

**UNIVERSITY PANHELLENIC COUNCIL
THE UNIVERSITY OF TEXAS AT AUSTIN
BY-LAWS**

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ARTICLE I. NAME

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

ARTICLE II. OBJECT

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

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

ARTICLE III. MEMBERSHIP

Section 1. Membership Classes

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

- A. **Regular membership.** The regular membership of the Panhellenic Association at The University of Texas at Austin shall be composed of all chapters of NPC fraternities at The University of Texas at Austin. Regular members of the Panhellenic Association shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and one vote on all matters.
- B. **Provisional membership.** The provisional membership of the Panhellenic Association at The University of Texas at Austin shall be composed of all colonies of NPC fraternities at at The University of Texas at Austin. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC fraternity.
- C. **Associate membership.** Local sororities or national or regional non-NPC member groups may apply for associate membership of the Panhellenic Association at The University of Texas at Austin. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the University Panhellenic Council. Associate members shall pay dues as determined by the University Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters and, if they are not participating in the formal recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the University Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

Section 2. Privileges and Responsibilities of Membership

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

ARTICLE IV. SELECTION OF OFFICERS

The Executive Board shall be made up of eight executive positions and three elect positions.

1. Each women's sorority shall provide a minimum of two eligible applicants to the Executive Board.
 - A. Executive Board members shall serve on the board for one year, excluding elect positions.
 - B. Elect positions serving on the Executive Board shall serve for two years.
 - C. The elect positions will rotate into their respective Executive Board positions in their second year, concluding their two-year commitment.

2. Applicants will complete an application and interview process as determined by the outgoing Executive Board.
3. The outgoing Executive Board and a member of the Sorority and Fraternity Life Office staff will select a slate based upon the application and interview process.
4. The outgoing Panhellenic Executive Board shall compile a final slate to be approved by the delegates with a two-thirds majority vote.
 - A. If the chapter delegate applied to the Executive Board, then the chapter President or another chapter representative shall serve as the voting delegate.
 - B. In the event that the slate does not pass, Robert's Rules of Order shall be followed for candidates to run from the floor.

ARTICLE V. EXECUTIVE BOARD

The offices of the Executive Board of the University Panhellenic Council at The University of Texas at Austin shall consist of: President, President Elect, Vice President of Administration, Vice President of Finance, Vice President of Recruitment, Vice President of Recruitment Elect, Vice President of Counseling, Vice President of Counseling Elect, Vice President of Standards, Vice President of Communications, Vice President of Philanthropy, and Vice President of Diversity and Inclusion.

Section 1: Qualifications.

- A. Members of the Executive Board shall have a minimum grade point average of 3.0.
- B. Eligibility to serve as an officer shall depend on the class of membership:
 - a. Regular membership: Members from women's sororities holding regular membership in The University of Texas at Austin University Panhellenic Council shall be eligible to serve as any officer.
 - b. Provisional membership: Members from women's sororities holding provisional membership in The University of Texas at Austin University Panhellenic Council shall not be eligible to serve as an officer.
 - c. Associate membership: Members from women's sororities holding associate membership in The University of Texas at Austin University Panhellenic Council shall not be eligible to serve as an officer.
- C. VP Standards must have served as a Panhellenic Representative, which includes Panhellenic Delegate, Recruitment Counselor, or Judicial Board Representative, prior to office.

Section 2: Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will run January 1 to December 31.

Section 3. Office-holding limitations

- A. Elect positions shall be considered member of the Executive Board.
- B. All efforts should be made to have no more than one representative from each chapter. However, no more than two members from the same women's sorority shall hold office during the same term.
- C. No chapter shall serve in the same Executive Board position for more than two consecutive years.
- D. A women's sorority cannot go more than three years without representation on the Executive Board.

Section 4. Removal

Any officer may be removed for cause by a vote of two-thirds of the University Panhellenic Council.

Section 5. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Article IV.

ARTICLE VI. OFFICER DUTIES

Section 1: President:

- A. Preside at all meetings of the University Panhellenic Council.
- B. Preside at all meetings of the Executive Board.
- C. Serve as an ex-officio member of all Panhellenic Association committees.
- D. Communicate regularly with the Panhellenic advisor.
- E. Be familiar with the NPC Manual of Information and all governing documents of this association.
- F. Ensure that the NPC annual report is completed.
- G. Communicate regularly with the NPC area advisor.

- H. Maintain current copies of the following: Panhellenic Association at The University of Texas at Austin bylaws and standing rules; the Panhellenic Association budget; contracts executed on behalf of the Panhellenic Association; correspondence and materials received from the NPC area advisor; all Panhellenic reports to NPC; and other pertinent materials.
- I. To perform all other duties usually pertaining to this office.
- J. To call and preside at all regular and called meetings of the Panhellenic council, the Panhellenic Executive Board, and the Sorority President's Council
- K. To reside in Austin for the duration of the summer recess of her term to assist with Recruitment.
- L. Serve as a liaison between the University Panhellenic Council, Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC), United Greek Council (UGC), Texas Asian Pan-Hellenic Council (TAPC), Multicultural Greek Council (MGC) and Affiliate Groups.

Section 2: President Elect:

- A. Observe weekly Executive Board meetings beginning at the end of her Spring semester.
- B. Serve as a member of the recruitment team and disaffiliate from her organization during the summer and throughout recruitment.
- C. Coordinate a Spring retreat in coordination with the University Panhellenic Advisor to occur during her first month as UPC President for her incoming council and voting delegates.
- D. To perform all other duties usually pertaining to this office.

Section 3: Vice President of Administration:

- A. Will attend all meetings
- B. Keep an up-to-date roll of the members of Panhellenic Council.
- C. Record minutes of all meetings of the University Panhellenic Council at The University of Texas at Austin and the Executive Board.
- D. Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
- E. Send meeting minutes to the NPC area advisor.
- F. Shall be familiar with the NPC Manual of Information and all governing documents of this association.
- G. Will provide each new voting delegate with a notebook at the beginning of her term with relevant UPC documents.
- H. To perform all other duties pertaining to this office.

Section 4: Vice President of Finance

- A. Will attend all meetings.
- B. To serve as the Executive Board liaison to the Scholarship and Career Development Committee
- C. To serve as the Executive Board liaison to the Scholarship and Career Development Committee
- D. Supervise the finances of the University of Texas Panhellenic Association.
- E. Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each University Panhellenic Council at The University of Texas at Austin member fraternity.
- F. Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
- G. Pay promptly the annual NPC dues and all bills of the University Panhellenic Council at The University of Texas at Austin.
- H. Maintain up-to-date financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
- I. Shall be familiar with the NPC Manual of Information and all governing documents of this association.
- J. To perform all other duties pertaining to this office

Section 5: Vice President of Recruitment

- A. Will attend all Meetings.
- B. To reside in Austin during the summer recess of her term to assist with Recruitment.
- C. Design the schedule for work week and recruitment week. This includes scheduling of Convocation, Open House, Philanthropy, Skit, and Preference rounds in addition to the scheduling of parties and breaks.
- D. Plan monthly Task Force meetings for chapter recruitment chairs beginning in January. These meetings are designed to impart information regarding recruitment rules, the schedule, etc. Additionally she will plan meetings for the recruitment chairs and recruitment advisors to be held during the summer. Conduct post recruitment evaluation with all recruitment chairs and recruitment advisors, new members, and potential new members who withdrew during recruitment.

- E. Be responsible for the participation of the University Panhellenic Council's involvement in the University of Texas at Austin Summer Orientation Program
- F. To call and preside at all meetings of the University Panhellenic Council Recruitment Team.
- G. To perform all other duties usually pertaining to this office.

Section 6: Vice President of Recruitment Elect:

- A. Assist the VP Recruitment in processing Recruitment Registration forms.
- B. Attend weekly Executive Board meetings beginning in her Fall semester.
- C. Serve as a member of the recruitment team and disaffiliate from her organization during the summer and throughout recruitment.
- D. Attend recruitment chair roundtable meetings.
- E. To perform all other duties usually pertaining to this office.

Section 7: Vice President of Counseling

- A. To reside in Austin for 3 weeks during the summer recess of her term to assist with Recruitment.
- B. Plan all aspects of the recruitment counselor selection process. This includes announcements, both verbal and written in the chapter houses, preparing the cover letter and application, scheduling interviews, and utilizing executive board officers and/or recruitment team members to interview and coordinate final selection.
- C. Coordinate education workshops designed to educate the recruitment counselors about the counseling program.
- D. Workshops will cover the following concepts: communication skills, counseling skills, stereotypes, first aid, etc. All workshops will include an agenda, supplementary materials and scheduling of relevant speakers.
- E. Supervise all aspects of lodging for the counselors during recruitment week. This includes working with hotel personnel, planning for meals, scheduling meetings, and maintaining correspondence with the recruitment counselors during the summer.
- F. Coordinate the shuttles for potential new members during recruitment.
- G. Educate on, and be responsible for recruitment counselor disaffiliation.
- H. Work closely with the Vice President Recruitment to ensure open communication during the planning of the recruitment week schedule.
- I. Conduct an evaluation of the program with the Recruitment Counselors after recruitment week.
- J. To work closely with the incoming Vice President Counseling leading up to formal recruitment so they are effectively trained on recruitment and recruitment counselor logistics.
- K. To complete a formal transition packet and effectively transition the incoming Vice President Counseling.
- L. To serve on the Recruitment Task Force.
- M. To perform all other duties usually pertaining to this office.

Section 8: Vice President of Counseling Elect:

- A. Will serve as a recruitment counselor during recruitment and will disaffiliate from her organization during the summer and throughout recruitment.
- B. Coordinate Recruitment Counselors activities in absence of the VP Counseling.
- C. Will assist the Vice President of Recruitment in Recruitment Counselor selection.
- D. To perform all other duties usually pertaining to this position.

Section 9: Vice President of Standards:

- A. Must have served as a Panhellenic Representative in some form (Judicial Board Representative, Panhellenic Delegate, or Recruitment Counselor)
- B. Will attend all meetings
- C. To serve as the chairwoman of the Judicial Board
- D. To educate chapters on the UPC judicial process twice per year in late spring and during Recruitment work week.
- E. To reside in Austin during the summer recess to assist with Recruitment.
- F. To perform all duties pertaining to Recruitment fines.
- G. To complete a formal transition packet and effectively transition the incoming Vice President of Standards.
- H. To perform all other duties pertaining to this office.

Section 10: Vice President of Communications:

- A. To attend all meetings.
- B. To complete contact lists for executive members of each chapter and distribute the information to all chapters.
- C. To serve as the executive board liaison to the public relations committee
- D. Develop materials for use at summer orientations and high school/school district college nights.
- E. Produce recruitment brochure and mail to incoming female students in the early part of the summer.
- F. To update and maintain the Texas Panhellenic Websites (www.texasPanhellenic.org and www.texasgreeks.com) and all social media.
- G. To perform all other duties usually pertaining to this office.

Section 11. Vice President of Philanthropy:

- A. Will attend all meetings
- B. Oversee all philanthropic activities
- C. Plan one event per semester
- D. Oversee the Philanthropy/Community Service committee
- E. To perform all other duties pertaining to this office.

Section 12: Vice President of Diversity and Inclusion

- A. Will attend all Panhellenic meetings
- B. Assist President as liaison between the University Panhellenic Council, all other Greek-letter councils, and The Student Government Campus Climate Advisory Board.
- C. Plan all aspects of the Diversity and Inclusion Task Force selection process.
- D. Coordinate regular educational workshops designed with campus experts to educate the UPC executive board and Task Force members on topics of diversity and inclusion.
- E. Coordinate educational workshops and chapter updates to be implemented by task force members.
- F. Coordinate meetings with task force and executive members if a campus climate incident occurs.
- G. Collaborate with the VP Communications regarding responses to events in the community - both proactive and reactive.
- H. Work with the Office of Sorority and Fraternity Life to learn more about our current demographic information.
- I. Work with each UPC Executive Officer to ensure their duties are being met through a diverse and inclusive lense.
- J. Maintain a yearly calendar of events held by non-NPC groups to distribute to chapters.
- K. Promote all Panhellenic Group Events to non-NPC groups.
- L. To perform all other duties usually pertaining to this office

ARTICLE VII. THE PANHELLENIC COUNCIL

Section 1. Authority

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

Section 2. Composition and Privileges

University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at The University of Texas at Austin as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the fraternity, providing her credentials have been presented to the association president.

Section 3. Selection of Delegates and Alternates

Delegates and alternates to the University Panhellenic Council shall be selected by their respective women's fraternity chapters to serve for a term of one year commencing January 1 and ending December 31.

Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement and to notify the Panhellenic Association secretary of her name, address and telephone number.

Section 5. Regular Meetings

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

Section 6. Annual Meeting – The State of Panhellenic

The annual meeting of the University Panhellenic Council shall be held during the month of November.

Section 7. Special Meetings

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

Section 8. Quorum

Two-thirds of the delegates from the member fraternities of the Panhellenic Association at The University of Texas at Austin shall constitute a quorum for the transaction of business.

Section 9. Vote Requirements

- A. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.

- B. A two-thirds vote of the University Panhellenic Council shall be required to approve a re-colonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption. (See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.)

ARTICLE VIII. THE EXECUTIVE BOARD

Section 1. Composition

The composition of the Executive Board shall be the President, President Elect, Vice President of Administration, Vice President of Finance, Vice President of Recruitment, Vice President of Recruitment Elect, Vice President of Counseling, Vice President of Counseling Elect, Vice President of Standards, Vice President of Communications, and Vice President of Philanthropy.

Section 2. Duties

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

Section 3. Regular Meetings

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

Section 4. Special Meetings

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

Section 5. Quorum

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

ARTICLE IX. THE PANHELLENIC ADVISOR

Section 1. Appointment

The Panhellenic advisor of the Panhellenic Association at The University of Texas at Austin shall be appointed by The *University of Texas at Austin* administration.

Section 2. Authority

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

ARTICLE X. COMMITTEES

Section 1. Standing Committees

- A. The standing committees of the University of Texas Panhellenic Association shall be the Community Service Committee, the Programming Committee, the Scholarship Committee, the Public Relations Committee, The Finance Committee, the Judicial Board, the Sorority Advisory Council, the Recruitment Task Force, and the Recruitment Team.
- B. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

Section 2. Appointment of Committee Membership

The Executive Board shall appoint members and chairman of all standing and special committees, except as provided otherwise in these bylaws, and, in making these appointments, recognize fair representation from all member women fraternities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board and the Alumnae Advisory Council.

Section 3: Community Service Committee:

- A. Will be chaired by the Vice President of Community service and Philanthropy
- B. Regularly inform the Council and individual chapters of opportunities for service projects.
- C. Provide chapters with the resources they need to be informed of available community service opportunities, including information on The University of Texas at Austin Volunteer & Service Learning Center
- D. Organize the Panhellenic Team for the Austin Race for the Cure.
- E. Plan and implement a council-wide or Greek-wide service project during the Spring semester.
- F. Compile number of hours donated and dollars raised by sororities, and work with the President to publish list and widely distribute to administration and National Headquarters.
- G. Increase involvement in Community Service activities by inviting other councils to participate with Panhellenic when it is appropriate.
- H. To complete a formal transition packet and effectively transition the incoming Community Service Committee Chairman.
- I. To perform all other duties usually pertaining to this committee.

Section 4: Programming Committee:

- A. Will be co-chaired by the Vice President of Communications and the Vice President of Administration.
- B. Implement programming during the Spring and Fall semesters.
- C. Promote interaction with all Greek Councils - IFC, NPHC, TAPC and UGC
- D. Conduct programming to encourage interaction between undergraduates and alumnae.
- E. Support/sponsor/implement culture, religious, race and gender sensitivity training programs.
- F. Support/sponsor/implement programs addressing critical issues in leadership development, and topics such as risk management, substance abuse, HIV/AIDS, acquaintance rape, diversity, health issues, women's empowerment, etc.
- G. Maintain a record of chapter participation in Panhellenic and Greek events (i.e. sign-in forms for every event)
- H. To complete a formal transition packet and effectively transition the incoming Programming Committee Chairman.
- I. To perform all other duties usually pertaining to this office.

Section 5: Scholarship Committee:

- A. The Scholarship Award and Endowment Fund Committee shall be chaired by the Scholarship Committee head and composed of committee delegates, and the Panhellenic advisor.
- B. The duties of the Scholarship Award and Endowment Fund Committee shall be to:
 - Award scholarships in an amount determined by the audit at the close of the fiscal year.
 - Award the Mary Carpenter Scholarship to one woman annually.
 - Award the New Member Scholarship to one woman annually.
 - Responsible for planning and implementation of scholarship programming.
 - Chair the Scholarship Award and Endowment Fund Committee.

- Create a list of academic resources available on campus and in the community to distribute to member chapters and to keep updated on the Panhellenic website.
- Maintain relationship with financial aid office on campus to determine protocol for awarding scholarships each year.
- Recognize individual and chapter scholastic achievement, improvement, and outstanding chapter scholarship programming. Publish information in the Daily Texan and the Panhellenic newsletter or website.
- Maintain the Panhellenic scholarship policies and goals. Recommend amendments as necessary.
- Work with Sorority and Fraternity Life in the Office of the Dean of Students to update chapter scholarship information each semester.
- To complete a formal transition packet and effectively transition the incoming Scholarship Committee Chairman.
- To perform all other duties usually pertaining to this office.

Section 6: Public Relations Committee:

- A. Will be chaired by the Vice President of Communication.
- B. Create and implement public relations program designed to improve relations with relevant constituents (e.g., Greeks, university faculty and administration, student organizations, Austin community, national organizations, general campus).
- C. Publicize events and accomplishments of individual chapters, chapter members, and the Panhellenic Council (e.g., press releases).
- D. Assist the VP Communications with the newsletter, when necessary, by helping write articles that will promote Panhellenic and advertise its successes.
- E. To complete a formal transition packet and effectively transition the incoming Public Relations Committee Chairman.
- F. To manage all social media for the Panhellenic Association at The University of Texas at Austin.
- G. To perform all other duties usually pertaining to this office

Section 7: The Judicial Board

- A. The Judicial Board shall consist of:
 - One Panhellenic member from each UPC chapter as nominated by her chapter and appointed by the Vice President of Standards.
 - The Vice President of Standards as Chair, who is ex-officio but holds the position of tiebreaker should the need arise.
 - The Panhellenic President, who is ex-officio.
 - The Panhellenic advisor, who is ex-officio.
- B. The Duties of the Judiciary Board shall be:
 - To enforce structural requirements for filing a complaint or allegation that is formally submitted to the Judicial Board in accordance with the National Panhellenic Manual of Information.
 - To educate chapters on the formal process for submission of a violation report form.
 - 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
 - ii. College Panhellenic Notice of Infraction
 - iii. College Panhellenic Record of Judicial Board Hearing
 - iv. College Panhellenic Record of Mediation
 - v. College Panhellenic Judicial Board Hearing Minutes
 - vi. College Panhellenic Notice of Appeal
 - To review all alleged violations of the Panhellenic Constitution, By-laws, rules and policies and the National Panhellenic Conference Unanimous Agreements by fraternities and/or individuals that take place outside the time of recruitment. The alleged violations must appear to be sustained by fact in accordance with the National Panhellenic Manual of Information.
 - Should mediation not be reached between parties involved, the Judicial Board will schedule a hearing where representatives from all chapters involved will present their respective cases directly to the board in a closed meeting that may include the University Panhellenic Council President.
 - The Judicial Board has the right to suggest penalizations for chapters found guilty of the violation in question. These penalties must be fair and in accordance with the National Panhellenic Manual of Information.
 - Should the Judicial Board's decision be appealed, the appealing party may follow the proper appeal procedures as defined in the National Panhellenic Manual of Information.

Section 8: Sorority Advisory Council

- A. The Sorority Advisory Council shall be composed of:

- The membership of the Sorority Advisory Council shall consist of one delegate from the Advisory Boards of each member group of the University Panhellenic Council. The delegate shall be the Chairman of her own Advisory Board or her appointed representative.
 - There shall be an alternate delegate from each sorority Advisory Board to serve in the absence of the regular delegate.
 - The Panhellenic Advisor of the University Panhellenic Council shall be an ex-officio member of the Council and shall present all Sorority Advisory Council recommendations to the University Panhellenic Council.
- B. The chair of the Sorority Advisory Council shall be the alumna delegate from the fraternity holding the Presidency of the University Panhellenic Council. She shall also serve on the Board of Trustees of the University Panhellenic Corporation of Austin.
- C. The duties of the Sorority Advisory Committee shall be to help in the various mechanics of Recruitment under the direction of the Advisor and the President of the University Panhellenic Council, to cultivate communication among the members of the Panhellenic member organizations, and to discuss relevant University Panhellenic Council initiatives.

Section 9: The Recruitment Task Force

- A. The Recruitment Task Force shall be composed of the Panhellenic President, Panhellenic Vice President Recruitment, and a maximum of two delegates (collegian and/or advisor) from each NPC member group of the University Panhellenic Council of Austin.
- B. The Recruitment Task Force shall review and/or revise the Recruitment Rules of the Panhellenic Council each year in preparation for the next year's formal recruitment period.
- C. The Task Force shall begin meeting as soon as possible following Recruitment week each year.

Section 10: The Recruitment Team

- A. The Recruitment Team, who will disaffiliate during Recruitment, shall be composed of:
- a. President, VP Philanthropy, VP Administration, VP Finance, VP Recruitment, VP Counseling, VP Communications and VP Standards.
 - b. President-Elect
 - c. Vice President of Recruitment Elect
 - d. Head Recruitment Counselors
 - e. Vice President of Counseling Elect
 - f. Panhellenic Advisor
- B. The voting delegates that do not serve on the Recruitment Team will be affiliated and will participate with their chapter. They have the option of applying to be a Recruitment Counselor.
- C. The duties of Recruitment Team shall be to plan and supervise Recruitment Week.
- D. The Chair of the Recruitment Team shall be the Vice President Recruitment.

ARTICLE XI. FINANCE

Section 1: Fiscal Year

The fiscal year of the University Panhellenic Council of Austin shall begin the first day of January and continue through December 31 of the same year.

Section 2: Contracts

The signature of the President Vice President Finance, President of the Sorority Advisors Council, Secretary of the Sorority Advisors Council and the Business Officer of the University of Texas shall be required on the contract. Upon passage by a 2/3rd majority from the fourteen chapters the contract will bind the Council.

Section 3: Receipts and Disbursements

- A. The funds of the University Panhellenic Council, except the invested funds and the Scholarship Endowment Fund, shall be banked by the Vice President Finance of the Council in a bank selected by the Executive Board and the Sorority Advisory Council.
- B. The budget of the University Panhellenic Council shall be expended on matters according to a 2/3 vote by the Panhellenic Council at the start of the fiscal year.

- C. All checks or debit card transactions issued on behalf of the University Panhellenic Council shall be signed by either the Vice President Finance or the President of the Council and countersigned by the Advisor.
- D. All payments due to the University Panhellenic Council shall be made to the Vice President Finance of the Council. Checks for payment shall be made payable to the University Panhellenic Council.

Section 4: Membership Dues

- A. Dues for regular membership in the University Panhellenic Council shall be set by the Council at \$10 per chapter member.
- B. Dues shall be payable to the Vice President Finance no later than the first regularly scheduled Panhellenic meeting of October for the fall semester, and no later than the first scheduled Panhellenic meeting of March for the spring semester.
- C. Policy for Late Payment: Payments will be considered late if received after the due dates stated in #3 above. Failure to pay chapter dues will result in a penalty of a \$10 fine per day for each day that chapter dues are late.

Section 5: Audit

There shall be an annual audit of all financial records of the University Panhellenic Council of Austin, performed by a Certified Public Accountant, during the first quarter of the fiscal year prior to the close of the previous fiscal year.

ARTICLE XII. PLEDGING AND INITIATION

Section 1: Policies

- A woman must be a regularly matriculated student to be eligible for recruitment and pledging.
- A University Panhellenic Council member fraternity may not issue an invitation to membership or formally pledge a woman during any school recess.
- A new member may be initiated whenever she has met the requirements of the fraternity to which she is pledged.

ARTICLE XIII. HAZING

All forms of hazing, pledge day and/or pre-initiation activities which are defined as hazing shall be banned.

Hazing is defined as any action or situation with or without consent which recklessly, intentionally or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury, or causes discomfort, embarrassment, harassment or ridicule or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in a chapter or colony of an NPC member fraternity.

Such activities and situations include, but are not limited to, creation of excessive fatigue; physical and psychological shocks; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; participating in treasure or scavenger hunts; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities or normal sleep patterns; and any other activities which are not consistent with fraternal law, ritual, or the regulations and policies of the member fraternity or the educational institution. And all member groups will affirm their policies on hazing and inform their membership of this NPC position on hazing through mailings and through their inter/national magazines. **This stance must be up-to-date with the official policy of The University of Texas at Austin.**

ARTICLE XIV. EXTENSION

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

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

Section 2. Voting rights

Only regular members of the Panhellenic Council shall vote on extension matters.

Section 3: Conditions

- A. When all NPC chapters at the University of Texas at Austin are close to or over Total, the Panhellenic Council shall consider raising Total or adding another chapter through the National Panhellenic Conference extension process.
- B. Such a chapter shall be organized through colonization by an NPC fraternity or through organization of a local sorority which may petition an NPC fraternity for a chapter.
- C. Consideration should be given to NPC fraternities that have previously had chapters on the campus and to those NPC fraternities which have filed letters expressing an interest in the campus.

ARTICLE XV. VIOLATIONS OF PANHELLENIC RULES, REGULATIONS, POLICIES & THEIR PENALTIES

The Panhellenic Judicial Board shall be defined as the Panhellenic Vice President Standards, appointed Judicial Board members, Panhellenic advisor (ex-officio). The purpose of the Judicial Board is to handle member group infractions of NPC UNANIMOUS AGREEMENTS, University Panhellenic Council Constitution and or Bylaws, membership recruitment rules/guidelines, Panhellenic code of ethics, or University Panhellenic Council standing rules.

Fraternities are encouraged to resolve alleged infractions through informal discussion with the involved parties. Should the informal discussions be unsuccessful, the Judicial Process will be set in motion by the filing of a report of an alleged violation. Violations must be reported in the following manner. The "University Panhellenic Council Violation Report Form" is available from the University Panhellenic Council in the Greek Life and Education office located in the Office of the Dean of Students.

Section 1: Timing

- A. The "University Panhellenic Council Violation Report Form" shall be completed and presented to the Panhellenic Council President in a timely manner, but not more than 30 calendar days from the date of the alleged infraction (including university/college breaks). If the Panhellenic Council President is unavailable, or if the violation is against her Fraternity, the form shall be presented to the Panhellenic Council Vice President Standards or Panhellenic Advisor.
- B. The University Panhellenic Council President and Panhellenic Advisor shall review the violation form to ensure that 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.

Section 2: Proper Reporting Authority

- A. Infractions excluding Recruitment Infractions must be reported and signed by the President of the member group on behalf of her chapter.
- B. Recruitment Infractions may be reported and signed by either:
 - i. President of member group on behalf of her chapter
 - ii. Panhellenic VP Recruitment or a Recruitment Counselor
 - iii. Potential New Member
 - iv. Panhellenic Advisor

Section 3: Notice

- A. When a report of an infraction is properly received by the University Panhellenic Council, the accused fraternity shall be given formal notification in writing. 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 President or Panhellenic Advisor and is available upon request from the accused fraternity. A copy of the "College Panhellenic Violation Report Form" shall be given to the NPC Area Advisor.
- B. The "College Panhellenic Notice of Infraction Form" shall be delivered to the President of the accused fraternity within one week of the Panhellenic Council President's receipt of the "College Panhellenic Violation Report Form." If the President of the accused fraternity is unavailable, delivery may be made to another appropriate fraternity officer or advisor. The record of delivery shall be document on the form. A copy of the "College Panhellenic Notice of Infraction Form" shall be given to the Panhellenic Advisor and the NPC Area Advisor within the same time period.
- C. Upon receipt of the "College Panhellenic Notice of Infraction Form" the accused fraternity shall contact the Panhellenic President within one week to schedule Mediation or choose to proceed directly to a Judicial Hearing. If the "College Panhellenic Notification 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.

Section 4: Mediation

- A. The purpose of Mediation is to find a solution satisfactory to be the complaining party and the accused fraternity, which is appropriate under the NPC UNANIMOUS AGREEMENTS, the University Panhellenic Council Constitution, Bylaws and Standing Rules.
- B. The University Panhellenic President shall appoint a neutral party to serve as a mediator. The mediator shall not be an undergraduate student and should be a neutral person with a clear understanding of the mediation process. The Panhellenic Advisor may serve as a mediator if she/he has not filed the violation.

- C. Mediation shall be closed to the public. The participants in the mediation shall be representative from each fraternity involved (these representatives should be decision makers for the chapter), including a chapter advisor, or the complaining party if other than a fraternity. In rare cases, the Panhellenic Council President, the Panhellenic Advisor and in cases of Recruitment Infractions, the Panhellenic Vice President of Recruitment may attend when they have pertinent information to bring to the table.
- D. The mediator should ensure that the representation for both parties is small and equal.

Section 5: Judicial Hearing

- A. In the event mediation is not successful, a Judicial Hearing shall be held.
- B. The judicial board representatives taking part in a hearing will consist of VP Standards, Panhellenic president, Panhellenic Advisor, and at least two-thirds of the UPC Chapters' delegates.
 - a. Those members that represent any chapter involved in a hearing will not take part in the Judicial board hearing process.
- C. Judicial Hearings shall be closed to the public. The participants in the Judicial Hearing shall be representatives from each fraternity involved. Including a chapter advisor, or the complaining party if other than a Fraternity, the Panhellenic President, the Panhellenic Advisor and in cases of Recruitment Infractions, the Panhellenic Vice President of Recruitment.

Section 6: Appeals

- A. Judicial Board Decision. A decision by the University Panhellenic Council Judicial Board may be appealed by any involving party to the NPC College Panhellenic Judicial Appeals Chairman. An appeal shall be filled with the Panhellenic President using the "College Panhellenic Notice of Appeal Form" within 48 hours of the decision.
- B. NPC College Panhellenic Judicial Appeals Committee. If the NPC College Panhellenic Judicial Appeals Committee is unable to resolve the appeal, the Chairman shall be responsible for the further conduct of the case, and shall submit by certified mail, receipt requested, all data regarding the appeal to the Inter/National President(s) of the fraternity(s) involved.
- C. Inter/National Presidents. If the Inter/National Presidents cannot resolve the case by discussions among themselves, the case may be referred by any Inter/National President involved to the NPC Executive Committee.
- D. NPC Executive Committee. If the NPC Executive Committee cannot resolve the case, it may be appealed either by the Inter/National President or by the NPC Executive Committee to the National Panhellenic Conference.
- E. National Panhellenic Conference. The decision of the National Panhellenic Conference shall be final.

ARTICLE XVI. PARLIAMENTARY AUTHORITY

The University Panhellenic Association and its Panhellenic Council shall be governed by Robert's Rules of Order Newly Revised except in matters specifically provided for in the Constitution, Bylaws and Standing Rules.

ARTICLE XVII. SOCIAL AFFAIRS RULES

Section 1: Organization and Jurisdiction

- A. All Violations of the Social Affairs Guidelines which are reported to the University Panhellenic Council shall be reviewed by the Judicial Board of the University Panhellenic Council.
- B. Sororities are to be held responsible for taking all reasonable steps to prevent violations of these guidelines and all policies dictated by the national offices of individual chapters.

Section 2: Association Policy

- A. We of the sororities of the National Panhellenic Conference will have no formal association with a fraternity that has had its charter revoked by its national organization, until it has once again had its charter reinstated by its (inter) national fraternity organization.

- B. We of the sororities of the National Panhellenic Conference will have no formal association with a fraternity that has been placed on probation by either the local applicable governing council, University of Texas at Austin, or its own (inter)national organization.
- C. Sororities of the National Panhellenic Conference shall have no formal association with fraternities that are not registered student organizations at The University of Texas at Austin, are members of a National governing body, but not a member of the local applicable governing council at The University of Texas at Austin, or have been placed on probation, suspension or cancellation by the above mentioned authorities, until it has been removed from that probationary status and/or suspension.
- D. Any chapter violating the Association Policy and mixing with a fraternity that has been placed on suspension or cancellation by either the local Interfraternity Council, The University of Texas at Austin, or its own (inter)national organization will be subject to the following:
 - a. The violating Chapter will be formally reviewed by the Judicial Board.
 - b. The Judicial Board will write a letter to the national organization and the Chapter's general advisors of the violating chapter, and will place that letter permanently on file for future reference.
- E. As the severity of the violation (i.e. a theme party with a fraternity on probation) may vary, the chapter may receive both of the above sanctions, at the discretion of the Judicial Board.

Section 3: Community Alcohol Education Standards

- A. All Chapters will receive the same education and training in the form of a presentation during formal recruitment work-week from Panhellenic Recruitment Team members.
- B. All PNMs will receive the same education and training in the form of a presentation during Formal Recruitment Convocation from Panhellenic Recruitment Team members.
- C. All Chapters will participate in the Safety Education Program in the Fall semester and will use this opportunity to incorporate examples from recruitment and bid day to help chapters understand the risks associated with alcohol use and abuse.
- D. All Chapters will attend a UPC educational speaker in the spring semester. A percentage of chapter attendance will be agreed upon and a facilitated debrief with your chapter will be part of the requirements from this session
- E. UPC's Annual "Perfect Party" will be considered a preventative education event and choose topics relevant to risk management issues and the sorority community each fall semester.

Section 4: Rules Regarding Events

- A. The University Panhellenic Council stands by the social standards outlined by the Fraternal Information and Programming Group (FIPG). The FIPG policies on Alcohol and Drugs can be found below.
- B. Alcohol and Drugs
 - a. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
 - b. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
 - c. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
 - d. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
 - e. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
 - f. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
 - g. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.

Section 5: RESOLUTION IN SUPPORT OF ALCOHOL-FREE FUNCTIONS

- WHEREAS Alcohol usage and abuse is an area of concern within our college community; and
- WHEREAS The Panhellenic Council at The University of Texas at Austin strives to advocate and maintain the mature management of alcohol; and
- WHEREAS The Panhellenic Council at The University of Texas at Austin is supportive of those fraternities who have established or are establishing alcohol-free facilities in order to regain focus on founding principles including strength of character, scholarship, and leadership; and
- WHEREAS The Panhellenic Council at The University of Texas at Austin is supportive of those initiatives which will contribute to the positive image of Greek organizations; therefore be it
- RESOLVED That beginning in the fall semester of the year 2000, the collegiate chapters which make up The Panhellenic Council at The University of Texas at Austin will co-sponsor functions in men's fraternity facilities only if those functions are alcohol-free.

ARTICLE XVIII. AMENDMENT

These by-laws may be amended or revised by a two-thirds majority vote of the voting members of the University Panhellenic Council of Austin provided notice of the proposed amendment has been given in writing at a preceding meeting.

ARTICLE XIX. DISSOLUTION

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

APPENDIX A: RISK MANAGEMENT POLICIES

Section 1: HAZING

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as: "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

Section 2: SEXUAL ABUSE AND HARASSMENT

1. The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together.

Section 3: FIRE, HEALTH AND SAFETY

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
4. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house is prohibited.
5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

Section 4: EDUCATION

Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all students and key volunteers shall annually receive a copy of the Risk Management Policy and a copy of the policy shall be available on the fraternity website.

APPENDIX B: RECRUITMENT RULES

Each fraternity member has a mutual bond, not only with members of her own fraternity, but also with all Greek-letter men and women. This means that a spirit of cooperation and helpfulness exists among all fraternity members, regardless of their affiliation. This spirit of cooperation is incorporated by Panhellenic into recruitment activities in order that fairness and goodwill will prevail.

Initiated members, new members, alumnae, or anyone who could represent a chapter shall be bound by University Panhellenic rules, recruitment rules, and National Panhellenic policies. The undergraduate chapter shall bear the penalty for any violation, or attempted violation, of these rules and policies.

Every potential new member, initiated member, new member, and alumna member must turn in any recruitment activity considered to be a violation of the rules and regulations of the University Panhellenic Council found in this publication. Violations will be considered by the Judiciary Committee of the Council.

Section 1: RECRUITMENT OVERVIEW

- a. Definition of Recruitment: Any activity engaged in by a sorority member, new member, alumna, or anyone who could represent the chapter who attempts to inform a potential new member about sororities or persuade a potential new member in favor of some particular sorority. A potential new member is any woman who is a high school senior or unaffiliated woman at The University of Texas at Austin seeking membership in a sorority.
- b. Membership Recruitment Guidelines for Potential Members
 1. A woman is eligible to participate in membership recruitment if she is a regularly matriculated student at the University of Texas at Austin. A potential member should take a minimum of twelve hours per semester, excluding correspondence courses and classes taken at Austin Community College.
 2. A woman shall not be, or ever have been, an initiated member of an NPC group.
 3. A woman is ineligible for membership recruitment if she has been a new member of an NPC fraternity on this campus within the same calendar year.
 4. A woman shall register for formal recruitment and pay a registration fee.
 5. A woman shall attend orientation and all parties to which she has accepted invitations. In the event of illness or other emergency, she shall notify Panhellenic and/or her Panhellenic membership recruitment counselor, if she cannot attend.
 6. A woman shall consult her membership recruitment counselor before withdrawing from membership recruitment. In the event the woman feels she must withdraw from membership recruitment she shall go to the Panhellenic offices and sign an official withdrawal form.
 7. Panhellenic name tags will be provided to the potential members.
 8. From the beginning of orientation through the end of formal membership recruitment, no potential member may visit a women's fraternity chapter except to attend invitational events.
 9. No women's fraternity member may buy anything for a potential member (meal, drink, etc.) and no potential member may buy anything for a women's fraternity member during the formal membership recruitment period.
 10. A woman shall not give a promise, verbal or written, to join a certain fraternity before formal bids are issued through Panhellenic.
 11. A woman shall fill out the Membership Recruitment Acceptance immediately after the last event she attends. Once a Membership Recruitment Acceptance has been signed, no change may be made.

12. Any woman signing a Membership Recruitment Acceptance and receiving a bid at the end of membership recruitment shall be bound by the agreement for one calendar year.
 13. Strict silence is the period in which there will be no conversation or contact between women's fraternity members and prospective members. This includes all references to fraternities, verbal, written, typed or printed. Strict silence is the period from the end of the woman's last event until she reports to the fraternity from which she accepts a bid.
 14. During recruitment, there shall be no discussion between a potential new member and a sorority member concerning another sorority or other potential new members. No sorority member is qualified to tell a potential new member about a sorority other than her own. This includes any discussion of sorority invitations or legacies. No disparaging remarks may be made by a sorority member about another sorority. Attempts may not be made to evaluate or rank another sorority.
 15. No sorority initiated member, new member, alumna, nor agent may suggest to any potential new member that she refuse a bid from one group in order to wait for a bid from another group, nor suggest that a potential new member list only one choice on her preference card, nor encourage her to change her preference.
 16. No alcoholic beverage may be consumed during any sorority recruitment contact. This includes Bid Day.
 17. There shall be no participation by men in any sorority recruitment function. This includes Bid Day.
- c. Publicity: There shall be no solicited or uncollected publicity (written, radio, or TV) of any sorority recruitment-related activity. Any publicity, rumored or charged, shall be subject to review by the Judiciary Committee. Any photograph of Recruitment Week events by a non-member must be cleared through the Council's Recruitment Team.
- d. Quota-Total:
1. Quota: Each year a chapter may augment its membership by a new member quota. This includes a freshman and sophomore quota (to be set by Panhellenic) as well as free juniors and seniors. This quota is determined by NPC guidelines.
 - a. Guaranteed Placement: The following procedures should be followed if women whose bids did not match in the normal course of bid matching must be placed in fraternity chapters who have already reached Quota:
 - i. The potential new member will be matched to the fraternity chapter she has listed on her preference card that is the smallest in chapter size, as long as her name appears on that chapter's preferential bid list. By matching her there, that group may exceed quota in order to place every potential new member eligible for guaranteed placement (see ii) in a chapter.
 - ii. This procedure shall never include a potential new member who lists an intentional single preference on her preference card or one who has failed to accept or attend any recruitment event for which there was room in her schedule.
 2. Total Chapter Size: Total is the allowable chapter size as determined by the College Panhellenic. To allow groups to achieve parity as quickly as possible at the conclusion of primary recruitment, the University Panhellenic Council shall automatically reset total within 72 hours after the completion of the primary recruitment period.
 - a. Total will be determined by the median chapter size (MCS)
 - b. Each sorority is entitled to a primary and secondary new member quota plus juniors and seniors at any time during the school year, even if by doing so, the Panhellenic total is exceeded.
 - c. Once a chapter fills its primary and secondary new member quota plus juniors and seniors, if the total chapter membership is below Panhellenic total, the chapter may continue pledging during Continuous Open Bidding until Panhellenic total is reached.
- e. Vacancy:

1. If a woman has participated in the chapter's ribbon or formal pledge ceremony and the pledgship is broken by either the new member or the chapter, then the vacancy created can be refilled only if a chapter is below Total.
 2. When a woman negates her signed Membership Recruitment Acceptance and refuses to accept her matched bid at the conclusion of formal membership recruitment and does not participate in a ribbon or formal pledge ceremony, this space in the chapter's pledge Quota was not filled. Then the chapter may immediately bid and pledge another woman even if the chapter is over Total.
 3. Vacancies in the chapter membership roster that result when a member withdraws or suspends her fraternity affiliation, or is officially granted inactive status, transfers, graduates or drops out of college can only be filled if the chapter is below Total.
- f. Continuous Open Bidding:
1. Groups which do not fill their new member quota during Fall Recruitment may recruit and pledge women at their own discretion after Bid Lists are received on Bid Day.
 2. Recruitment and pledging in COB may continue until the beginning of the "Dead Day" preceding final examinations in the fall semester. COB begins again on the first class day of the spring semester for any chapter that had a vacancy in its new member quota prior to the closing of the fall semester.
 3. The spring period of COB continues until the first "Dead Day" in the spring semester.
- g. Pledging:
1. A signed Membership Recruitment Acceptance (e.g., Preference Card) or a Continuous Recruitment Acceptance is binding. If a potential new member receives a bid under the preference system, she is ineligible to be pledged to any other NPC fraternity on the University of Texas at Austin campus for one calendar year. If a potential new member does not receive a bid under the preference system, she is eligible for COB.
 2. A student who has had her pledge broken by a fraternity, or who has broken her pledge to a fraternity, may not be asked to join another fraternity on the same campus for one calendar year from the date she was originally pledged. However, she may be re-pledged to the same fraternity chapter at any time within that calendar year.
 3. When a new member transfers to another campus, her pledge is broken, and she is eligible to pledge a NPC fraternity on that campus at the earliest opportunity.
 4. A person who is or who has ever been an initiated member of an existing NPC fraternity shall not be eligible for membership in another NPC fraternity.
 5. Additionally, any woman already a member of a NPC Fraternity, may not seek membership into another NPC Fraternity during the duration of her lifetime.

Section 2: RULES GOVERNING RECRUITMENT CONTACTS

The methods used to interest high school graduating seniors or continuing students who will participate in recruitment as sophomores, juniors, or seniors are of utmost importance. This section outlines the manner in which contact within the academic year and summer are made with these potential members.

A. Outside of formal recruitment, all active chapter members and alumnae shall be prohibited from participating in the following recruitment activities:

- a. Inviting/having PNMs to spend the night at your chapter house
- b. Spending money on individual or groups of PNMs
- c. Formal, recruitment-oriented dinners with only your chapter members and PNMs
 - i. Exceptions include legacy-specific events hosted before Panhellenic silence, in which case legacies of all ages will be in attendance
- d. Promoting only your sorority to PNMs
- e. Sending gifts to PNMs, anonymously or otherwise
- f. Taking pictures with or of PNMs making chapter signs

A. Summer Contact Guidelines

1. No recruitment efforts shall be made during the summer months preceding the start of the academic year.
2. All active chapter members and alumnae shall be prohibited from participating in the activities listed below. This list is not exclusive.
 - g. Personally meeting with Potential New Members (PNMs)
 - h. Talking to PNMs
 - i. Making phone calls to PNMs
 - j. Texting PNMs
 - k. Sending messages to PNMs via Facebook, MySpace, or any other social media outlet.
 - l. Spending money on individual or groups of PNMs
 - m. Inviting legacies to special meals or events
 - n. Socializing with PNMs at fraternity parties
 - o. Inviting PNMs to fraternity parties
 - p. Sending gifts to PNMs, anonymously or otherwise
3. While a fraternity/sorority house is closed during the summer, alumnae and/or members shall not use the house for recruiting purposes.
4. Fraternity members may contact the Alumnae Panhellenic in their area to organize membership recruitment information events for potential students at the University of Texas at Austin.
 - a. In the event there is no organized Alumnae Panhellenic in their area, sorority members may have informational functions for the purpose of educating the potential members as an Alumnae Panhellenic Association would do, if there were one in the area, as long as two or more chapters are represented. All chapters represented at the University of Texas must receive invitations to these recruitment functions with reasonable advanced notice.
 - b. At Alumnae Panhellenic informational sessions, Panhellenic should send representatives to help alumnae present information to the potential new members.
5. Panhellenic strongly discourages potential new members from attending any fraternity activities for their own protection.
6. A prospective potential new member may not stay over night nor visit a fraternity/sorority house for an extended period of time unless she is a sister of a sorority member living in the sorority house.
7. NPC believes that normal, social contacts should not be disrupted in the case of long-standing friendships by prohibiting all contact between fraternity women and potential members. However, each fraternity is charged with the responsibility of seeing that this does not allow for an unfair advantage and reporting if there is a concern.
8. Positive Panhellenic contact is to be used at all times, in that the Panhellenic and Alumnae Panhellenic Associations must promote and encourage personal and informative Panhellenic-spirited contact with potential members at all times, year-round.

B. Enforcement of Guidelines

1. To enforce compliance with the sanctioned formal recruitment period chapters shall be left to police and discipline themselves with oversight and guidance from their national organizations.
2. UPC will notify chapter leadership of deviations from this policy when informed and will expect immediate action from the national organization, local organization, and/or UPC judicial action.
3. UPC will utilize the suggested judicial procedures as outlined in Article XIV of this document.

C. Suggested/Allowable Interactions

1. Facts are wanted and needed by women who will be attending college. NPC recommends cooperative Panhellenic events which are educational in nature and designed to disseminate information about all women's fraternities.
2. There shall be sanctioned UPC summer recruitment events to which all fourteen chapters are encouraged to participate. These events shall take place during the six summer orientations and shall include a Greek Fair and Greek Information Session consisting of representatives from each sorority chapter.

Section 3: RULES GOVERNING RECRUITMENT ACTIVITIES DURING FALL WORK WEEK AND RECRUITMENT WEEK

A. Silence:

1. Definition of Silence: Silence means no conversation or contact between potential new members and initiated members, new members, alumnae, and anyone who could represent the chapter except at specified Panhellenic recruitment events. Potential new members may not discuss sorority membership with other potential new members.
2. Reason for Silence: Silence is observed to allow each potential new member to decide for herself, free of outside pressures and the opinions of others, which group she wishes to join.

B. Rules of Silence:

1. Silence begins between potential new members and all sorority initiated members, new members, alumnae, and anyone who could represent the chapter at 6:00 a.m. on the date set by the Panhellenic Recruitment Standing Committee and concludes once the potential new member is issued a bid on bid day.
2. Potential new members may not attend fraternity parties during the Silence period beginning at 6:00 a.m. on, date set by the Panhellenic Recruitment Standing Committee.
3. Potential new members may not receive telephone calls, letters, flowers, e-mail/instant messages or electronic correspondence or gifts for the purpose of recruitment from sorority members, alumnae or anyone who represents the chapter until they have accepted their bids.
4. Sorority representatives are strictly forbidden to issue oral invitations to events or to a new member at any time during the recruitment period. Potential new members must report oral invitations to Panhellenic immediately.
5. Sorority members and new members (except designated Panhellenic members) may not be in or near the Potential new member Convocations.
6. In the case of a sorority member living with a potential new member, contact between the roommates during Silence must be kept to an absolute minimum. Other sorority members or potential new members may not be present in the residence during Silence.
7. On the night of Preferential Signing, sorority members must remain in their house and may not use the telephone until their bid list arrives at the Panhellenic Office. Alumnae or anyone who represents the chapter who are in the sorority house at 30 minutes after the end of the last event must remain in the sorority house as well, and will be held to rigid observance of silence. All rules of Silence must be observed until Bid Day Convocation.
8. All sororities will cover or remove any openly exposed pictures of their members that are serving as Recruitment Counselors and Panhellenic delegates or officers.
9. Silence ends: Potential new members who register for Formal Recruitment Week but who withdraw sometime during that week are still on Silence to all other potential new members and sorority members until the end of Recruitment Week.

C. Events:

1. The concept of "no frills" recruitment shall be used.

2. Chapters are encouraged to evaluate all recruitment entertainment for length and content. They are encouraged to develop conversation and interviewing skills.
3. Recruitment clothing should not be brand specific and women should not be required to buy new pieces in order to match other chapter members.
4. 4. Chapters shall eliminate all outside decorations. This includes “Work Week”.
5. Either a tent or covered space that provides shade must be at each chapter house. If your chapter uses a tent outside of chapter houses, it should be plain white.
6. All events must be held in the Chapter house unless approval has been secured with UPC by August 1 prior to the beginning of a formal recruitment.
7. No gifts, flowers, or favors of any sort may be taken from the sorority house by a potential new member.
8. There should be no photos or videos taken of a potential new member during a recruitment round.
9. Sorority jewelry (badges, drops, or new member pins) may not be given to or worn by a Potential new member during a recruitment event.
10. Entertainment will be provided by active sorority members from the University of Texas at Austin only.
11. Timing of all entertainment events begin at the end of any transition period – singing, video, dancing, speeches
12. There shall be no participation by men in any sorority Recruitment Week function. This includes Bid Day activities.
13. Singing, clapping and music in moderation are allowed outside of the sorority house during Philanthropy Day, Sisterhood Day and Preference Night.
14. Sorority members are to remain inside their houses between events. Alumnae should not be outside at any time unless refilling water stations.
15. Sorority members are not to initiate excessive inconsistent personal contact with a potential new member during formal recruitment (i.e. kissing on the cheek, locking arms, pulling on clothing, holding inside the house, crowding etc.).
16. Potential new members should have both feet on the ground at all times (i.e. no jumping, piggy backing).
17. Recruitment events are subject to periodic visits by Panhellenic Recruitment team during Recruitment Week.
18. At no time should a Potential new member be removed from the general event grouping by one or more sorority members for the purpose of recruitment during a Fall Formal Recruitment Week event.
19. Potential members should at no time engage in making sorority hand or body symbols.
20. At no time should a Potential new member be talking to more than two active members during a Fall Formal Recruitment event. This is considered “hot boxing” and is a violation of recruitment rules. Rotation patterns for recruitment events should be evaluated with this rule in mind. Each chapter will receive one warning during the entire recruitment period prior to being fined. Afterwards, each incident will result in a \$100 fine.
21. Water should be available for PNMs outside the chapter house at all times throughout recruitment. You may have fruit in the water outside of the house if you choose.
22. There shall be no alumnae present in the chapter's facility throughout the entirety of Recruitment Week except for Bid Day.

- a. Exceptions shall be alumnae who currently serve as local advisers to include facility advisers, contracted facility staff, traveling consultants, appointed officers and staff from the chapter's inter/national organization, National Panhellenic Conference representatives.
- b. Alumnae in the above list may have limited logistical interaction with Potential New Members, such as to pass out and/or collect a beverage from a Potential New Member.
- c. The listed alumnae may not be in communication with PNMs. For example, extended personal conversation or hugging is not permitted.
- d. Any exception to this rule should be communicated to UPC for approval.

23. Entrances/Exits

- a. Sororities who sing their potential new members in or out of an event must do so within a reasonable amount of time. The goal of each event is to talk to the PNMs and get to know them, therefore if it takes you too long to get PNMs inside and outside of your house, you will be warned by a recruitment counselor or Panhellenic executive member. Repeat offenses of this will result in an infraction.
- b. Sororities will have up to 7 minutes to get potential new members in and out of their houses at the beginning and end of each round. The amount of time it takes to get PNMs in or out the door is directly related to the number of PNMs in the party. (i.e. a party with 70 attendees will need more time than one with 50 attendees).
- c. A clear pathway must be provided for potential new members to walk in and out of the house. The entrance or exit should never be fully blocked by members of the sorority. This does not include door stacks.
- d. Throughout the entirety of either an entrance or exit of a party, the same chant/song must be used. The sorority is not permitted to change chants/songs or physical formations during an entrance or exit. Physical formations may change after all PNMs have exited the house.
- e. Amplified sound through speakers is allowed during entrances and exits. Speakers should be contained in the interior foyer area of the chapter facility. Microphones, recorded voiceovers, pots, pans, metal, drumsticks, etc. are prohibited.
- f. Five minutes before the end of each party, a sorority member must announce, flicker the lights, or ring a bell to indicate that the party is ending and it is time for the potential new members to go. This announcement should not exceed 30 seconds (multiple announcements can be made to accommodate the multiple rooms if necessary). The method or script is up to each chapter to determine.

24. Verbal Bids

- a. Sorority members are not allowed to make any references to potential new members' future involvement with the sorority.
 - i. All comments and compliments should be about today versus tomorrow. (i.e. anything pertaining to tomorrow, anything pertaining to bid day, or a sisterhood event, or coming to a function with the member, etc.)
 - ii. There shall be no activity regarding encouraging a PNM to verbally commit through the use of celebration, gifts, room placement, etc. In the case that a PNM states their preference of sorority, there shall be no response indicating that she has future placement in the chapter.
 - iii. There should be no references about future contact, seeing people in the future, future recruitment rounds, or future sisterhood/sorority family relations
- b. Fines will be assessed per incident. Each incident of verbal bidding will be given a \$100 fine. On preference night, the fine will increase to \$150 per incident.

25. Open House

- a. The number of Open House events shall be equal to the number of sororities plus four “break” periods. There will be 17 events and the PNMs attend one event at each sorority house over the course of two days.
- b. Open House events shall be 25 minutes in length.
- c. Sorority members are to remain inside their houses during the Open House round. They are not to cross the threshold and may not be visible from outside of the sorority house (this includes windows and balconies).
- d. Only the President, Recruitment Chair, and one Recruitment Assistant are allowed outside of the house to welcome the potential new members at the beginning of the events.
- e. Decorations are limited to two small or one large flower arrangement. Your house should be decorated as it is on a normal day.
- f. Tablecloths or table runners must be a solid color free of any pattern or additional adornments (frills, tassels, lace, ribbon, etc.)
- g. Refreshments are limited to water with ice (straws and napkins are also allowed).

26. Philanthropy Day

- a. There shall be 18 Philanthropy events. These events will be split between two days.
- b. Each Philanthropy event shall be 30 minutes in length.
- c. Sorority members may cross the threshold for the purpose of beginning conversation with the PNMs as they walk in.
- d. Decorations will only include fresh flowers arrangements as centerpieces on tables and the craft and crafting supplies of the philanthropy chosen by the sorority.
- e. Refreshments will be limited to a beverage only.
- f. The presentation portion of Philanthropy Day will be limited to 7 minutes provided by chapter members. The entirety of the presentation must pertain to the philanthropy. Promotional videos are allowed for this portion. There should be no scripted or skit-like elements to your presentation.
 - i. Singing with simple choreography, videos, slide shows, etc. may be included within your presentation. Simple choreography includes clapping, swaying, and hand-motions. All chapter members should be able to perform the same choreography simultaneously. Dancing and tumbling is not permitted.
 - ii. If using a video for this day, it must be chapter produced (unless provided by your national organization) and must follow the same guidelines that apply to Philanthropy day as a whole (for example, your video may not display a skit or people wearing costumes).
 - iii. No costumes will be permitted.
 - iv. Sorority members must all wear dresses or rompers. Members providing the presentation(s) for each round must appear cohesive with the rest of the chapter members. PNMs should not be able to differentiate a presenter from the rest of the chapter members (ie. wearing a romper while everyone else wears a dress). Presenters should not all look alike.
 - v. Officers or members of the Recruitment Team are allowed to wear matching dresses as long as they are not the sole presenters.
- g. Two displays are allowed regarding the philanthropy or philanthropies associated with the sorority. Size and scope of these must be approved in advance.
 - i. Displays include and type of presentation boards, posters, and banners, excluding televisions.
 - ii. Chapters may use one large display (6' x 6'), or two smaller displays (size of a poster trifold).
- h. Chapters must register their philanthropy project with the University Panhellenic Council by the submission of the HornsLink Form.

27. Sisterhood Day

- a. There shall be 11 Sisterhood events over the course of one day.
- b. Each event shall be 35 minutes in length.
- c. Sorority members may cross the threshold for the purpose of beginning conversation with the PNMs as they walk in.
- d. Decorations are up to the chapter's discretion, as long as it follows fire code regulations and the Panhellenic budget.
- e. Decorations may follow a certain theme and should be limited to decorations and the presentation. Decorations should not be theatrical or set-like, and should not create a theatrical scene or layout. Decorations and props should enhance your natural setting versus overwhelm or serve to transform the space.
- f. Food and drinks will be allowed during these rounds.
- g. The presentation portion of Sisterhood day shall be limited to a maximum of 10 minutes provided by the chapter members. The majority of presentations for this day must pertain to a chapter's own sisterhood (events, activities, academics, scholarship, leadership on campus, national awards, testimonials). There should be no scripted or skit-like elements to your presentation.
 - i. Singing, dancing (not including tumbling), videos, slideshows, etc. may be included within the 10 minutes.
 - ii. If using a video for this day, it must follow the same guidelines that apply to Sisterhood day as a whole (for example, your video may not display a skit or people wearing costumes, or include boys).
 - iii. No costumes will be permitted.
 - iv. Sorority members must all wear dresses or rompers. Members providing the presentation(s) for each round must appear cohesive with the rest of the chapter members. PNMs should not be able to differentiate a presenter from the rest of the chapter members (ie. wearing a romper while everyone else wears a dress). Presenters should not all look alike.

28. Pref Night

- a. There shall be 6 Preference events.
- b. Each Preference event shall be 1 hour in length.
- c. Chapters will limit their program to 25 minutes on preference night of Formal Recruitment.
- d. Sorority members may cross the threshold for the purpose of beginning conversation with the PNMs as they walk in.
- e. No notes, letters, gifts or favors may be given to PNMs at any time during the preference party.
 - i. Ceremonial objects (such as flowers or necklaces) that are involved in a chapter's preference ceremony are allowed.
 - ii. There should be no personalization made to any of these objects.
 - 1. Exceptions include names on placecards and food/plates that are used for logistical purposes, such as locating a PNM's seat. Names and lettering should remain uniform for every PNM.
 - iii. PNMs should not be pressured into making a decision when presented with a ceremonial object.
- f. If Panhellenic becomes aware of any infractions, they reserve the right to be present at a chapter's preference ceremony to ensure compliance.

29. Bid Day

- a. The primary focus and goal of Bid Day is to welcome your new members and begin developing sisterhood with the new member class.
- b. Bid Day plans will be submitted by each chapter to the University Panhellenic Council Recruitment Team during spirit week.
- c. Bid Day must be an alcohol free event.
- d. The chapter's program with the new members must last until midnight on the day that bids are distributed.

- e. Temporary big sis assignments and activities, while a way to connect new members to the chapter, should not serve to “take care” of the new members on Bid Day. Accordingly, it is recommended that temporary big sis assignments and activities be introduced no earlier than the day after Bid Day.
 - f. The New Member Educator must be in attendance for all formal/planned Bid Day activities by the chapter.
 - g. The presence of an advisor or alumnae representative is highly encouraged for the entirety of Bid Day. The primary role of this person is to enforce house rules of no alcohol as well as act as a general resource and support for the new members’ first day with the chapter.
30. Sororities (initiated members, alumnae, etc.) will wear standard nametags, issued by Panhellenic, for all rounds of formal Recruitment at The University of Texas at Austin.
31. For each minute that the performance or party length exceeds the maximum allowed time, \$50 will be assessed. The chapter may appeal these fines at the end of formal recruitment.
32. Negatively portraying other sorority and fraternity members is not tolerated.
33. No reference to fraternity men or specific chapters shall be included in Sisterhood or Philanthropy content.
34. The mentioning, presence, or insinuation (in entertainment or conversation), of alcohol is strictly prohibited during all Events.
35. The terms “rush” and “rushee” are prohibited in any chapter’s entertainment portion or songs/chants during the entirety of the party, including entrances and exits, for each round of recruitment.
- D. Lists: Invitation lists to be turned in after Open House, Philanthropy Day, and Sisterhood Night will receive a fine of \$50 per 30 minutes late. Bid lists, turned in after the conclusion of Preference Night will receive a penalty of \$500 per 30 minutes if they are late.
- E. Recruitment Counselors
- 1. At no time before bids are given out will Recruitment Counselors reveal to their recruitment group, or members of any other group, the chapter with which they are affiliated.
 - 2. Recruitment Counselors are not allowed in their chapter houses during Recruitment Week. Any Recruitment Counselor found in her house, while not performing the duties of a Recruitment Counselor, will be removed from her duties and her chapter will be penalized.
 - 3. A Recruitment Counselor is not allowed to contact members, new members, alumnae, or anyone who could represent her chapter in person, by phone, or in writing during Recruitment Week. By doing so she will be removed from her duties as a Recruitment Counselor and her chapter will be penalized.
 - 4. Recruitment Counselors may not meet with or talk to potential new members with any intention other than to conduct the official duties of a Recruitment Counselor. Except when she is performing official duties, Recruitment Counselors are bound by the rules of Silence as defined by the Panhellenic Council.
 - 5. Recruitment Counselors will take roll upon the completion of the last preference event, and they will be responsible for enforcing silence from the chapter house until the close of preference convocation.
 - 6. Any Panhellenic delegate or Recruitment Counselor who wishes to terminate her duties must do so prior to August 1st, or she will be required to reimburse the University Panhellenic Council for all of her hotel expenses and is prohibited from participating in her chapter’s Recruitment activities until Bid Day.
- F. Recruitment Phones: During Recruitment Week, every sorority must have a phone in their house designated as the “Recruitment Hotline.” This phone is to be used solely for communication between Panhellenic and the sorority. This phone must be manned 24 hours a day during Recruitment Week. If the phone is called at any time by Panhellenic and there is no response, Panhellenic will call a second phone number provided by the sorority. If there is no response on the second attempt, the sorority will be fined \$100.00.

G. Recruitment Budget

1. Panhellenic sororities are not to exceed \$15,000 in the purchase, rental, and donation of any decorations, event supplies, or assistance for all periods of formal recruitment. These decorations are classified as anything that is visible to the potential new member during Formal Recruitment week, excluding the rental of exterior, unaltered tents and fans.
 - a. Each chapter should designate a budget officer for reporting their budget expenditures to Panhellenic.
 - b. Each chapter will be responsible for providing budgets and receipts prior to each round of recruitment.
 - c. An official list of included and not-included budget items will be updated and distributed each spring semester.
 - d. Since we have moved away from skits and entertainment, risers/stages, lighting, and A/V rental is not intended for entertainment or skit-like uses, and should only be used for elevating a speaker, space utilization or serving a logistical purpose.
2. Prior to events, budget cap team members from the Panhellenic Council will visit each chapter house and assess the expenditures and receipts presented by each sorority.
 - a. Specific procedures for this will be defined at the last recruitment roundtable of the spring semester.
 - b. A formal schedule for budget cap team member visits will be given to each chapter at the all sorority meeting in August, which will be scheduled by the Panhellenic Vice President of Recruitment.
3. Following the conclusion of Recruitment, chapters will have the option to update their expenditures and receipts by the date set by the Panhellenic Vice President of Recruitment.
 - a. Sororities filing statements after the date set by the Panhellenic Vice President of Recruitment will be fined \$10.00 per day the statement is late.
 - b. If a chapter's expenditures and receipts exceeds the budget limit set by Panhellenic, a copy of their budget will be sent to their National Headquarters and the chapter will be subject to sanctions from the Panhellenic Judicial Board. Sanctions will range from the chapter paying a fine equal to the amount they have overspent up to removal of chapter social events.