of North Carolina Code of Ethics is intended to preserve, protect, and strengthen the bond of trust and respect among the University of North Carolina sororities, Potential New Members and the community during any recruitment period and throughout the year.

This bond is essential to sustain the principles upon which every NPC sorority and the North Carolina Panhellenic Association were founded.

As members of The University of North Carolina Panhellenic Association, we agree that our vision is of a safe, positive, enriching recruitment experience with

the goal of providing opportunities for the greatest possible number of women to obtain membership in a women's sorority. Therefore, we promise to:

- Respect ourselves, our sisters, and the Fraternity and Sorority community as a whole. We will work with other sororities to improve the Fraternity and Sorority system and reverse the current stereotypes.
- Enable every Potential New Member an equal opportunity and act accordingly with true Panhellenic spirit as well as our own chapter values and moral judgments.
- Confront the concerns about alcohol and other illegal substances and promote the safety and protection of current and prospective members.
- Treat Potential New Members with the same respect before, during, and after recruitment.
- Abide by all official Panhellenic codes, including but not limited to:
 - The Panhellenic Creed
 - The Potential New Member Bill of Rights
 - The UNC Panhellenic Association Recruitment Rules
 - The UNC Panhellenic Association Bylaws
 - The National Panhellenic Conference Unanimous Agreements and Policies
- Leave the Potential New Member with a positive idea of what sisterhood could be.
- Encourage the Potential New Member to explore the freedom of thought in her decisions.
- Inform the Potential New Member about the recruitment process, membership requirements, and external and internal responsibilities.

Appendix C

Recruitment Rules Fall 2019 Panhellenic Recruitment

I. Introduction

The University of North Carolina Panhellenic Association Recruitment Guidelines are intended to help guide sorority women and Potential New Members (PNMs) through the membership selection process. The guidelines incorporate many of the procedures recommended and/or required by the National Panhellenic Conference (NPC).

The purpose of these Panhellenic Recruitment Guidelines is two-fold: (1) to ensure that member organizations have equitable opportunities for membership recruitment within the Panhellenic system; and (2) to provide Potential New Members every opportunity to become acquainted with as many sororities as possible in order that they may make informed decisions concerning membership. All sorority members and Potential New Members will be expected to conform to the highest standards of conduct.

All NPC UNANIMOUS AGREEMENTS AND POLICIES shall be followed in concurrence with these mutually agreed upon Recruitment rules, which are specific to all Panhellenic Recruitment activities at the University of North Carolina.

All NPC fraternities and alumnae groups are to promote Panhellenic-spirited contact with Potential New Members at all times.

II. Code of Ethics

We, the women of NPC fraternities at The University of North Carolina, declare acceptance of the following standards of practice during any recruitment period and throughout the year: As Panhellenic women, we are obligated by the standards set forth from the National Panhellenic Conference to follow the University of North Carolina's Recruitment Rules. We have the responsibility to incorporate those standards into our everyday behavior. Our purpose as Panhellenic women is to serve our community and act as representatives of our chapters and of Panhellenic. Panhellenic women who violate the Recruitment Rules for selfish or other unworthy motives violate a high trust and a mutual respect among the University of North Carolina sororities.

We have a responsibility to Potential New Members, the University of North Carolina community, our respective chapters, our Inter/National organizations, to each other, and to ourselves to act in a respectful manner during Primary Recruitment. Trust is our ultimate goal. We have an obligation to improve and enhance the welfare of others, and our actions during recruitment will not interfere with this. We have the right to demand trust and respect from each of our chapter members and among Panhellenic sororities. The University of North Carolina Code of Ethics is intended to preserve, protect, and strengthen the bond of trust and respect among the University of North Carolina sororities, Potential New Members and the community during any recruitment period and throughout the year.

This bond is essential to sustain the principles upon which every NPC sorority and the North Carolina Panhellenic Association were founded.

As members of The University of North Carolina Panhellenic Association, we agree that our vision is of a safe, positive, enriching recruitment experience with the goal of providing opportunities for the greatest possible number of women to obtain membership in a women's sorority. Therefore, we promise to:

- Respect ourselves, our sisters, and the Fraternity and Sorority community as a whole. We will work with other sororities to improve the Fraternity and Sorority system and reverse the current stereotypes.
- Enable every Potential New Member an equal opportunity and act accordingly with true Panhellenic spirit as well as our own chapter values and moral judgments.
- Confront the concerns about alcohol and other illegal substances and promote the safety and protection of current and prospective members.
- Treat Potential New Members with the same respect before, during, and after recruitment.
- Abide by all official Panhellenic codes, including but not limited to:
 - The Panhellenic Creed
 - The Potential New Member Bill of Rights
 - The UNC Panhellenic Association Recruitment Rules
 - The UNC Panhellenic Association Bylaws
 - The National Panhellenic Conference Unanimous Agreements and Policies
- Leave the Potential New Member with a positive idea of what sisterhood could be.
- Encourage the Potential New Member to explore the freedom of thought in her decisions.
- Inform the Potential New Member about the recruitment process, membership requirements, and external and internal responsibilities.

III. Potential New Member Expectations

A. Potential New Members are defined as:

1. High school students
2. Students who are matriculated to The University of North Carolina and registered for UNC Panhellenic Association Primary Recruitment.

A. Potential New Member (PNM) Eligibility:

1. A woman is eligible to participate in Primary Recruitment and join a Panhellenic chapter if she is enrolled at The University of North Carolina and not simultaneously enrolled in high school and attending college.
2. A woman is only eligible to participate in Primary Recruitment if she has not been an initiated member of any of the National Panhellenic Conference member organization.
3. If a woman completes the Primary Recruitment process and signs a Membership Recruitment Acceptance Binding Agreement (MRABA), she must wait until the

next primary recruitment process at the University of North Carolina to be eligible to receive another bid from and join another Panhellenic organization.

4. Any woman that graduated from high school before the academic year prior to Fall Primary Recruitment will be eligible to participate in recruitment as an Upperclassman, unless she provides evidence to the Panhellenic Council that she has not attended any University during the year following her high school graduation- meaning she should not have received any sort of college credit during this time.
 - A. The NPC sororities do not discriminate in membership selection practices on any basis prohibited by law, except sex.
 - B. Primary Recruitment Participation
 - i. Potential New Members are expected to abide by the Potential New Member Code of Conduct, which is attached to this document as an appendix.
 - ii. Potential New Members must attend all events to which they have received an invitation.
 - iii. Potential New Members are to maximize their options during selections until they sign the MRABA.
 - iv. A Potential New Member must register for Primary Recruitment with the North Carolina Panhellenic Association and pay the recruitment fee in order to participate in Primary Recruitment.
 - v. During Primary Recruitment, no Potential New Member shall visit a sorority house except during designated Primary Recruitment events.
 - a. The only exception(s) would be: if rain occurs, Potential New Members may be allowed to enter the sorority houses even if the events have not yet begun, or if a Potential New Member has to use the restroom, in which case she may only enter the house if escorted by a Panhellenic Judicial Board (PJB) member.
 - b. If a Potential New Member must leave an event for any reason, a PJB must escort her. Active sorority members are responsible for notifying a PJB if a Potential New Member must leave.
- ii. Potential New Members found in violation of any of the recruitment rules and procedures will be subject to dismissal from the primary recruitment process.
 - B. Continuous Open Bidding (COB) Participation
 - i. Eligibility
 - a. COB begins immediately after bids are distributed in the designated primary recruitment period, and is open to all enrolled, unaffiliated, female students, without any requirement of prior participation in a primary recruitment period.
 - b. A Potential New Member who withdraws from the Primary Recruitment process before the signing of her

Membership Recruitment Acceptance Binding Agreement (MRABA) shall be eligible for snap bidding and COB.

c. If through the primary recruitment process, a Potential New Member accepts a bid and then has her pledge broken by an NPC sorority or breaks her pledge, then she is ineligible to be pledged to another NPC sorority on the University of North Carolina campus until the beginning of the next year's primary recruitment period.

d. A COB acceptance is a binding agreement. If a Potential New Member accepts a bid, then signs a COB acceptance or goes through the member organization's official pledging ceremony and has her pledge broken by an NPC sorority or breaks her pledge, then she is ineligible to be pledged to another NPC sorority on that campus until the beginning of the next Primary Recruitment period.

e. Women who have ever been initiated into any NPC organization are not eligible for COB.

ii. Women who receive a Continuous Open Bid must sign the COB MRABA and it must be turned in to the Office of Fraternity and Sorority Life within two (2) business days, along with the anti-hazing form.

B. **Reporting.** If a woman who is interested in Fraternity and Sorority life at the University of North Carolina (including high school seniors and women considered to be Upperclassmen) feels a bid has been promised by an individual and/or chapter, she may file a complaint with the University of North Carolina Panhellenic Association VP of Standards (uncpanhelstandards@gmail.com).

IV. Chapter Expectations

A. Statement of Positive Panhellenic Contact

We, the women of The University of North Carolina will promote panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin at [time of MRABA signing] and last until bid distribution on Bid Day. 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, text message 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.

B. Statement of Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment

All NPC member organizations represented at The University of North Carolina believe in strictly adhering to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.

C. Statement of Values-Based Recruitment

All NPC member organizations represented at The University of North Carolina 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.

NPC Policy on Values Based Recruitment states that all chapters and NPC member organizations will incorporate the following into their membership recruitment programs:

- Focus on conversations between chapter members and potential new members about organizational values and member organizations.
- Establish guidelines for membership recruitment budgets and set a cap on membership recruitment expenses, including the value of all donated goods and services.
- Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
- Determine recruitment event attire for chapter members that reduces individual financial burden and eliminates costuming.
- Eliminate gifts, favors, letters and notes for potential new members.
- Eliminate all recruitment skits.
- No chapters should bulk order any clothing items for recruitment purposes. No chapter should require their members to purchase a specific brand of clothing. T-shirts or sorority branded apparel will be the exception.

D. Statement of Membership Recruitment Acceptance Binding Agreement (MRABA)

The University of North Carolina College Panhellenic will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each

potential new member interested in joining a sorority, whether during formal or informal recruitment. We agree to all policies and steps pertaining to the MRABA.

E. Contact Guidelines

The following policies are in place to protect PNMs, active members, and organizations. The only exceptions to these Contact Guidelines are immediate family members (i.e. grandmothers, mothers, sisters, step-siblings, step-mothers). College Panhellenic reserves the right to determine what constitutes a pre-existing relationship in individual situations.

i. Academic Year Guidelines

a. In the period beginning with the culmination of Bid Day activities, defined as 24 hours after Panhellenic has distributed bids, and up until any time before the start of Primary Recruitment there will be no Recruitment activities (hometown events, teas, etc.). This period should be a time of friendly, positive Panhellenic Contact with no promotion of one individual sorority.

b. A sorority function shall be defined as five (5) or more active members in the company of a Potential New Members isolated in a designated place, public or private. This rule applies to both fall and spring. All sorority functions where Potential New Members are present must abide by the NPC UNANIMOUS AGREEMENTS.

c. There will be no recruiting events or activities allowed with PNMs who are not matriculated and/or taking classes at the University of North Carolina.

d. Potential New Members may not participate in overnight stays with active sorority members at any time.

1. Exceptions will be made for immediate relatives who may stay with their active sorority member sister. The active member must submit her sister's name to the VP of Standards (uncpanhelstandards@gmail.com). The sister's name, reason for staying, and for what period of time must be noted. The sister may not be accompanied by any friend or non-immediate family member while she is staying with her sister. No Potential New Member may stay in the sorority house for any reason.
2. If a sorority (five or more women from the same chapter) is found to have violated this policy, they will be subject to disciplinary action by the Panhellenic Judicial Board.

3. If the violation was a result of the actions of one to four sorority members, then the sorority's leadership will be responsible for disciplining the members violation of the policy and must turn in the results of the disciplinary action to the UNC Panhellenic Association VP of Standards.

i. Summer No-Contact Period

- a. During the summer no-contact period (beginning May 1st) preceding Primary Recruitment, sorority women and alumnae representing their own sorority may not contact Potential New Members or their parents for any reason unless they know them personally and would have contact with them outside of reasons for Panhellenic Recruitment.
 1. A maximum of 10 names of potential new members with whom an active sorority member has normal contact with must be turned in to the Panhellenic Association VP of Standards via PNM Contact Special Request Form, prior to the date of no contact on May 1. The VP of Standards will set the date that this list must be turned in by. Normal contact implies relatives, friends, neighbors, and coworkers.
- a. There will be no organized attempt by any sorority or sorority member to inform or influence a Potential New Member in regard to a particular chapter at any time over the summer. This includes but is not limited to internet contact/social media, phone calls, letters, cards, summer recruitment parties, alumnae teas, pool parties, beach retreats, gifts, text messages, e-mails, flowers, etc.
- b. No sorority woman shall post photos of or with a PNM on social media, unless individual has been listed PNM Contact Special Request Form.
- c. No woman is eligible to join a sorority during the summer months. A chapter member, alumna member or anyone acting on a sorority's behalf shall not imply to a Potential New Member nor her family that she has an invitation to a party during the Formal Recruitment period, ask her to pledge, nor imply that she will receive a bid.
- d. No active sorority member should ask any fraternity to invite Potential New Members to the fraternity's summer parties, nor should alumnae host parties for Potential New Members during the summer months.
- e. Active sorority members may request or accept friendship of Potential New Members on any social networking site during the summer no contact period.

ii. Fall Primary Recruitment Contact

- a. Communication between active sorority members and Potential New Members

1. Beginning August 1, sorority members are expected to promote general sorority membership as opposed to promoting their own individual chapter.
 2. During the Primary Recruitment period, sorority members may wear letters, but may not converse with or contact any potential new members directly or indirectly through friends outside of designated recruitment events. This includes but is not limited to: conversations on and off campus; in town, residence halls, dining halls; at apartment and/or fraternity or other off campus parties; through letters, phone calls, instant messenger, text messaging, or social networking sites such as but not limited to Facebook, Instagram, Snapchat, MySpace, and Twitter (or other social media mediums). Polite greetings and salutations are acceptable and judged on a case-by-case basis. An exception may be made for an active member to assist with moving her blood or step sister PNM into a residence hall.
 3. Beginning with the first day of work week and ending with the start of strict silence, active sorority members and Potential New Members are not allowed to make contact or communicate over Facebook or any other social networking site, excluding “likes” on Facebook, Instagram, Twitter, etc.
 4. Strict Silence is the period beginning at the time that a PNM signs her MRABA and ending with Bid Day activities. During this time there will be no conversation or contact or social activity between Potential New Members and sorority members, alumnae, or chapter representatives except at specified Panhellenic recruitment events. Potential New Members may not discuss sorority members with other Potential New Members. Strict Silence allows Potential New Members to make decisions free from outside pressures and opinions of others.
- iii. Sorority Members may not promise bids or invitations or give the hint that a bid or invitation will be extended to the PNM. They may never suggest intentional single-preference or to list a preference of any sorority over another. No form of bidding may occur outside the prescribed Panhellenic procedure. No bids, oral or otherwise, may be directly or indirectly issued during events at any time, including any indication to a Potential New Member by a sorority member,

new member, or alumna that the sorority intends to see the Potential New Member at a future recruitment event.

- i. Sorority members may not slander other chapters and member organizations to a Potential New Member. Any violations will be sanctioned through the Panhellenic Judicial Board.
- i. Sorority members may not inquire if a potential new member is a legacy of another chapter. Any violations will be sanctioned through the Panhellenic Judicial Board.
- i. Sorority members may not buy anything for Potential New Members (i.e. gifts, meals, etc.) or give a Potential New Member any cards, letters, envelopes, or any type of written correspondence, including preference letters, at any time during Primary Recruitment.
- i. Sorority members may discuss social functions (mixers, cocktails, etc.), but will refrain from discussing the presence of alcohol, men, or fraternities at any such social events.
- i. Any sorority members who have immediate relatives or roommates going through Recruitment and cannot avoid contact with them must follow all rules outlined for the recruitment process. When contact is absolutely inevitable, recruitment may not be discussed.
 - i. Chapter websites and other social network mediums shall comply with all recruitment policies. Any promotional graphics must promote Panhellenic as well as the individual chapter.
- i. At no time can photographs or videos be taken during recruitment events, parties, or functions, unless approved by the chapter or the Office of Fraternity and Sorority Life, including photographs or videos taken by Recruitment Counselors and PJBs.
- i. Disclosure
 1. Recruitment Counselors, Recruitment Team members, and the Panhellenic Executive Board members may not release any information concerning a Potential New Member to members of any sorority unless directed to do so by the Office of Fraternity and Sorority (OFSL) staff.
 2. Any sorority seeking information about a Potential New Member should direct their questions and concerns to the OFSL Staff. All violations of disclosure will be sanctioned through the Panhellenic Judicial process.
- i. Sorority members may not hold any events with PNMs present outside of the hours established for primary recruitment beginning on the first day students move into the residence halls and ending with the culmination of Bid Day, defined as 24 hours after the last Bid has been distributed. An event would be defined as any time there are five (5) or more sorority members in the presence of a PNM. If it is reported that a chapter is in violation of this rule, the chapter will be placed

on social probation for six (6) weeks. This social probation applies to mixers, cocktails, and off-campus parties.

F. Alumnae and Non-University Women

The sorority will be held responsible for informing and educating alumnae members of Recruitment rules, NPC Unanimous Agreements and policies, and the Code of Ethics and for the observance of these rules.

- i. Alumnae will not purposefully seek contact, or engage in conversation related to recruitment matters or pledging with Potential New Members during Fall Primary Recruitment. This includes local and out-of-town alumnae, with the exception of the mother-daughter or sister- sister relationship.
- ii. A maximum of fifteen (15) collegiate/alumnae members, visiting National officers/consultants, and mothers of active members may assist in recruitment and may be present at recruitment events at one time. They must wear name-tags designating their alumnae status and they may not act as a hostess or have contact with any Potential New Members.
- iii. Collegiate/Alumnae members and visiting National officers/consultants may come to and leave the sorority house during the Recruitment round although this is to be kept to an absolute minimum. Alumnae and members must enter and leave the sorority house through discrete locations in order to have the least amount contact with PNMs.

V. Forms of Recruitment

Recruiting is defined as any activity, planned or engaged in, by a sorority member, alumnae, or agent, which attempts to influence or persuade a PNM in favor of a particular sorority.

There are two types of recruitment that occur at The University of North Carolina: Primary Recruitment and Continuous Open Bidding.

The collegiate chapter shall bear the penalty for any violation of the Panhellenic Recruitment Rules and Policies by initiated members, new members, alumnae, or organizational representatives. The University of North Carolina chapter is responsible for informing these individuals of the Recruitment Rules and Policies. The Panhellenic Executive Board will provide chapters with a standard letter to alumnae stating this expectation in order for chapters to distribute to all alumnae. However, it is ultimately the chapter's responsibility to inform the alumnae of the recruitment rules and hold all members and alumnae accountable.

A. Primary Recruitment

For purposes of these rules, Primary Recruitment begins August 1 and ends after the completion of Bid Day activities. Calendars specifying the official dates set by The University of North Carolina for recruitment will be distributed during the first Panhellenic Council meeting of the Spring semester. Beginning at the time the women move into the chapter houses prior to recruitment, up until the culmination of Bid day activities, defined as 24 hours after bids are distributed, there will be no events with alcohol, including, but not limited to sisterhood events. If a chapter is found to have had an event with alcohol during this time, it will be a fined infraction or other sanction up to and including social probation.

- i. All excessive noise must end one hour prior to and following the conclusion of recruitment events and between individual events.
- ii. No food of any kind may be served during the invitational rounds of Fall Primary Recruitment. Only water in clear, plastic cups may be served to Potential New Members.
- iii. Each sorority's budget must not exceed \$100 per round, to be used on the banner only. Balloons will be prohibited, excluding Bid Day. All recruitment expenditures, including the value of all donated goods and services, are due to the Panhellenic Advisor at 10:00 am the morning of each round. This will be reviewed at the individual recruitment review with the Panhellenic Advisor.
 - a. Use of any lights other than white light is prohibited.
 - b. Banners will not have any lights.
- ii. All communication between sorority women and Potential New Members outside of the hours established for Primary Recruitment is to be prohibited. There shall be no purposeful seeking of contact with Potential New Members by sorority women during Fall Primary Recruitment except at official events. Normal friendly contact is the only type of contact allowed during the Primary Recruitment period.
 - a. Contact that is prohibited includes, but is not limited to, telephone calls, letters, e-mails, text messages, flowers, gifts, contact through male friends and boyfriends, social media (e.g., Facebook, Twitter, Instagram) etc.
 - b. According to the NPC Manual of Information (p. 84), "NPC believes that normal, social contacts should not be disrupted in the case of long-standing friendships by prohibiting all contact between sorority women and potential [members]. (Normal contact implies relatives, friends, neighbors, and coworkers.) However, each sorority is charged with the responsibility of seeing that unfair advantage is not taken of such contacts."
- ii. Sorority members may not sing outside their houses or continue singing inside after the recruitment party time has elapsed.
- iii. There must be no exterior decoration during Primary Recruitment.
- iv. Hotboxing and/or any inappropriate conversation are strictly prohibited. Hotboxing is defined as any situation in which 3 or more sorority members are participating in conversation with one or more Potential New Members during recruitment activities.

- v. Sorority women are not allowed outside their houses at least 30 minutes prior to or following the time that the last PNM leaves an event. This includes weather delays and chapters who may not have a party scheduled for the last event. The Panhellenic Advisor must approve any exceptions, due to work, school, or illness. Alumnae may only enter and exit a chapter house during a recruitment party. All entrances and exits by alumnae must be made through side and back doors and must be as discreet as possible. Any exceptions must be approved by the Panhellenic Advisor.
- vi. During fall primary recruitment no potential new member shall visit a sorority house except during designated Fall Primary Recruitment events. The only exceptions would be: if rain occurs, Potential New Members may be allowed to enter the sorority houses even if the events have not yet begun, or a Potential New Member has to use the restroom, in which case she may only enter the house only if escorted by a Recruitment Counselor or PJB.
- vii. If a Potential New Member must leave an event for any reason, a Recruitment Counselor must escort her. Active sorority members are responsible for notifying the Recruitment Counselors if a Potential New Member must leave.
- viii. Sorority women must not discuss information in regard to Panhellenic Recruitment outside of the Primary Recruitment events.
- ix. Chapters shall turn in initial plans for each round of recruitment to the Panhellenic Advisor and VP of Recruitment by March 27.
- x. Invitational Rounds
 - a. **Open House** This round lasts for 20 minutes and is intended to provide Potential New Members with an informative introduction to fraternity life and membership. Potential New Members will visit all sororities. Chapters may only serve ice water during this round. One song/dance/chant is allowed. It shall last no longer than 1 minute and 30 seconds. No music should accompany the song/dance/chant. Clapping and stomping are acceptable. No household items or banging on walls. Each sorority is responsible for designing a T-shirt for this round that shall be approved by the Panhellenic VP of Recruitment with a max price per shirt of \$15.
 - b. **Philanthropy Day** This round lasts for 30 minutes. While the focus of this party should be on philanthropy and community service, chapters highly discourage doing crafts any longer and are encouraged to show a video highlighting their philanthropic efforts. This video may be made locally and/or by Inter/National Headquarters and is not to be paid for. The use of a video is optional, but the Panhellenic VP of Recruitment must approve it prior to the start of recruitment along with any extra programs. There are to be no entertainment pieces in the chapter's presentation to Potential

New Members. Entertainment pieces are referring to skits, choreographed dances, stomps, etc.

1. If a chapter chooses to use a video, the video must be submitted to the VP of Recruitment by July 31st, include closed captioning with the exception of music lyrics.

c. **Break Day** No rounds, practices, or contact will occur. Active members and Potential new members are encouraged to use this day to do school-related work.

d. **Sisterhood Day** This round lasts for 40 minutes. Each chapter will be allowed to create a sisterhood video highlighting campus involvement and values.

Each sorority can show a video up to 5 minutes long that will showcase the sorority's sisterhood, values, campus involvement, personality, etc. and must comply with all recruitment guidelines. These videos must include closed captioning with the exception of music lyrics. Each chapter must submit their sisterhood video to a Panhellenic Advisor and the Office of Fraternity and Sorority Staff for approval by July 31st. If revisions must be made, a revision deadline will be set. Chapters may not share their video on social media without prior approval by the Panhellenic Director of Recruitment.

1. Chapters must create their own sisterhood video or use their nationals sisterhood video. Videos should not be paid for.
2. Costuming (defined as dress that is evidently and purposefully distinct from the dress of other members) is also prohibited. Themes are not allowed. A theme is defined as a particular subject where everyone dresses in like clothing and decorations fit the particular subject.

a. **Preference Parties** This round lasts for 50 minutes. Potential New Members will sign Membership Recruitment Acceptance Binding Agreement (MRABA) cards immediately following their last Recruitment event. If a sorority invites a Potential New Member to their preference event, the Potential New Member must be listed on that chapter's bid list, even if she did not attend the event and was excused. Solo performances by active chapter members pertaining to chapter rituals shall be allowed.

b. **Bid Day** There shall be no men or alcohol during Bid Day. Only new members, active members, and alumnae may enter the sorority chapter facilities during Bid Day activities, with the exception of entertainment and staff.

A. Continuous Open Bidding

- i. Chapters who do not match to quota through primary recruitment and snap-bidding or who have not reached the current campus chapter total are eligible to participate in COB.
 - iv. COB Recruitment shall extend at all times throughout the school year from the time bids are distributed at the end of primary recruitment to the date determined by OFSL that signifies the end of new member activities during the spring semester following primary recruitment.
- i. All Continuous Open Bidding events shall not involve men or alcohol at any time or under any circumstance.
- i. Vacancies occurring in a new member class quota may be filled only if the vacancy occurs before the potential new member(s) participates in the chapter's formal pledging ceremony.
- i. Bidding shall be by oral, written, or electronic invitation extended by the sorority as a whole to a non- sorority woman.
- i. Following any extension process, chapters may not conduct recruitment activities or extend COB bids for membership within the agreed upon extension moratorium (not to exceed three weeks per NPC policy).

VI. Suspected Recruitment Violations and Infractions

- A. The University of North Carolina will follow the NPC Judicial Procedures as outlined in the NPC Unanimous Agreements. A detailed, written report signed by the accusing party (specifying time, place and witnesses to the alleged infraction) must be turned in to the Panhellenic VP of Standards. It is crucial that violation forms be thoroughly filled out and that witnesses give their names and contact information. Only PNMs are excused from the NPC policy of identifying themselves in front of the accused parties. Infractions must be filed within 30 calendar days from the date of the alleged infraction (including university/college breaks).
 - i. The Panhellenic Council advisor reserves the right to contact the Inter/National Headquarters of any sorority with a Recruitment Code of Conduct violation.
 - ii. All National Panhellenic Conference Unanimous Agreements and Policies will be upheld; especially those pertaining to primary recruitment. All members are responsible for knowing and observing these rules.
 - iii. All University of North Carolina rules, policies, procedures, and local, state and federal laws must be followed at all times.
- B. Fined Infractions

All fines are due within 30 days of each chapter's final receipt invoice for Recruitment infractions. For every day that they are late a \$50 fine will be added.

Mediation with the VP of Standards can be requested from chapter advisors.

- i. PNMs leaving the party with any items including favors, excluding cups and napkins. - \$50/PNM
- ii. Recruitment party going over time limit. - \$5/15 seconds.
- iii. Turning in invitation and/or bid lists late to the Office of Fraternity and Sorority Life. - \$250/15 minutes
- iv. Not turning in a flex minus list/recruitment round to the Office of Fraternity and Sorority Life. -\$500
- v. Turning in recruitment party plans after the deadline. - \$25/day up to 30 days then mediation
- vi. Turning in expense reports after the deadline. - \$50/day
- vii. Showing an unapproved video during recruitment - \$300/day
- viii. Video submission after set deadline (July 31st) - \$250/day/video
- ix. Any late forms stipulated in Appendix C - \$50/day
- x. Automatic Mediation and \$100 fine per person for costumes
- xi. Chant with No Music No Length infraction - \$10/15 seconds
- xii. Late banner fine - \$100/day
- xiii. Time Violation of Song/Dance/Chant in Round 1 - \$15/10 seconds
- xiv. Holding practices on a Break Day - \$300/practice
- xv. Break round violations - \$100/incident
- xvi. Anyone using the front door (other than Recruitment/FSL personnel) at any time prior to or after a party. – \$50/occurrence
- xvii. Sorority women entering the house after 30 minutes prior to, during, or following a party. -\$50/member
- xviii. Chapters writing any written correspondence, including preference letters, to Potential New Members. -\$100/occurrence.
- xix. Degradation of another sorority. - \$300/occurrence
- xx. Communication with Potential New Members outside of Primary Recruitment events using any form of social media commenting. This excludes likes on any form of social media (ie. Instagram, Facebook, Snapchat, etc.). -\$100/occurrence and/or referral for mediation and/or Judicial Board depending on the severity.
- xxi. Communication with Potential New Members outside of Primary Recruitment events using text messages, phone calls, and/or any direct form of communication privately. -\$300/occurrence and/or referral for mediation and/or Judicial Board depending on the severity.
- xxii. Bid Day debris: Any debris left in the Bid Day location after bid day will necessitate a fine equal to the amount of the deposit that the Panhellenic Council loses as a result of the debris.
 - A. Community Service Violations and Violations Handled by Judicial Board
 - i. Conversation with Potential New Members involving bid promising. – due to the severity of this infraction it will be handled through mediation and/or a Judicial Board hearing.

Infractions that result in sanctions involving community service hours shall be completed by 80% of the active sorority members, not including New Members, Panhellenic Executive Board, Recruitment Judicial Board or Recruitment Counselors. Community service hours may be specified by the Panhellenic Executive Board to include specific events.

Hours must be completed and turned in to the VP of Standards.

All sanctions are subject to change by Year-Round Judicial Board discretion or chapter appeal.

VII. Panhellenic Executive Officers

Panhellenic Officers and recruitment committee members shall not wear or carry any item indicating their sorority membership (i.e. t-shirts, insignia, car tags, etc.) beginning on the first day of August and ending at the conclusion of Primary Recruitment.

Panhellenic Executive Board members are subject to all rules and guidelines set forth by the North Carolina Panhellenic Association and National Panhellenic Conference. In addition, a Panhellenic Executive Board member may be immediately dismissed from her position and/or will receive other penalties to be sanctioned through the Panhellenic judicial process.

VIII. Recruitment Counselors and PJB

A. Recruitment Counselors and PJBs are subject to all rules and guidelines set forth by the UNC Panhellenic Association or National Panhellenic Conference. In addition, a Recruitment Counselor or PJB may be immediately dismissed from her position and/or will receive other penalties to be sanctioned through the Panhellenic judicial process.

B. Recruitment Counselors/PJBs may not wear any Panhellenic apparel (including Recruitment Counselor t-shirts) at bars any time and are expected to conduct themselves at all times in a mature, responsible, and unbiased manner.

C. Recruitment Counselors and PJBs will show proper respect to all sororities; this includes making any comments, positive or negative. Violation may lead to removal from her position.

D. No Recruitment Counselor or PJBs may sit in on chapter meetings or workshops to discuss Potential New Members.

E. No Recruitment Counselor or PJB may visit the inside of any sorority house or recruitment space during Primary Recruitment, unless she is going to the restroom. Exceptions may be made by OFSL and the Panhellenic Recruitment Team.

F. A Recruitment Counselor or PJB cannot be stationed at her own chapter facility. PJBs will rotate houses throughout Primary Recruitment to ensure that all chapters are being held to the same standard.

G. For the duration of Primary Recruitment only, PJBs shall be considered as Recruitment Counselors for the sole purpose of filing College Panhellenic Violation Report Forms. PJBs will have the same authority to file these reports as Recruitment Counselors, according to NPC guidelines. All authority to file College Panhellenic Violation Report Forms will end 30 days following the conclusion of Fall Primary Recruitment, at which point, only Recruitment Counselors will be able to file College Panhellenic Violation Report Forms under the title of "Recruitment Counselors."

H. Disaffiliation

i. Disaffiliation for Recruitment Counselors and PJBs is effective beginning May 1st and will end at the conclusion of Primary Recruitment.

Disaffiliation shall be defined as: no display of organization's letters, insignia, or any evidence of fraternity chapter on items including but not limited to the following: jewelry, vehicle, key chains, décor of my living quarters, Facebook profile/social networks. In addition, Recruitment Counselors and PJBs shall keep their affiliation confidential and take all the necessary steps to prevent its disclosure in social and/or professional settings.

ii. Disaffiliation for the Panhellenic Recruitment Team is effective 30 days before Primary Recruitment and will end at the conclusion of Primary Recruitment. Disaffiliation shall be defined as: no direct or indirect contact with members of their own fraternity, no verbal communication, written communication, or interaction of any kind with members of their own fraternity through a third party, and no discussion with members of other fraternity chapters regarding recruitment at any time. Exceptions made for living situations.

iii. Beginning with the closing of Primary Recruitment Registration and ending with the distribution of bids on Bid Day, Recruitment Counselors and Recruitment PJBs are not allowed to communicate over any social networking site. We strongly recommend the sorority members do what they can to conceal themselves on their social networking accounts. Recruitment Counselors must send their social media information to the Gamma Chi coordinator by May 18th.

IX. Membership Recruitment Administration

A. 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(s) in which primary recruitment is not held. Total will be set to MCS or ACS or at a number mutually agreed upon and appropriately reflective of the North Carolina Panhellenic community and NPC policy.

- B. Release Figure Methodology (RFM) will be used for all invitational rounds. There will be one pool consisting of freshman, sophomore, junior and senior potential new members.
 - A. Every chapter is strongly advised to follow the carry figures given to them from the RFM specialist for all invitational rounds. This requires that every chapter turn in the required invitation and flex-minus lists to the Office of Fraternity and Sorority Life. Flex-plus lists are optional.
 - A. All undergraduate active sorority members shall be counted as part of the sorority membership and shall be entitled to participate in recruitment. Transfers do not count as part of a sorority's membership until they are officially affiliated.
 - A. A revised national chapter roster must be turned in to the Panhellenic Advisor by the Wednesday of Recruitment Workshop week.
 - A. Snap bidding will begin as soon as bids are matched. Chapters may snap bid to fill unmatched quota spaces. Snap bidding is not intended to fill spaces in chapter total. Snap bidding is limited to any woman who registered and participated in at least one round in Primary Recruitment.

Appendix A

Potential New Member Bill of Rights

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 expect 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 binding agreements implicit in the preference card signing.
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 pledging experience.

Appendix B

Recruitment Dates

- A. Recruitment shall be held beginning August 29th, 2019 and concluding on Bid Day, September 4th (Bid Day).
 1. The four recruitment rounds will be held on the following days:
 - a) Round 1.1 - Open House: August 29th 6:00 PM – 9:40 PM
 - b) Round 1.2 - Open House: August 30th 5:00 PM - 9:20 PM
 - c) Round 2 - Philanthropy: August 31st 10:00 AM – 6:50 PM
 - d) Break Day - September 1st
 - e) Round 3 - House Tours/Sisterhood: September 2nd 10:00 AM – 4:40 PM
 - f) Round 4 - Preference: September 3rd 6:00 PM – 10:00 PM
 - g) Bid Day - September 4th 6:00 PM
 2. Sorority Recruitment Chairs shall abide by the times agreed upon for turning in party lists and ending parties.
- B. No sorority may require their membership to return to campus before noon on Wednesday, August 14th, 2019. Executive Councils may move in August 13th.
- C. Substance free period will begin at 8 a.m. the morning of Round 1 and conclude at 5 p.m. the day after bid day.
- D. Sorority social events can begin at 5pm the day after Bid Day.

Appendix C

Form Dates:

1. **March 8**– A standard list of membership financial responsibilities due

2. **March 24**– An initial plan for Bid Day as well as a Theme Approval Form signed by an (Inter)national Representative must be submitted to the VP Recruitment no later than 5:00 pm on March 25. Bid Day themes can be submitted no earlier than 12:00 pm on March 24. Themes will be approved by PRT.
3. **March 27, 5:00 pm**– Initial Party Plan due
 - a) Chapters shall submit a plan for each round outlining round themes, activities, song lyrics, decoration plans, and outfits to PRT.
 - b) PRT can request additional information to be included in these plans. Plans will be submitted in accordance with the UNC Panhellenic Recruitment Rules.
 - c) All party plans are subject to approval by PRT.
4. **April 19 5:00 pm**– Round 1 shirt design and pricing due.
5. **April 30, 5:00 pm**– Proof of order for Round 1 shirts due.
6. **July 31st, 5:00 pm**– Updated Roster, Final Party Plan due, Final Bid Day Plan due, and videos for philanthropy and sisterhood round due for approval.
7. All banners must be completed and approved on **August 21st**.
8. **Day before Recruitment Kickoff**– Special request form for chapter members living with PNM(s) due, chapters will submit a hazing statement signed by President, New Member Educator, and Advisor.
9. **5:00 pm the day before Round 1**–Expense report for money received by donations due, if applicable.
10. **10:00 am the day of each round**–Expense report for each round due
 - a) A form for all theme submissions will be provided at least two weeks prior to their due date. They will be considered on a first come, first serve basis.
11. **48 hours after Bid Day**- Chapters will submit updated rosters that include the new member class. Chapters should also submit a hazing statement signed by each new member.

Appendix D

UNC Panhellenic Continuous Open Recruitment Guidelines

UNC Panhellenic abides by a fully structured recruitment process held in the fall of each academic year. Outside of the fully structured recruitment period in the fall, UNC Panhellenic participates in Continuous Open Recruitment. These guidelines go into effect starting the day after Bid Day of Formal Recruitment and continue throughout the academic year. Chapters may not participate in Continuous Open Recruitment during the summer. The following expectations are in place for all sorority members, current or alumnae. The terms Continuous Open Recruitment and Continuous Open Bidding refer to the same process and are used interchangeably.

I. Chapter Expectations

- A. Chapters whose membership falls below campus total shall participate wholeheartedly in Continuous Open Recruitment with the goal to bring chapter membership up to campus total.
 1. Any women registered as a full-time student in good standing with the university is eligible to be considered for a COB invitation as long as she was not matched with a chapter on Bid Day during Formal Recruitment of that academic year.
 2. A PNM shall not be, or have ever been, an initiated member of a National Panhellenic Conference group at UNC-Chapel Hill or on any other campus.
- B. Throughout the academic year, chapters shall positively promote the Panhellenic community as a whole. Promotion of a particular chapter is appropriate, though not at the expense of another chapter. (i.e. “Alpha Beta Chi is great” = acceptable, “Delta Eta Phi isn’t great” = unacceptable).
- C. Chapter social media campaigns are appropriate.
- D. Chapters may disclose their participation in Continuous Open Bidding at their choosing.

II. Extending Invitations

- A. Bid Promising
 - 1. There will be no promising of bids, directly or indirectly, verbally or written, by a member or alumnae of a Panhellenic group.
- B. All PNMs who accept bids must immediately begin their New Member period and must be initiated no later than 8 weeks after the acceptance of their bid. All New Members must be initiated by the final day of classes in the spring semester.
- C. Once an invitation for membership has been extended, the chapter must turn in the Continuous Open Bidding Membership Binding Agreement to the Panhellenic Office within 24 hours.
- D. All new members, once initiated, will complete a grade release form and acknowledgement of initiation form to be submitted it to the Office of Fraternity & Sorority Life.

III. PNM Respect

- A. There shall be no hazing during Continuous Ongoing Recruitment/Bidding.
 - 1. The University defines hazing as: “Hazing that causes or permits an individual, with or without consent, to engage in activities that subject that individual or others to risks of physical injury, mental distress, or personal indignities of a highly offensive nature, in connection with recruitment, initiation, or continued membership of a society, fraternity or sorority, club, or similar organized group whether or not recognized by the University.”
 - 2. The Panhellenic Council does not tolerate hazing, regardless of the recruitment season or academic term.
- B. No sorority is allowed to discriminate against a PNM on the basis of race, religion, national origin, disability, age, veteran status, or sexual orientation.

IV. Panhellenic Council Expectations

- A. Panhellenic will provide a form on their website under Recruitment > Continuous Open Recruitment that interested women can fill out with their contact information.

1. This contact information will be shared with Recruitment Chairs to be used as a resource during Continuous Open Recruitment. Chapters are not limited to extending invitations to women on this list; it is merely a resource.
 2. Panhellenic will update the list once women have accepted bids.
- B. The Panhellenic Council does not require a minimum grade point average as a condition for participation in recruitment. Each chapter has its own scholarship requirements for joining and being initiated into its chapter.
1. Chapters can contact the Office of Fraternity & Sorority Life to check Potential New Member's grades to see if they meet the chapter's GPA requirement.

V. Panhellenic Information Session

- A. All chapters will attend the Panhellenic Informational Session in January of each year, regardless of their eligibility to participate in Continuous Open Recruitment.
1. Chapters can bring four people, including President and Recruitment Chair, and accompanying accessories at the chapters choosing (example: tshirts, tri-fold, scrapbook).
 2. Chapters cannot hand out anything (i.e., candy or buttons) to PNMs.
 3. Chapters may have a sign-in sheet.

Appendix E

PANHELLENIC JUDICIAL BOARD PROCEDURES

OF

THE PANHELLENIC COUNCIL

AT

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

JANUARY 2015

We, the members of women’s fraternities and sororities at the University of North Carolina at Chapel Hill, hereafter referred to as “sororities,” in order to facilitate the governing of said sororities, do hereby obtain and endorse the Judicial Board Bylaws for our representative body, the Panhellenic Council at the University of North Carolina at Chapel Hill.

I. Object and Purpose

In accordance with the University of North Carolina at Chapel Hill Panhellenic Council Bylaws and Constitution, the Panhellenic Council hereby establishes the Panhellenic Judicial Board to oversee all matters of dispute relating to the sorority community and its NPC chapters at the University of North Carolina at Chapel Hill, including allegations of misconduct and violations of governing policies.

The Panhellenic Council shall establish a Panhellenic Judicial Board for the limited purpose of handling member group infractions of NPC Unanimous Agreements and Panhellenic Council policies and procedures regarding Bylaws, Standing Rules,

Membership Recruitment rules/guidelines, Panhellenic Code of Conduct, and University of North Carolina at Chapel Hill Standing Rules.

II. Organization

1. The Vice President Standards shall serve as the Chair of the Panhellenic Judicial Board.
2. Panhellenic Judicial Board members are chosen by the Panhellenic Vice President Standards through an application and interview process.
3. No Panhellenic Judicial Board member may serve simultaneously as a Chapter Representative or Chapter President.

III. Standards Powers

1. All judicial powers are vested in the Panhellenic Judicial Board.
2. The Panhellenic Judicial Board will have the power to adjudicate alleged violations of all Panhellenic Bylaws and Standing Rules policies and procedures and NPC Unanimous Agreements.
3. Upon completion of a judicial hearing, the Panhellenic Judicial Board has the power to impose any sanction/penalty it deems appropriate and necessary; in line with NPC sanctioning guidelines.

IV. Duties of the Judicial Board

The Panhellenic Judicial Board shall:

1. Resolve all alleged violations of NPC Unanimous Agreements and Panhellenic Council policies and procedures regarding Constitution, Bylaws, Membership Recruitment rules/guidelines, Standing Rules, and University of North Carolina at Chapel Hill Standards of Conduct
2. Handle all alleged violations of NPC Unanimous Agreements and the College Panhellenic constitution, bylaws, code of ethics, membership recruitment rules/guidelines and standing rules (required by the NPC Unanimous Agreements) that are not settled in the mediation process.
3. Educate member fraternities about the Panhellenic judicial procedure.
4. Participate in training designed to educate judicial board members 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.
5. Conduct a fair hearing with impartial judicial board members following the NPC UA VII, College Panhellenic Association Judicial Procedure.
6. Maintain confidentiality throughout and upon completion of the judicial process.
7. Create and maintain proper documentation. Documentation should be retained by the VP Standards and the Panhellenic advisor for three years.
8. The NPC Judicial Forms shall be used to ensure proper documentation and adherence to the NPC Unanimous Agreements. The forms are:

- i. College Panhellenic Violation Report Form
- ii. College Panhellenic Notice of Infraction Form
- iii. College Panhellenic Record of Mediation of Judicial Board Hearing Form
- iv. College Panhellenic Mediation or Judicial Board Hearing Minutes Form
- v. College Panhellenic Notice of Appeal Form

V. Membership

1. In accordance with the Panhellenic Council Bylaws, the Panhellenic Judicial Board is composed of collegiate members and the Panhellenic Council Advisor (non-voting, ex-officio member). Members include:
 - i. Vice President Standards, who shall be an elected voting member
 - ii. Remaining members will be of NPC Panhellenic Chapters and Associate Member Chapters
 - iii. Panhellenic Council Advisor (non-voting, ex-officio member)
2. Vice President Standards shall select the board by:
 - i. Vice President Standards will interview potential members after a preliminary application process is completed to determine if they exhibit the skills requisite to be a good board member, etc.
 - ii. Students chosen to become members shall be required to complete basic training and to devote a specified amount of time to the Board
 - iii. Members will be chosen on merit, with no sorority over represented (i.e. one member from each particular chapter on the Board excluding the VP Standards). All chapters must be represented.
 - iv. A Panhellenic Judicial Board member must:
 - Be in good standing at The University of North Carolina at Chapel Hill
 - Be in good standing with her individual sorority
 - Have a minimum cumulative GPA of 2.7
 - Not be a graduating senior before the one year term expires
 - Must have participated in fall recruitment as an active member of her individual sorority.
3. Duties of the Vice President Standards:
 - i. Coordinate the training of the Judicial Board members with advisement by the Office of Fraternity and Sorority Life and Community Involvement and the Office of Student Conduct
 - ii. Implement the NPC Unanimous Agreement VII, the Panhellenic Council Judicial Procedure
 - iii. Determine if any collegiate Panhellenic Judicial Board members need to be excused (recused) from serving because of a conflict of interest
 - iv. Provide involved chapter(s) with a copy of the “Panhellenic Judicial Board Procedures”

- v. Preside at judicial hearings
- 4. Duties of the Panhellenic Judicial Board Members
 - i. All Panhellenic Judicial Board members will be required to complete a basic training process.
 - ii. The Panhellenic Council or OFSL-CI will budget the necessary funds to provide basic training for selected members
 - iii. All Panhellenic Judicial Board members must follow all rules for disaffiliation during the recruitment process as referenced in the Recruitment Rules (Appendix B of The University of North Carolina at Chapel Hill Panhellenic Association Standing Rules.)
- 5. Duties of the Panhellenic Council Advisor
 - i. Serve as an ex-officio member of the Panhellenic Judicial Board
 - ii. If the Panhellenic Council Advisor is unable to attend a meeting, a non-collegiate representative will be chosen by a majority vote of the Panhellenic Judicial Board

FILING A JUDICIAL COMPLAINT

I. Timing

1. The College Panhellenic Violation Report Form shall be completed and presented to the President in a timely manner, but not more than 30 calendar days from the date of the alleged infraction (including university breaks). If the College Panhellenic president is unavailable or the violation is against her fraternity, the report shall be presented to the Panhellenic Advisor.
2. The Panhellenic Council President, the Vice President Standards and the Panhellenic Council Advisor shall review the College Panhellenic Violation Report Form to ensure it has been filled out completely, including proper signatures and indication of rule/policy violated. An incomplete form shall be returned to the reporting party for completion prior to proceeding.
3. Once a Violation Report Form has been received, an informal discussion will be held. The Violation Report will be filled out prior to an informal discussion for record keeping. Depending on the results from an informal discussion with the accused chapter, a Notice of Infraction may be filed.

II. Proper Reporting Authority

1. Infractions, excluding recruitment infractions, must be reported and signed by the President of a member group on behalf of her chapter. No anonymous reports will be accepted except in regards to anonymous tips from the Hazing Hotline. Any infractions, excluding Recruitment infractions, may be reported and signed by either:
 - i. The president of a chapter on behalf of her chapter
 - ii. Executive officer/board member of a chapter
 - iii. College Panhellenic officer

- iv. Panhellenic Advisor
2. Recruitment infractions may be reported and signed by either:
 - i. President of sorority chapter on behalf of her chapter
 - ii. Panhellenic Council Vice President of Recruitment or Recruitment Counselor
 - iii. Potential New Member
 - iv. Panhellenic Council Advisor

III. Notice

1. Based on the outcome of an informal discussion, if a Violation Report Form is properly received by the Panhellenic Council, the accused sorority chapter shall be given formal notification in writing via a Notice of Infraction. The Panhellenic Council President shall notify the member group using the College Panhellenic Notice of Infraction Form. The College Panhellenic Violation Report Form is retained by the Panhellenic Council President or Panhellenic Council Advisor and is available on request from the accused sorority chapter. A copy of the College Panhellenic Violation Report Form shall be given to the NPC Area Advisor.
2. The College Panhellenic Notice of Infraction Form shall be delivered to the President of the accused sorority chapter within one week of the Panhellenic Council President's receipt of the College Panhellenic Violation Report Form. If the President of the accused sorority chapter is unavailable, delivery may be made to another appropriate sorority chapter officer or advisor. The record of delivery shall be documented on the form. A copy of the College Panhellenic Notice of Infraction Form shall be given to the Panhellenic Council Advisor and the NPC Area Advisor within the same time period.
 - i. If the College Panhellenic Notice of Infraction Form is delivered during a university break, the mediation/judicial hearing may be scheduled after classes resume or held during the break if all parties are available
3. Upon receipt of the College Panhellenic Notice of Infraction Form, the accused fraternity shall contact the Panhellenic Council President within one week to schedule mediation or choose to proceed directly to a judicial board hearing.

JUDICIAL PROCESS

I. Informal Discussion

The purpose of an informal discussion is to follow up on the merit of a Violation Report Form.

1. After receiving a Violation Report Form, an informal discussion will be held between the reporting party and the accused chapter.

2. The outcome of the informal discussion will decide whether or not a Notice of Infraction will be filed. If a Notice of Infraction is filed after an informal discussion, an investigation will occur.

II. Investigation

The Panhellenic Council reserves the right to investigate alleged violations of NPC Unanimous Agreements and Panhellenic Council policies and procedures including Bylaws and Standing Rules, Membership Recruitment rules/guidelines, and policies of the Office of Fraternity & Sorority Life and Community Involvement.

1. Investigation of Panhellenic Chapter violations must begin within seven calendar days after a Notice of Infraction has been filed.
2. Investigations are organized by the VP Standards and conducted by the selected members of the Panhellenic Judicial Board. Investigations never include the Panhellenic Judicial Board representative from the accused chapter.
3. The Panhellenic President will be the custodian of any evidence collected. Such evidence must be well-documented and includes:
 - i. Written or interview statements including the witnesses' full names and contact information
 - Student witnesses that are alleged victims of violations of Panhellenic New Member Policies may have their identities remain confidential.
 - Non-student witnesses may not be Confidential Witnesses.
 - In order for a Confidential Witness statement or statements to be used as evidence at a Panhellenic Judicial Board hearing, the specific nature of the allegations must be corroborated by documentary or tangible evidence, and/ or non- Confidential witness testimony.
 - ii. Questionnaires
4. Witnesses rights and responsibilities:
 - i. During the investigative process, all witnesses must be treated with respect at all times and not intimidated or threatened. Each witness must be provided with a copy of the Panhellenic Judicial Board Bylaws prior to interview.
 - ii. Witnesses are permitted to refuse to answer some or all of the questions posed by a member of the Panhellenic Judicial Board.
 - iii. Witnesses are on their personal honor to provide accurate information.
5. In concluding an investigation, the VP Standards will notify the Advisor that the investigation has concluded.
6. The selected Panhellenic Judicial Board members will refrain from discussing the substance of the investigation, the evidence, or the charges with the VP Standards in order to protect the VP Standards' objectivity in case a hearing

should be scheduled. The purpose is to have a “neutral” chair running the hearing who has not been involved in the development of the evidence or case.

7. In the case of an investigation involving the Panhellenic President’s affiliated chapter, the Vice President: Internal Affairs will serve as the custodian of any investigative materials and evidence collected during the investigation until mediation or a Judicial Hearing.

III. Mediation

The purpose of mediation is to find a solution satisfactory to both the complaining party and the accused sorority chapter that is appropriate under NPC Unanimous Agreements and the Panhellenic Council’s Constitution, Bylaws and policies and procedures.

1. A successful mediation preserves confidentiality, settles differences without the formal process of a hearing, and provides a solution acceptable to all without involving multiple witnesses and time consuming discussions.
2. The secondary purpose of Panhellenic Council mediation will be to educate members about the methods, skills, and attitudes fundamental to mediation and its uses both formal and informal to reduce conflicts in our community.
3. The Vice President Standards shall appoint a neutral party to serve as the mediator. The mediator shall not be an undergraduate student. The Panhellenic Advisor may serve as a mediator if she/he has not filed the violation.
4. Mediation shall be closed to the public.
5. The participants in the mediation shall be three representatives from each opposing party involved including:
 - i. For Panhellenic Council
 - Panhellenic Council Advisor,
 - Panhellenic Council President,
 - And in cases of recruitment infraction, the Panhellenic Council Vice President Recruitment
 - ii. For sorority chapters
 - A chapter advisor,
 - The chapter president,
 - And in cases of recruitment infraction, the chapter recruitment position

IV. Form of Mediation

1. Set a time frame for the meeting (to last no longer than one to two hours). If the mediation is not completed at the end of the two hours, the disputants may choose to continue for a longer interval, to reschedule, or to terminate the

mediation process, in accordance with the availability of the mediators. In both the options of continuing the session or rescheduling it, the mediator on the case must remain the same.

2. Set the time of the meeting for the convenience of all who attend.
3. Provide pertinent materials for everyone; a copy of the infraction report, copies of the Unanimous Agreements, the Panhellenic Council's Bylaws and Standing Rules, Recruitment Rules, and the Code of Ethics, as needed.
4. Identify the problem.
5. The nature of mediation process will be explained as well as the role of the mediator and participants.
6. The mediator sets the ground rules, and each party tells their side of events, uninterrupted with ample time for each participant to explain her position.
7. Appropriate sanction will be determined through discussion with both parties. These sanctions should consist of a fair and reasonable course of action, specific and doable.
8. Before the meeting closes, be sure everyone knows the results of the discussion, and be sure to agree to keep the mediation discussion private.
9. Be sure questions by all parties are answered satisfactorily.

V. Completion

1. Both parties must agree and sign the College Panhellenic Mediation Summary Report, which includes the written agreement reached, or if no agreement can be reached, a list of issues to be carried over.
2. Documentation will be maintained using the Mediation Summary Report and the Mediation/Judicial Board Hearing Minutes Form.
 - i. Both forms are to be completed by the mediator.
 - ii. Both original forms are to be kept on file by Panhellenic for three years. A copy of the Record Form will be distributed to the Accused Chapter, NPC Area Advisor, and Panhellenic Council Advisor.
 - iii. Minutes will be approved by all parties before a final copy is submitted and distributed.
3. Vice President Standards is responsible for seeing that any agreements made are fulfilled.

VI. Evaluation and Debriefing

After the mediation session is over, Panhellenic Council Vice President Standards will aid the mediator in evaluating the process and course of action.

JUDICIAL BOARD HEARING

A judicial board hearing will occur as the result of an unsuccessful mediation or if the accused party chooses to go directly to a judicial hearing instead of mediation.

I. Overview

1. The Vice President Standards will serve as the hearing officer unless she has been recused.
2. Three members including a chapter advisor shall represent each chapter involved.
3. Chapters involved in a hearing have the right to consult with a representative from her inter/national organization.
4. Witnesses will be called one at a time and may remain in the hearing room only during their testimony.
5. Following the completion of the hearing, the Judicial Board members hearing the case and the Panhellenic Council Advisor will go into executive session for deliberations.
6. Deliberations are confidential and comments are not to be reported outside of the room, with the exception of the official written decision recorded on the College Panhellenic Judicial Board Summary Report and the official oral statement given by Vice President Standards to the parties.
7. Panhellenic Judicial Board hearings shall be closed to the public.
8. The participants in the Panhellenic Judicial Board Hearing shall be representatives from each party involved including:
 - i. For Panhellenic Council
 - Panhellenic Council Advisor,
 - Panhellenic Council President,
 - And in cases of recruitment infraction, the Panhellenic Council Vice President Recruitment
 - ii. For sorority chapters
 - A chapter advisor,
 - The chapter president,
 - And in cases of recruitment infraction, the chapter recruitment position
9. Written minutes must be taken at the time of the Panhellenic Judicial Board Hearing.
10. 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 FSA for three years. Within 24 hours of the completion of the judicial hearing, the College Panhellenic officer responsible for the judicial process shall send a copy of the College Panhellenic Judicial Board Hearing Summary Report to the parties designated on the form.

II. Order of Events

1. Call to order by Vice President Standards
2. Introductions
3. Charges read by Vice President Standards
4. Opening statement by complaining party (may limit time)

5. Opening statement by accused party (may limit time). This statement, at the option of the accused, may be deferred until the complaining party completes the presentation of witnesses.
6. Complaining party calls witnesses one at a time – accused may cross-examine any witness.
7. Accused calls witnesses one at a time – complaining party may cross-examine any witness.
8. Panhellenic Judicial Board members may, at any time, ask questions of the witnesses.
9. Closing statement by the complaining party (may limit time)
10. Closing statement by the accused (may limit time)
11. Panhellenic Judicial Board members enter executive session for deliberation (only members of the Panhellenic Judicial Board hearing the case and the Standards Council Advisor remain in the hearing room).
12. Vice President Standards restates charges.
13. Vice President Standards requests motion(s) from members of the Panhellenic Judicial Board Discussion of motion(s)
14. Vote on motion(s)
15. A verdict of guilt requires a majority vote of the Panhellenic Judicial Board members.
16. If a chapter is found guilty of the charges, the VP Standards will decide if an administrative hearing (see: Administrative Hearing) shall occur immediately after the hearing or at a future date to determine the appropriate sanctions following the guidelines established in the Panhellenic Council's Judicial Procedures.
17. The verdict must be put in writing on the Judicial Hearing Summary Form and signed by the parties listed on the form. If the chapter is found guilty, the sanction must be put in writing on the College Panhellenic Record of Mediation at the Administrative Hearing.
18. Information regarding the appeals process must be provided using the College Panhellenic Notice of Appeal form at the time the decision is read.

III. Sanctions

1. The Panhellenic Judicial Board shall strive to achieve a fair and reasonable resolution for infractions. Sanctions should be assessed to fit the nature and degree of the offense.

IV. Guiding Principles

1. In determining an appropriate sanctioning package, the Panhellenic Judicial Board shall have available a broad range of sanctions which may be imposed alone or in combination so as to do justice in a particular case. Relevant Factors may be:
 - i. The nature and gravity of the violation(s)

- ii. The harm or risk of harm to members of the University community or others;
- iii. Any relevant recurrent patterns of misconduct;
- iv. Any opportunity to deter the organization or other organizations committing the same or other violations in the future;
- v. The importance of equitable treatment for similar violations and a perpetual awareness; and,
- vi. The opportunity for organizational development and education, including fostering a sense of responsibility for actions.

V. Guidelines of Sanctions:

- 1. Monetary fines shall be acceptable only for measurable recruitment infraction (i.e., late invitation lists, late events, etc). The amounts shall be predetermined by a vote of the Panhellenic Council and stated in membership recruitment rules.
- 2. Sanctions shall not forbid formal or informal event that is part of membership recruitment or the observance of an inter/national sorority chapter celebration.
- 3. Sanctions shall not affect a sorority chapter's Quota or Total.
- 4. Sanctions shall not affect the time of new member acceptance and/or initiation.
- 5. Sanctions shall not forbid the right of an NPC sorority chapter to vote in Panhellenic Council meetings.
- 6. The duration of any sanction imposed shall not exceed one calendar year from the time the decision is final.
- 7. NPC Notification of Sanctions:
 - i. Within 24 hours of the successful completion of mediation or the Panhellenic Judicial Board hearing, the Panhellenic Council Advisor shall send a copy of the College Panhellenic Judicial Board Hearing Summary Report (not including the minutes) to the NPC Area Advisor, the NPC Delegate and the Inter/National President.

VI. Failure to Comply

- 1. Failure to comply with the sanctions set forth by the Panhellenic Judicial Board will automatically result in mediation.
- 2. All communication regarding the hearing process, including questions about sanctions, must be handled through Vice President Standards or whoever sits in her place. Representatives of the organization who contact individual board members may be further sanctioned or sent to Honor Court.

VII. Order of Sanctions

The Panhellenic Judicial Board reserves the right to administer a sanction it deems appropriate given the seriousness of the infraction.

If the same offense is committed within the same university year (Fall semester to Spring semester), the Panhellenic Judicial Board reserves the right to administer a sanction more severe than the one given previously.

1. Warning
2. Vice President Standards will have an informal meeting with the officer(s) responsible for preventing such incidents to discuss more effective methods of prevention and the issues surrounding the incident. For example, she will meet with the Social Chair(s)/Risk Manager(s) for social infractions and House Manager(s) for incidents occurring in a sorority residence.
3. Special Projects
4. Letter of Apology
5. Letter and/or phone call to Inter/national organization
6. Community Service Project
7. Social probation

VIII. Previous Record:

In levying sanctions, and determining their appropriate severity and scope, the Board may consider the organization's previous record of offenses on this campus for the preceding two years.

APPEALS

I. Procedure

1. The decision of the College Panhellenic Association Judicial Board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeals Committee.
 - i. An appeal shall be filed with the College Panhellenic president on the NPC Notice of Appeal form, within seven days of the decision.
 - ii. 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.
 - iii. Any penalty shall begin only after all properly filed appeal(s) decisions have been rendered. If a sanctioned fraternity wants to fulfill all or part of the sanctions pending the outcome of a filed appeal(s), the fraternity shall have that option.
2. If the NPC College Panhellenics Judicial Appeals Committee is unable to resolve the appeal, the Judicial Appeals Committee chairman shall be responsible for the further conduct of the case. All data regarding the appeal shall be submitted in the following order, as needed, until resolution can be determined:
 - i. Inter/national presidents of the fraternity(s) involved.

- ii. NPC Executive Committee.
- iii. NPC Board of Directors. The decision of the NPC Board of Directors shall be final

AMENDMENTS

I. Amendment

These Judiciary Bylaws may be amended by a majority vote of the Representative Body provided that notice of the proposed amendment has been given in writing at the preceding Representative Body meeting.

Panhellenic Judicial Board Member Affirmation and Code of Ethical Standards

Materials and concepts originally found in American College Personnel Association Commission XV (1993). Model training and selection manual [Manual]. Publication location unknown: Author.

As a member of the Panhellenic Judicial Board, I understand that:

10. I am expected to adhere to all provisions of the University Honor Code, the Panhellenic Bylaws, Standing Rules, and Codes of Conduct and all other university regulations. If I am charged with any violation of the University Honor Code, or with a criminal offense, I may be suspended from the Panhellenic Judicial Board by VP Standards or the Assistant Dean of Students while the charges are pending. If I am found responsible for any offense, I may be removed from the Panhellenic Judicial Board.
11. I am expected to attend all scheduled training sessions and meetings of the Panhellenic Judicial Board when called to do so, including an initial training session and on-going in-service sessions, as scheduled.
12. I am expected to attend all scheduled hearings for which I am assigned unless alternate arrangements are made in advance with the VP Standards. I need to contact the VP Standards 48 hours in advance if I am unable to attend a hearing.
13. I am expected to inform the VP Standards if I have any personal interest in or knowledge about a case or if I am personally acquainted with any party involved. I understand that I may be disqualified from hearing a case by majority vote of the remaining Board members. I am expected to dismiss myself from a hearing if I feel that I may be prejudiced (i.e., unable to make a decision based solely on the information presented in the hearing) for any reason.
14. I must immediately report to the VP Standards any effort by any person to influence the recommendation of the Board or the vote of any Board members.
15. I understand that the purpose of the Board is to be educative by redirecting behavior and increasing student awareness of the behavioral expectations of the University community. I further understand that the Board must appreciate the rights of the parties. Accordingly, hearings should be conducted in an atmosphere of respect, with only enough emphasis on formal procedure to maintain dignity and decorum and provide an appropriate atmosphere for conducting an official university hearing.

16. The policies of the Panhellenic Judicial Board require that all hearings before it be confidential while the matter is proceeding. The names of all parties in a case, including names of all witnesses, and information, both written and verbal, pertaining to the case, whether pending or completed, must not be revealed until the completion of the case. The vote of each member of the Board is confidential as well and should not be discussed outside of the hearing. I am not exempt from the aforementioned policies when interacting with roommates, fellow students, significant others, spouses, parents, friends and any other individuals not directly involved with the Panhellenic Judicial Board.
17. Each decision made by the Panhellenic Judicial Board reflects the integrity of the University, the Panhellenic System, and the Board; therefore, I am expected to reach decisions keeping in mind the welfare of all parties involved. Decisions of a Panhellenic Judicial Board are assumed to be that of the Board as a *whole*. I am expected to support all decisions made by any Board of which I am a part, even if I am of a dissenting opinion.
18. I should not make any accusations or statements that cannot be supported. I should attempt to gain necessary information without appearing to pry into personal matters of those questioned, without showing personal feelings, without showing prejudice, and without showing hostility.
19. I should at all times be conscious of my status as a representative of the University and should avoid involvement in situations that may tend to lessen the perceived credibility or objectivity of the Board.
20. Should I ever be contacted by a news media representative regarding Panhellenic Judicial Board business, I may not answer any questions or make any statement other than directing the media to contact the Office of Fraternity and Sorority Life. I will promptly contact the VP Standards and the Assistant Dean of Students to inform them of any media contact.
21. Failure to fulfill my responsibilities as outlined above may result in my dismissal from the Panhellenic Judicial Board.
22. This oath of confidentiality is a continuing affirmation and will remain effective for any information learned during my association with the University of North Carolina's Panhellenic Judicial System.

I have received a copy of this affirmation.

Signature of Board Member

Date

Appendix F

The University of North Carolina at Chapel Hill Fraternity and Sorority Alcohol Policy

The fraternities and sororities at The University of North Carolina at Chapel Hill who are members of the Interfraternity Council and Panhellenic Council voluntarily created this policy and adopted it for their own governance. It was reaffirmed in 1997, revised and approved by IFC and Panhellenic in November 2003, and revised and approved by IFC and Panhellenic in April 2006. It was adopted by the National Pan-Hellenic and Panhellenic Alliance Councils in 2007.

North Carolina Law

In North Carolina the legal theory of Social Host Liability is that, if you serve alcohol to someone that you know (or should know) is under the influence of alcohol, you may be held liable if he injures someone while intoxicated.

N.C. law prohibits providing alcohol to those under 21 (usually 75% of the chapter).
N.C. law prohibits providing alcohol to those "noticeably intoxicated" (this equals 1 beer, or

1 drink per hour).

Fraternity and Sorority Alcohol Policy

The fraternities and sororities at The University of North Carolina at Chapel Hill who are members of the Interfraternity Council and Panhellenic Council voluntarily promulgated this policy and adopted it for their own governance. It was reaffirmed in 1997, revised and approved by IFC and Panhellenic in November 2003, and revised and approved by IFC and Panhellenic in April 2006.

1. Common-source containers, defined as alcoholic sources/containers available for consumption by more than one individual, are prohibited. This includes brothers' kegs, sisters' kegs, alcohol in vending machines, cases of beer, alcoholic punch, liquor bottles, wine bottles, etc. (Kegs and trash cans containing alcohol will be considered common sources in all circumstances.)
2. No alcoholic beverages may be purchased through chapter funds nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. (no bar tabs, no slush funds,

no passing of the hat for a keg, no side checking accounts, no side social accounts, no giving bands alcohol, etc.).

3. All social events are BYOB (bring your own beverage) with the exception of events where alcoholic beverages are sold by or held at a third party vendor. Individuals are responsible for bringing their own, individual consumption beverages. No members, collectively or individually, shall purchase for, serve to, or sell these alcoholic beverages to others.
4. Security guards required for chapter events: At least one (1) security guard must be present for the entire event. Third Party Vendor security is acceptable.
5. *During recruitment, all chapter events and activities will be dry functions for all members and non-members at the event, regardless of age. (i.e. No alcohol should be present nor consumed at any chapter event during recruitment.)
6. Groups must have a guest list for all chapter events where alcohol is likely to be present, including formals, cocktails, mixers, recruitment events, and band parties. A guest list contains the names of all persons expected to attend an event. Guests may be added to the list during the course of the event. The guest list applies to the interior of the social event facility.
7. Mixers between fraternities & sororities are prohibited in fraternity houses unless the event is totally alcohol-free.
8. Walk-out policy: If you co-sponsor an event and you discover a violation of any element of this alcohol policy, then either everyone in your group must completely leave the event within 20 minutes or the Panhellenic Judicial Board will hold your group partially responsible for the violation.

*All alleged Panhellenic sorority violations of this policy will be handled in mediation as per National Panhellenic Conference policy. If mediation fails to achieve a resolution, the Panhellenic Judicial Board will hold a hearing on the matter.

Definition of a "Chapter Event" (if the event can be defined as a chapter event then typically a violation has occurred)

1. The chapter pays for any part of the event, through chapter account or collection of funds from individual members
 1. property rental/cleaning
 2. security guards/DJ/band
- c. transportation

2. The event is advertised by or associated with the chapter in any way a.
 2. flyers/handouts
 2. announcements at chapter meetings
 3. email/listserv distributions
 4. website calendar of events
2. Attendance of the members (regardless of how many there are) present at the event is based on their affiliation rather than individual initiative (i.e., is it more likely that they attended because of their affiliation?).
3. The event can be held at any location, in or out of the chapter house.

(The bullets under each heading are meant to offer some examples and are not to be interpreted as the only way an event can be considered a chapter event. National organizations generally have more strict rules than the above. Please also check with national headquarters as to their requirements for an event to be a chapter event. Remember that if you violate your national policy you have no liability insurance.)

Panhellenic Council Mixer Policy (passed on 4-4-2000)

Panhellenic Sororities will no longer participate in any functions, held on fraternity property, where alcohol is present at any time during the event.

Monetary support and/or significant sorority member attendance (generally 40% of the chapter membership) at any event on fraternity property at which alcohol is present is in direct violation of this policy. All existing UNC-Chapel Hill and Fraternity and Sorority Alcohol Policies are applicable to any chapter events that may occur subsequent to this policy (see definition of "chapter event" above).

Social Host/Risk Management Training

Alcohol and hazing policies are reviewed and students are asked to sign statements in which they agree to abide by all local, state and federal laws. Representatives from the Chapel Hill Police and Fire Departments attend to review Town of Chapel Hill Ordinances and give tips on how to provide safe and healthy living environments for fraternities and sororities.

All chapter presidents are also thoroughly explained the alcohol policies at chapter presidents meetings. The Office of Fraternity and Sorority Life works closely with the Chapel Hill Police Department to monitor fraternity and sorority social events.

Town of Chapel Hill Noise Ordinance

http://www.townofchapelhill.org/noise_ordinance.htm

Appendix G

The University of North Carolina Panhellenic Association Suggested Social Event Risk Management Best Practices Plan

Adopted 2013, Revised 2015

This best practices plan was voluntarily created with the input of representatives from all regular and associate member chapters of the Panhellenic Association in order to promote the safety and well being of all Panhellenic women. These measures are highly recommended for all chapters to implement in order to minimize risk at functions. The Panhellenic Association recognizes that chapter's national policies take precedent over the recommendations in this document. Because the Panhellenic Association recognizes potential differences in chapters' risk management plans, the chapter Social Chair and Risk Manager, or officers of the like, will meet with the VP Standards to discuss their risk management plan for social events each January following officer transitions.

Wristbands

Purpose:

- Reducing risk for chapters and members

- Protecting liability of chapters and council
- Best interests of all parties involved Process:

1. Wristbands will be provided to chapters by the Panhellenic Council for all members over 21 for mixers and for all members/members' dates over 21 for cocktails. They will be paid for using the Panhellenic Safety Fund. Wristbands will not be provided for anyone under 21.
2. The wristbands will be ready at least the day before the event. They should be picked up from OFSL by Social Chair, President, Standards/Risk Chair, or Panhellenic Delegate.
3. The number of wristbands needed for an event should be submitted to uncpanhelwristbands@gmail.com no later than 3 days before the event. It should be noted that the earlier the request is made the earlier Panhellenic will have the wristbands ready.
4. Chapters are expected to write the member's names and the member's names on the date's wristband.

a. Wristbands should be plastic/vinyl and will have a snap to fasten them

- I. At the event, the risk team is responsible for putting on each member's wristband as she enters the function. No member should put on her own wristband.
- II. If a member is not wearing a wristband provided by the chapter she should not be consuming alcohol at the event.
- III. When checking out, wristbands will be cut off and stored in a plastic bag which will be dated and kept by the chapter for at least one month. This is to ensure that the chapter has accurate records of attendance and status of the members should any issues arise.
- IV. Unused wristbands need to be turned back into Panhellenic within 3 days of the event.

Best Practices

1. Check-In Window – Only allow members to check-in until a certain pre-determined time, 30 minutes to an hour is suggested and a maximum of two hours. For events with other organizations chapters are expected to coordinate with the other participating chapters to have the same check-in window for all guests. This will help to reduce pre-partying.
2. Sign In/Out – Members and their guests should sign into the event upon their arrival and receive their wristband if they are 21. Members and their dates should sign out when they leave. The sign in list should include birthdays for members and dates, but indicating the sign in/out time is optional and up to the chapter's discretion.
3. Guest List of Chapter Members – Have members sign up that they will be attending the event at least 24 hours in advance, members should also sign-up dates if applicable. Guest lists should be closed 24 hours prior to the event.
4. IDs – All members and guests will have their ID's checked at the door by the venue's security team.
5. Buddy System – Members will sign-up for each function with a buddy. Should a member or their date be removed from the function, their buddy and their buddy's date will be required to leave with them. This will hold members accountable to each other when at an event, and will also reduce pre-partying.
6. Risk Team – 5-6 sober members of the chapter who will check-in/out members as well as be available to walk members home in pairs if that is the chosen transportation home. Having members available to monitor the function and walk sisters home will reduce risk and keep chapter members safer.
7. Third Party Security, with at least one female security guard – Chapters should hire a third party security vendor which can work in conjunction with bar security. This will help to monitor the function and decrease underage drinking in the function.
8. Giving rules to Security Team – Chapters should provide a list of their policies and rules to the security at each function. This will ensure that the security team is able to support the Risk Team in enforcing these rules/policies.
9. Coat and Bag check – Security should check bags and coats to ensure that no

outside alcohol is being brought into the function.

10. Transportation HOME from the event:
 - a. Group walking – When a chapter member leaves the function, 2 members of the Risk Team should escort her home and return to the function. This will allow a member to get home safely and never have anyone walking alone.
 - I. Taxis – Chapter should provide taxis for chapter members to take home. A Risk Team member should ride in the taxi to ensure that each member is taken to their residence.
 - II. P2P or other safe campus transportation – These options will allow large groups of members to travel home together.

Suggestions to Reduce Pre-Partying

1. Pre-determined meeting time at the house – chapter will walk together to the function after meeting at the house beforehand
2. Check-in window – explained above
3. Holding events earlier – starting events earlier in the evening will allow members less time during which to hold organized pre-parties
4. Buddy System – explained above

Appendix H

Greek Groove Rules Spring 2019

I. General Rules

- A. Greek Groove will not count as a “Panhel Point” for participants or observers.
- B.** Members

1. Each chapter is allowed between a minimum of 15 and a maximum of 24 dancers on their team.
 2. No member of the Panhellenic Executive Board may dance in Greek Groove for her chapter.
 3. Each dance is allowed to be a maximum of 3 minutes.
- C. Memorial Hall Restrictions
1. Absolutely no glitter, wall decorations, open flames, pyrotechnics, tape, glow sticks, or balloons.
 2. If a chapter is found to violate these restrictions, the chapter will:
 - a. Be unable to participate in Greek Groove 2019 (per the request of Memorial Hall).
 - b. Pay a \$2000 fine for the cost of repainting the stage floor.
 3. All chapters will sign a waiver in understanding of this rule.
- D. Music
1. All music and background videos will be clean; no profanity, no alcohol/drug references, no graphic or offensive language, no weapons, and no over-sexualization. The Executive Board has the right to approve or disapprove of any music and background videos.
 2. If the chapter does not make changes per the Executive Board recommendations, the chapter will perform without music and/or the background video in question.
- E. Budget
1. Chapters will not exceed a budget of \$720.
 2. The budget will include costs for costumes, props, makeup, and anything used in the performance.
 3. Chapters will turn in receipts for documentation of expenses. Expenses must be turned in to the VP Special Events within five days following the event. Exceeding the budget or turning in expenses late will result in a \$50 fine.
- F. Outfit Restrictions
1. At least 3 dancers and the Captain must come to Captain's meeting to review costumes for tastefulness.
 1. Tops
 - a. Tops must have straps of at least 3 fingers wide.
 - b. Tops may not expose breasts or midriiffs.
 - c. Tops must be tasteful.
 - d. The Executive Board has the ability to approve or disapprove any top that does not follow these guidelines.
 2. Bottoms

- a. Appropriate bottoms include leggings, sweatpants, or shorts.
- b. Bottoms of costumes must cover each dancer's behind.
- c. Bottoms must be tasteful.
- d. The Executive Board has the ability to approve or disapprove any bottoms that do not follow these guidelines.

3. Shoes

- a. Tennis shoes or bare feet.
- b. No heels.

G. Props and Accessories

- 1. All costumes, props, and accessories must be approved by the Executive Board. The Executive Board has the right to approve or disapprove of any accessory.
- 2. Props must be approved by Memorial Hall.
- 3. No use of confetti or glitter.
- 4. No fog lights or strobe lights.

H. Stunting and Choreography

- 1. There will be no use of outside choreographers. A current chapter member must choreograph the performance.
 - 1. Chapters who are believed to have violated this rule in any way will be subject to investigation and Panhellenic judicial procedures.
- 2. All choreography and themes must be original work. It cannot be copied from other dance groups and/or videos.
- 3. Lifted students and tumbling are permitted in the performance.
- 4. Thrown stunts – basket tosses, full downs, half downs, etc.—will not be permitted in any performance.
 - 1. Failure to follow this rule will result in a \$50 fine for each performance of an illegal stunt.
- 5. The Executive Board has the right to approve or disapprove of any stunt or distasteful choreography.
 - 1. There shall be no “twerking” with bottoms facing the audience.

I. Background

- 1. Each Chapter will select their own colors, image, or theme.
- 2. The Executive Board has the right to approve or disapprove of any themes.
- 3. Any images or video used must be approved by Memorial Hall.
- 4. There will be no explicit language or imagery used in the backgrounds.

II. Seating in Memorial Hall

A. Chapters can reserve tickets in advance. The winning chapter and runner ups from Greek Groove 2018 will receive first priority in choosing their seating area on the night of the event. Once these chapters have chosen, chapters with the highest amount of tickets purchased by members in proportion to chapter size by the date set by VP Special Events will get first pick of block seating in Graham Memorial. Multiple tickets purchased by one member of the chapter does not count towards the proportion size. Seat picks will move down from highest proportion of members purchasing tickets down to lowest proportion.

III. Judging

A. Rehearsal Checks

1. Panhellenic will only review rehearsal dances for rules violations once the routines are complete. Every chapter must attend.
2. Each rehearsal dance will be filmed so that Panhellenic has a copy for standards purposes.
3. All teams will perform their rehearsal dances on a date designated by the Panhellenic VP Special Events.
4. The Panhellenic VP Standards must be in attendance to approve each rehearsal dance.

B. Dress Rehearsal

1. Dress rehearsal will be held two days before Greek Groove.
2. Times for practice will be assigned on a first-come, first-serve basis by the Panhellenic VP Special Events. Each chapter will have 15 minutes to rehearse.
3. Each chapter must come in full costume with props with approved music and background videos.
 1. Whatever is not brought/worn/played will not be allowed in Greek Groove.
4. If any dancing, outfits, music, or background videos in dress rehearsal are not appropriate, the Panhellenic Executive Board reserves the right to request chapters make changes before Greek Groove. If the appropriate changes are not made, the chapter will not dance in Greek Groove.

C. Judge Selection

1. Selection of judges will consist of an employee of The University of North Carolina's Center of Excellence for Eating Disorders and up to four additional community and/or university members.

D. Criteria for Judging

1. Criteria for performance will be scored on a scale of 1-10.
 1. Costumes
 2. Cleanliness of Routines

3. Creativity
4. Presentation
5. Energy
6. Overall Performance

IV. Scoring and Prizes

A. Scoring

1. Vice President of Standards will be responsible for collecting and tallying final scores for each chapter.

A. Prizes

1. There will be a donation to the respective philanthropies of the top three winning chapters.
 - A. 1st place: \$1,000
 - B. 2nd place: \$500
 - C. 3rd place: \$250
2. In the event of a tie between chapters for a winning position, the chapters will split the prize money to their respective philanthropies.

V. Additional Scoring and Prizes

1. The additional scoring will be separate from the performance score and the chapter with the highest combined additional points will be awarded a separate award given by CEED. A donation of \$200 will be given to the respective philanthropy.

There will be at least one benefit night at a local business on Franklin St. prior to the event.

- a. The chapter with the highest proportion of chapter members in attendance will get a point towards the additional award.
 - b. Benefit nights for Greek Groove will not count as a “Panhel Point.”
2. There will be a health event prior to Greek Groove for chapters to attend. The chapter with the highest proportion of chapter members in attendance will also get a point towards the additional award.
 3. Chapters have the opportunity to fundraise for the event.
 - a. For every \$250 raised, a chapter will receive 1 point to their total score for the additional award.
 - b. Chapters may only receive a total of 4 points through fundraising.
 4. Chapters have the opportunity to buy T-shirts from the Panhellenic Council for the event. The chapter with the highest proportion of purchased T-shirts per chapter will get the first choice for the performance lineup. Choice for order of appearance will move down from highest proportion down to lowest proportion.

VI. Deadlines and Delegate Roles

A. Deadlines

1. Chapters must turn in theme, costumes, props, music, lighting, background video, and donation checks by the dates set by VP of Special Events.
 1. VP of Special Events will distribute deadline information in Captain's Packet.
2. In the event of more than one chapter submitting a similar theme and/or costume idea, the chapter who submitted it first will get priority.
3. Failure to meet deadlines will result in a deduction of one point from the respective chapter's final score for each missed deadline.
4. Donation checks will be accepted after the deadline, but points will not be awarded under any circumstances.

B. Delegates

1. Delegates are responsible for getting sponsorships from local businesses.
2. Delegates are expected to actively assist Panhellenic Executive Board at Greek Groove.
3. Delegates are responsible for moving chapters according to the order of appearance on and off stage.
4. Delegates are responsible for taping off seating arrangements for chapters according to seating chart provided by VP Special Events.
5. All delegates must be present during dress rehearsal and Greek Groove.
6. All delegates must be present and assist with each benefit and health event.

VI. General Behavior

- A. Behavior that does not support a sense of Panhellenic unity will not be tolerated and subject to judicial procedures.