



The University of Oklahoma

# PANHELLENIC ASSOCIATION

## Bylaws of the University of Oklahoma Panhellenic Association

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### Article I. Name

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

### 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, resolutions, and policies.
5. Act in accordance with such rules established by the Panhellenic Council 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 University of Oklahoma Panhellenic Association shall be composed of all chapters of NPC fraternities at University of Oklahoma. Regular members of the College Panhellenic Council 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 University of Oklahoma Panhellenic Association shall be composed of all colonies of NPC fraternities at University of Oklahoma. 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 University of Oklahoma Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate

members shall pay dues as determined by the College 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 Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

### *Section 2. Privileges and Responsibilities of Membership*

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

## **Article IV. Panhellenic Executive Council**

### *Section 1. Composition*

The University of Oklahoma Panhellenic Executive Council shall consist of the President, Vice President of Programming, Vice President of Judicial Affairs, Vice President of Administrative Affairs, Vice President of Finance, Vice President of Public Affairs, Vice President of Community Relations, Vice President of Recruitment Operations, and Vice President of Recruitment Programming.

### *Section 2. Duties*

The Panhellenic Executive Council shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote.

### *Section 3. Regular Meetings*

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

### *Section 4. Special Meetings*

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

### *Section 5. Quorum*

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

## **Article V. Panhellenic Executive Council Officers**

### *Section 1. Officers*

The officers of the University of Oklahoma Panhellenic Executive Council, listed in order of authority, shall be: President, Vice President of Programming, Vice President of Judicial Affairs,

Vice President of Administrative Affairs, Vice President of Finance, Vice President of Public Affairs, Vice President of Community Relations, Vice President of Recruitment Operations, and Vice President of Recruitment Programming.

## *Section 2. Eligibility for Officers*

A. Eligibility to serve as a Panhellenic Executive Council Officer shall depend on the class of membership:

- 1) **Regular membership.** Members from women's fraternities holding regular membership in the University of Oklahoma Panhellenic Association shall be eligible to serve as any officer.
- 2) **Provisional membership.** Members from women's fraternities holding provisional membership in the University of Oklahoma Panhellenic Association shall not be eligible to serve as an officer.
- 3) **Associate membership.** Members from women's fraternities holding associate membership in the University of Oklahoma Panhellenic Association shall not be eligible to serve as an officer.

B. To be eligible to serve as the University of Oklahoma Panhellenic Association President, a woman must have:

- 1) Completed two semesters at the University of Oklahoma (Norman campus or Health Sciences Center campus). Summer or Intersession terms do not count toward this requirement.
- 2) Been associated with her fraternity at least two semesters at the time of election. Summer or Intersession terms do not count toward this requirement.
- 3) Served as an Executive Council Officer, Chapter President, or Panhellenic Delegate for at least one academic semester.

C. To be eligible for a Panhellenic Executive Council office, a woman must:

- 1) Be an active (initiated) member of her chapter and an undergraduate student at the University of Oklahoma (Norman campus or Health Sciences Center campus) at the time of election/appointment and throughout her term. She may not be elected/appointed during the semester in which she pledged.
- 2) Be a member in "good standing" of her respective chapter at the time of election/appointment and throughout her term. For the purpose of this document, "good standing" is defined as eligible to hold and maintain an Executive Council position within her respective chapter.
- 3) Not serve as an executive officer for her own chapter's council.
- 4) Be held to a GPA requirement of 2.75 per semester or 3.3 cumulative prior to running for an office and during their term. If an Officer is unable to maintain this standard, she

will be removed from her position and replaced in accordance to Article V, Sections 7 & 8 of the current Panhellenic Association Bylaws.

### *Section 3. Selection of Officers*

The offices of President, Vice President of Programming, Vice President of Judicial Affairs, Vice President of Administrative Affairs, Vice President of Finance, Vice President of Public Affairs, Vice President of Community Relations, Vice President of Recruitment Operations, and Vice President of Recruitment Programming shall be elected by ballot, based on a slate previously composed by a nominating committee.

### *Section 4. Selection Procedure*

- A. A nominating committee of the current Panhellenic Executive Council and the Chapter Presidents whose chapters are not represented on the Panhellenic Executive Council will select the incoming Panhellenic Executive Council officers. The members of the nominating committee shall elect their own chairman. The Panhellenic Advisor shall serve as a nonvoting ex-officio member of the nominating committee.
  - 1) Any individual seeking election to the Panhellenic Executive Council is ineligible to serve on the nominating committee. Likewise, any Panhellenic Executive Council officer seeking re-election is ineligible to serve on the nominating committee.
  - 2) In the event that a current Panhellenic Executive Council Officer cannot serve on the nominating committee, the Chapter President from her organization will serve. In the event that a Chapter President cannot serve, the Panhellenic Delegate from the organization will serve so that all eleven organizations are represented on the nominating committee.
- B. Eligible individuals seeking a position on the Panhellenic Executive Council must submit an application within the timeframe established by the Panhellenic Executive Council.
  - a. Applicants may indicate interest in and be considered for up to three Panhellenic Executive Council positions.
  - b. The filing form must be signed by the Chapter President to be valid.
  - c. Up to three women from each chapter may file for office. Therefore, each chapter must decide which member(s) will file. Individual chapters may use any method they choose in making this determination but in no case may a chapter exceed the filing limitation. The Chapter President is responsible for not signing more than the appropriate number of filing forms.
  - d. The filing form cannot be revised once it is submitted. A candidate may, however, withdraw her candidacy by submitting a written and signed notice to the Panhellenic President.
- C. The nominating committee will review applications, hold interviews with all candidates, and compose a slate to be presented to the Panhellenic Council. The nominating committee shall consider the qualifications of all candidates that apply and shall choose one name for each officer position.

- D. The proposed slate will be presented to the Panhellenic Council for a vote.
- E. Each office position must be voted on individually unless a motion is made and seconded to vote on the slate as a whole. The slate passes with majority vote.
- F. In the event that the proposed slate does not pass, the nominating committee will present a secondary slate to the Panhellenic Council for a vote until it passes. A secondary slate is passed by majority vote.
- G. All violations of election rules or procedures reported to the Panhellenic President shall be investigated and adjudicated by the Panhellenic Association Judicial Board. All grievances must be reported no later than 24 hours after the final election results for that office are announced. A complaint must be in writing and signed. All grievances not submitted in accordance with this rule shall be considered null and void.
  - a. The Judicial Board shall have the discretion to assess a penalty upon any person who acts in disregard of any election rule. The penalties could include but are not limited to a written reprimand by the Judicial Board explaining the decision or candidate disqualification for violations which are clearly outside the scope of the rules. The Judicial Board shall not have the authority to fine an individual but shall have the authority to file charges against a chapter for violations of election rules.
  - b. If the Judicial Board disqualifies an officer elect after the final election, the Panhellenic Executive Council shall fill the position through an application and interview process. The appointment should only occur if the disqualification is upheld by the final appeal.
  - c. All decisions of the Judicial Board shall be final, subject only to an appeal to the National Panhellenic Conference.

#### *Section 5. Office-Holding Limitations*

- A. No more than two members from the same women's fraternity shall hold office during the same term.
- B. During their term, Chapter Presidents and Panhellenic Delegates may not hold an Executive Council position in the Panhellenic Association.

#### *Section 6. Length of Term*

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin at the beginning of the Spring academic term.

#### *Section 7. Removal*

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

#### *Section 8. Vacancies*

Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.

#### *Section 9. Duties of Officers*

A. The President shall:

- 1) Preside at all meetings of the Panhellenic Council.
- 2) Preside at all meetings of the Panhellenic Executive Council.
- 3) Serve as an ex-officio member of all Panhellenic Association committees.
- 4) Communicate regularly with the Panhellenic Advisor.
- 5) Be familiar with the NPC *Manual of Information* and all governing documents of this association.
- 6) Ensure that the NPC Annual Report is completed.
- 7) Communicate regularly with the NPC Area Advisor.
- 8) Maintain current copies of the following: University of Oklahoma Panhellenic Association bylaws and standing rules, Panhellenic Association budget, contracts executed on behalf of the Panhellenic Association, correspondence and materials received from the NPC Area Advisor, all College Panhellenic reports to NPC, and other pertinent materials.
- 9) Complete a minimum of 10 regularly scheduled office hours per week.
- 10) Serve on the Panhellenic Executive Recruitment Team and assist the Vice President of Recruitment Operations and the Vice President of Recruitment Programming during Formal Recruitment.
- 11) Oversee Panhellenic Executive Council elections and appointments.
- 12) Perform all other duties as assigned.

B. The Vice President of Programming shall:

- 1) Perform the duties of the President in her absence.
- 2) Be familiar with the NPC *Manual of Information* and all governing documents of this association.
- 3) Be responsible for organizing projects and programs in which the Panhellenic Council votes to participate throughout the year.
- 4) Organize and coordinate the "Awareness Event" programs during the Spring/Fall semester.
- 5) Serve as the New Member Educators Roundtable Chairman.
- 6) Complete a minimum of 4 regularly scheduled office hours per week.
- 7) Attend all Panhellenic Executive Council meetings.
- 8) Attend all Panhellenic Council meetings and report on current and/or upcoming projects.
- 9) Serve on the Panhellenic Executive Recruitment Team and assist the Vice President of Recruitment Operations and the Vice President of Recruitment Programming during Formal Recruitment.
- 10) Perform all other duties as assigned.

C. The Vice President of Judicial Affairs shall:

- 1) Serve as the chairman of the Panhellenic Association Judicial Board.
- 2) Supervise the appointment, orientation, and training of Judicial Board members.
- 3) Maintain and preserve all confidential judicial records.
- 4) Serve as the Risk Reduction Officer of University of Oklahoma Panhellenic Association.
- 5) Oversee the Participation/Competition Policy.
- 6) Serve as the Standards Roundtable Chairman.
- 7) Complete a minimum of 4 regularly scheduled office hours per week.
- 8) Attend all Panhellenic Council meetings and report on current and/or upcoming projects.

- 9) Serve on the Panhellenic Executive Recruitment Team and assist the Vice President of Recruitment Operations and the Vice President of Recruitment Programming during Formal Recruitment.
- 10) Perform all other duties as assigned.

D. The Vice President of Administrative Affairs shall:

- 1) Keep an up-to-date roll of the members of Panhellenic Council.
- 2) Record minutes of all meetings of the University of Oklahoma Panhellenic Council and the University of Oklahoma Panhellenic Executive Council.
- 3) Prepare and copy the agenda for Panhellenic Council meetings.
- 4) Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
- 5) Send meeting minutes to the NPC Area Advisor.
- 6) Be familiar with the NPC *Manual of Information* and all governing documents of this association.
- 7) Serve as the Scholarship Roundtable Chairman.
- 8) Complete a minimum of 4 regularly scheduled office hours per week.
- 9) Attend all Panhellenic Council meetings and report on current and/or upcoming projects.
- 10) Serve on the Panhellenic Executive Recruitment Team and assist the Vice President of Recruitment Operations and the Vice President of Recruitment Programming during Formal Recruitment.
- 11) Perform all other duties as assigned.

E. The Vice President of Finance shall:

- 1) Supervise the finances of the University of Oklahoma Panhellenic Association.
- 2) Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each University of Oklahoma Panhellenic Association member fraternity.
- 3) Receive all payments due to the Panhellenic Association, collect all dues, and give receipts.
- 4) Pay promptly the annual NPC dues and all bills of the University of Oklahoma Panhellenic Association.
- 5) Maintain up-to-date financial records.
- 6) Give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
- 7) Be familiar with the NPC *Manual of Information* and all governing documents of this association.
- 8) Serve as the Finance Roundtable Chairman.
- 9) Complete a minimum of 4 regularly scheduled office hours per week.
- 10) Attend all Panhellenic Council meetings and report on current and/or upcoming projects.
- 11) Serve on the Panhellenic Executive Recruitment Team and assist the Vice President of Recruitment Operations and the Vice President of Recruitment Programming during Formal Recruitment.
- 12) Perform all other duties as assigned.

F. The Vice President of Public Affairs shall:

- 1) Handle all aspects of publicity and public relations for the University of Oklahoma Panhellenic Association.

- 2) Work with Executive Council Officers, Panhellenic Delegates, Panhellenic committee members, and member fraternities to promote projects and events of the Panhellenic Association.
- 3) Work with the University of Oklahoma Public Affairs office in promoting the Panhellenic Association.
- 4) Supervise the Panhellenic Association Web Page Coordinator.
- 5) Serve as the Public Relations Roundtable Chairman.
- 6) Complete a minimum of 4 regularly scheduled office hours per week.
- 7) Attend all Panhellenic Council meetings and report on current and/or upcoming projects.
- 8) Serve on the Panhellenic Executive Recruitment Team and assist the Vice President of Recruitment Operations and the Vice President of Recruitment Programming during Formal Recruitment.
- 9) Perform all other duties as assigned.

G. The Vice President of Community Relations shall:

- 1) Serve as the Panhellenic liaison to all campus and community organizations.
- 2) Serve as Community Service Committee Chairman.
- 3) Attend Campus Activities Council meetings and Student Government Association Congress meetings at least once a month during the academic year and give a report in each Panhellenic Council meeting.
- 4) Stay current and report on local, state, and national issues affecting campus fraternity and sororities.
- 5) Serve as the Panhellenic liaison to the Women's Outreach Center.
- 6) Serve as the Philanthropy Roundtable Chairman.
- 7) Work directly with the Panhellenic philanthropy, United Way of Norman.
- 8) Complete a minimum of 4 regularly scheduled office hours per week.
- 9) Attend all Panhellenic Council meetings and report on current and/or upcoming projects.
- 10) Serve on the Panhellenic Executive Recruitment Team and assist the Vice President of Recruitment Operations and the Vice President of Recruitment Programming during Formal Recruitment.
- 11) Perform all other duties as assigned.

H. The Vice President of Recruitment Operations shall:

- 1) Be responsible for working with the Panhellenic Advisor in organizing and conducting the Fall Formal Recruitment schedule.
- 2) Work with the chapter recruitment teams (including chapter Recruitment Chairmen and Recruitment Advisors) as well as various University departments and external patrons.
- 3) Oversee the production of the Panhellenic Association Manual.
- 4) Serve as the Membership Recruitment Committee Chairman.
- 5) Supervise the summer Panhellenic Association Recruitment Assistant.
- 6) Conduct post-recruitment evaluations from the chapter recruitment teams.
- 7) Work in Fraternity & Sorority Student Life 40 hours per week during the summer in preparation for Formal Recruitment.
- 8) Complete a minimum of 4 regularly scheduled office hours per week during the Fall and Spring academic terms.
- 9) Attend all Panhellenic Council meetings and report on current and/or upcoming projects.



- 10) Serve as Panhellenic Recruitment Co-Chairman for the Panhellenic Executive Recruitment Team during Formal Recruitment.
- 11) Assist the Vice President of Recruitment Programming in any duties related to planning and implementing Informal Recruitment.
- 12) Perform all other duties as assigned.

I. The Vice President of Recruitment Programming shall:

- 1) Be responsible for working with the Panhellenic Advisor in organizing Informal Recruitment for participating chapters.
- 2) Coordinate the selection and training of Recruitment Guides.
- 3) Oversee the production of the Recruitment Guide Training Manual.
- 4) Coordinate the programming of Recruitment Guides during Formal Recruitment.
- 5) Conduct post-recruitment evaluations from the Panhellenic Executive Recruitment Team, Recruitment Guides, and Potential New Members.
- 6) Serve as the Membership Recruitment Committee Vice Chairman.
- 7) Supervise the summer Panhellenic Association Recruitment Assistant.
- 8) Work in Fraternity & Sorority Student Life 40 hours per week during the summer in preparation for Formal Recruitment.
- 9) Complete a minimum of 4 regularly scheduled office hours per week during the Fall and Spring academic terms.
- 10) Attend all Panhellenic Council meetings and report on current and/or upcoming projects.
- 11) Serve as Panhellenic Recruitment Co-Chairman for the Panhellenic Executive Recruitment Team during Formal Recruitment.
- 12) Assist the Vice President of Recruitment Operations in any duties related to planning and implementing Formal Recruitment.
- 13) Perform all other duties as assigned.

## **Article VI. Panhellenic Council**

### *Section 1. Authority*

The governing body of the University of Oklahoma Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the University of Oklahoma Panhellenic Association including, but not limited to: annually reviewing and adjusting total as needed, determining dues, approving the annual budget, considering extension, setting a calendar of events, determining programming, and establishing recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the University of Oklahoma Panhellenic Association that do not violate the sovereignty, rights, and privileges of member women's fraternities.

### *Section 2. Composition and Privileges*

The University of Oklahoma Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional, and associate member group at University of Oklahoma 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 Panhellenic Association President.

### *Section 3. Selection of Delegates and Alternates*

Delegates and alternate delegates to the University of Oklahoma Panhellenic Council shall be selected by their respective women's fraternity chapters to serve for a term of one year commencing upon selection by the chapter.

### *Section 4. Delegate Vacancies*

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within four weeks and to notify the Panhellenic Association Vice President of Administrative Affairs of her name, address, and telephone number.

### *Section 5. Regular Meetings*

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

### *Section 6. Annual Meeting*

The annual meeting of the Panhellenic Council shall be held during the month of December. The purpose of the annual meeting shall be for the induction of officers and any other business that may properly come before the delegates.

### *Section 7. Special Meetings*

Special meetings of the Panhellenic Council may be called by the Panhellenic Association 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 University of Oklahoma Panhellenic Association. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

### *Section 8. Quorum*

Two-thirds of the delegates from the member fraternities of the University of Oklahoma Panhellenic Association 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 Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption. (See Article XIII for specific voting requirements for the amendment of these bylaws.)

## **Article VII. The Panhellenic Advisor**

### *Section 1. Appointment*

The Panhellenic Advisor of the University of Oklahoma Panhellenic Association shall be appointed by University of Oklahoma.

### *Section 2. Authority*

The Panhellenic Advisor shall serve in an advisory capacity to the University of Oklahoma Panhellenic Association. The Panhellenic Advisor shall have voice but no vote in all meetings of the Panhellenic Council.

## **Article VIII. Panhellenic Committees**

### *Section 1. Standing Committees*

The standing committees of the University of Oklahoma Panhellenic Association shall be the Judicial Board, Community Service Committee, and Membership Recruitment Committee.

### *Section 2. Term*

The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

### *Section 3. Appointment of Committee Membership*

The University of Oklahoma Panhellenic Council shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws and, in making these appointments, recognize fair representation from all member women fraternities as much as possible. The Panhellenic Association President shall be an ex-officio member of all committees except the Judicial Board.

### *Section 4. Judicial Board*

The Judicial Board shall consist of the Vice President of Judicial Affairs as Chairman, a Vice Chairman, and five other members. The Panhellenic Advisor shall serve as a nonvoting ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member fraternities about the Panhellenic judicial procedure. It shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules, and membership recruitment regulations of the University of Oklahoma Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

### *Section 5. Membership Recruitment Committee*

The Membership Recruitment Committee shall consist of the Panhellenic Association Vice President of Recruitment Operations as Chairman, the Panhellenic Association Vice President of Recruitment Programming as Vice Chairman, and one representative from each regular, provisional, and associate member chapter. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the

Panhellenic Council before the end of the academic term preceding the membership recruitment period. After each membership recruitment period, the Chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, member groups, and chapter advisors.

#### *Section 6. Community Service Committee*

The Community Service Committee shall consist of the Panhellenic Association Vice President of Community Relations as Chairman, a Vice Chairman, and four other members. The Community Service Committee shall be responsible for all matters pertaining to the promotion of community service and philanthropy.

#### *Section 7. Other Committees*

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

### **Article IX. Finances**

#### *Section 1. Fiscal Year*

The fiscal year of the University of Oklahoma Panhellenic Association shall be from January 1 to December 31 inclusive.

#### *Section 2. Contracts*

Dual signatures of the Panhellenic Association President and Vice President of Finance shall be required to bind the University of Oklahoma Panhellenic Association on any contract.

#### *Section 3. Checks*

All checks issued on behalf of the University of Oklahoma Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: Panhellenic Association President or Panhellenic Advisor and Vice President of Programming, Vice President of Finance, Vice President of Recruitment Operations, or Vice President of Recruitment Programming.

#### *Section 4. Payments*

All payments due to the University of Oklahoma Panhellenic Association shall be received by the Vice President of Finance, who shall record them. Checks for payments shall be made payable to the University of Oklahoma Panhellenic Association.

#### *Section 5. NPC Dues*

NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.

#### *Section 6. University of Oklahoma Panhellenic Association Dues*

The University of Oklahoma Panhellenic Association membership dues shall be \$8 per member and new member per semester.

- A. The dues of each Panhellenic Association member fraternity shall be payable on or before the end of each semester.

- B. The dues of each Panhellenic Association member fraternity shall be payable to the amount designated at the time invoices are distributed. Rosters should be updated by the date invoices are distributed. It is the chapter's responsibility to maintain updated roster lists with Panhellenic.

### *Section 7. Fees and Assessments*

The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.

## **Article X. Extension**

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

The University of Oklahoma Panhellenic Association shall follow all NPC Unanimous Agreements and NPC Extension Guidelines found on the NPC website and in the *NPC Manual of Information*.

### *Section 2. Voting Rights*

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

## **Article XI. Violation Resolution**

### *Section 1. Violation*

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, University of Oklahoma Panhellenic Association bylaws, code of ethics, standing rules, and/or Membership Recruitment Guidelines shall be considered a violation.

### *Section 2. Informal Resolution*

Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

### *Section 3. Judicial Process*

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The University of Oklahoma Panhellenic Association shall follow all mediation guidelines found in the *NPC Manual of Information*.

- A. **Mediation.** Mediation is the first step of the judicial process. The University of Oklahoma Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the *NPC Manual of Information*.
- B. **Judicial Board hearing.** When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.
- C. **Appeal of Judicial Board decision.** A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeal Committee. The

University of Oklahoma Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the *Manual of Information*.

### **Article XII. Hazing**

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

### **Article XIII. Parliamentary Authority**

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

### **Article XIV. Amendment of Bylaws**

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

### **Article XV. Dissolution**

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



The University of Oklahoma  
**PANHELLENIC**  
ASSOCIATION

## **Standing Rules of the University of Oklahoma Panhellenic Association**

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### **Standing Rule I. Scholarship Awards**

#### *Section A. Recruitment Guide Awards*

The University of Oklahoma Panhellenic Association will award scholarships to outstanding Recruitment Guides. This award is given to two Recruitment Guides who have gone above and beyond in their duties during the Formal Recruitment process and in the first semester of transition for their new members. The candidates will be selected by new member nominations. The Panhellenic Executive Council will make the final decision on the recipients. The award will be announced at Fraternity & Sorority Student Life Awards Ceremony in November.

#### *Section B. Outstanding Panhellenic Scholar Awards*

The University of Oklahoma Panhellenic Association will award four outstanding Panhellenic scholars every year to a member from each academic class. The award is selected on the basis of outstanding academic achievement and fraternity/sorority involvement. A minimum GPA of 3.50 cumulative is required to apply, and the applicant must be a member in good standing of a Panhellenic Association member organization. The award application will be sent to all Panhellenic Association members of the University of Oklahoma in the month of March. A committee of University of Oklahoma Student Life employees will select the recipients.

#### *Section C. General Panhellenic Scholarships*

The University of Oklahoma Panhellenic Association will award between five and ten general scholarships every year, selected on the basis of sorority/fraternity involvement, campus involvement, and community involvement. Applicants must be a member in good standing of a Panhellenic Association member organization and must have a minimum GPA of 3.0 cumulative. A committee of University of Oklahoma Student Life employees will select the recipients.

### **Standing Rule II. Panhellenic Association Events**

#### *Section A. NPC National Presidents and NPC Delegates Spring Weekend*

- 1) It is the desire of the University of Oklahoma Panhellenic Association to invite the eleven National Presidents and NPC Delegates for the chapters chartered at OU for a weekend of fun and relaxation in Norman.
- 2) The University of Oklahoma Panhellenic Council votes to establish an NPC National Presidents and NPC Delegates Spring Weekend to be organized by an outgoing Chapter President and/or outgoing Panhellenic Executive Council Officer.
- 3) The University of Oklahoma Panhellenic Council further instructs the organizers to submit a proposed budget for the event to be included in the current Panhellenic Association Budget.

- 4) The event will happen every four years.

#### *Section B. Officer Transition Party*

The University of Oklahoma Panhellenic Association will have an Officer Transition Party during the first week of December. This event is congruous with the Panhellenic Council Annual Meeting (Article V, Section 6) and will be an incoming and outgoing officer transition for all Panhellenic Association chapters and will serve as an installation of the new Panhellenic Executive Council Officers.

### **Standing Rule III. Judicial Procedures**

#### *Section A. Purpose*

The purpose of establishing the University of Oklahoma Panhellenic Association Judicial Board is to promote self-governance, accountability, education, and due process within the Panhellenic Association. The self-governance component affirms that Judicial Board members are responsible enough to identify and deal with violations of National Panhellenic Conference and University of Oklahoma Panhellenic Association policies. The accountability component identifies the need to quickly and appropriately confront behavior that violates National Panhellenic Conference and University of Oklahoma Panhellenic Association policies. The education component assures that training, hearing procedures, and sanctions are educational in nature for the individuals and chapters involved, as well as for the university community. The due process component assures that all alleged violations are handled in a fair and consistent manner.

#### *Section B. Judicial Board Members*

- 1) In accordance with the University of Oklahoma Panhellenic Association bylaws, the Judicial Board is comprised of seven collegiate members and the Panhellenic Advisor who serves as an ex-officio member. The collegiate members include the Vice President of Judicial Affairs as Chairman, a Vice Chairman, and five members.
- 2) The Panhellenic Executive Council, through an application and interview process, shall appoint all collegiate members.
- 3) A Panhellenic Association Judicial Board member must be an active (initiated) member of her chapter and an undergraduate student at the University of Oklahoma (Norman campus or Health Sciences Center campus) at the time of appointment and throughout her term. A Judicial Board member must be a member in "good standing" of her respective chapter at the time of appointment and throughout her term. For the purpose of this document, "good standing" is defined as eligible to hold and maintain a committee chairmanship position within her respective chapter.
- 4) The Panhellenic Advisor shall serve as an ex-officio member of the Judicial Board. If the Panhellenic Advisor is unable to attend a meeting, a representative from Student Affairs or the Center for Student Life will be chosen by a majority vote of the Judicial Board.
- 5) The Vice Chairman will assume the duties and responsibilities of the Chairman in cases where the Chairman must be recused due to a conflict of interest. In cases where both the Chairman and Vice Chairman must be recused, the remaining members of the Judicial Board will select a member to serve as Chairman.



- 6) A member of the Judicial Board will serve as Secretary and will be responsible for taking minutes of hearings and mediations. This responsibility will rotate among the five general members of the Judicial Board.

#### *Section C. Duties of the Judicial Board*

- 1) Duties of all University of Oklahoma Panhellenic Association Judicial Board members include:
  - a. Handle all alleged violations of NPC Unanimous Agreements, University of Oklahoma Panhellenic bylaws and standing rules, and Membership Recruitment rules/guidelines.
  - b. Educate member fraternities about the Panhellenic Association judicial procedures.
  - c. Participate in training designed to educate Judicial Board members about the purpose of the Judicial Board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning.
  - d. Conduct fair hearings with impartial Judicial Board members following the NPC Unanimous Agreement judicial procedures and the Panhellenic Association Judicial Board Procedures.
  - e. Maintain confidentiality throughout and upon completion of the judicial process.
- 2) Duties of the University of Oklahoma Panhellenic Association Judicial Board Chairman include:
  - a. Coordinate the training of the Judicial Board members with the Panhellenic Advisor.
  - b. Implement the NPC Unanimous Agreements and Panhellenic Association Judicial Procedures.
  - c. Determine if any collegiate Judicial Board members need to be excused (recused) from serving due to a conflict of interest.
  - d. Provide involved chapter(s) with a copy of the "Judicial Board Guidelines and Procedures."
  - e. Preside at judicial hearings.

#### *Section D. Judicial Board Meeting and Hearing Procedures*

- 1) The hearing is closed to observers.
- 2) Electronic recording devices are not permitted.
- 3) The Chapter President or her designee and one alumna chapter advisor shall represent each chapter involved.
- 4) The Chairman of the Judicial Board will serve as the Hearing Officer unless she has been recused. In such an event, the Vice Chairman will serve as the Hearing Officer.
- 5) Chapters involved in a hearing have the right to consult with a representative from their national/international organization. However, while a local alumna advisor may attend and participate in the hearing, a representative from the national/international organization may not attend the hearing unless she is acting in the role of a witness. The national/international representative may be outside of the hearing room available to consult with her chapter representatives during the hearing if the chapter representatives so desire.

- 6) Witnesses will be called one at a time and may only remain in the hearing room during their testimony.
- 7) Following the completion of the hearing, the Judicial Board members hearing the case and the Panhellenic Advisor will go into "Executive Session" for the purpose of deliberations.
- 8) Deliberations are confidential and comments are not to be reported outside of the room, with the exception of the official written decision recorded on the "College Panhellenic Record of Mediation or Judicial Hearing Form" and the official oral statement given by the Chairman to the parties.
- 9) All documents associated with an investigation or hearing shall be kept by the Vice President of Judicial Affairs in a locked file cabinet in the Fraternity & Sorority Student Life office for a period of three years. The Panhellenic Advisor will also keep a copy of the hearing minutes and the decision in the chapter files in her office. The accused fraternity will receive copies of this form and minutes. Copies of this form are sent to the parties listed below:
  - a. Accused Chapter President/designee
  - b. Copy to fraternity/sorority advisor
  - c. Copy to NPC delegate
  - d. Copy to National/International President
  - e. Copy to NPC Area Advisor

#### *Section E. Order of Events of Judicial Hearing*

The order of events of a Panhellenic Association Judicial Hearing will be as follows:

- 1) Call to order by the Chairman.
- 2) Introductions.
- 3) Charges read by Chairman.
- 4) Five minute opening statement by complaining party.
- 5) Five minute opening statement by accused party. (This statement, at the option of the accused, may be deferred until the complaining party completes the presentation of witnesses.)
- 6) Complaining party calls witnesses one at a time – accused may cross-examine any witness.
- 7) Accused calls witnesses one at a time – complaining party may cross-examine any witness.
- 8) Judicial Board members may at any time ask questions of the witnesses.
- 9) Five minute closing statement by the complaining party.
- 10) Five minute closing statement by the accused.
- 11) Panhellenic Association Judicial Board members enter "Executive Session" for purposes of deliberation. (Only members of the Panhellenic Association Judicial Board hearing the case and the Panhellenic Advisor remain in the hearing room.)
- 12) Chairman restates charges.
- 13) Chairman requests motion(s) from members of the Judicial Board.
- 14) Discussion of motion(s).
- 15) Vote on motion(s).
- 16) A verdict of guilt requires a two-thirds vote of the collegiate Judicial Board members. The Panhellenic Advisor does not vote.
- 17) If a chapter is found guilty of the charges, the Judicial Board must then determine the appropriate sanctions following the guidelines established in the Panhellenic Bylaws,

standing rules, and NPC Unanimous Agreements. If the documents or policies do not provide guidance as to sanctions, the Judicial Board within their discretion may determine appropriate sanctions.

- 18) The hearing is reconvened and the decision of the Judicial Board is then read to the complaining and accused parties. Witnesses are not in attendance at this time.
- 19) The verdict and/or sanctions must be put in writing on the "College Panhellenic Record of Mediation or Judicial Hearing Form" and signed by the parties listed on the form.
- 20) Information regarding the appeals process must be provided using the "College Panhellenic Notice of Appeal Form" at the time the decision is read.

### *Section F. Appeals Process*

An appeal of the Panhellenic Association Judicial Board decision may be made by following the appeals procedure as outlined in the NPC Unanimous Agreements.

## **Standing Rule IV. Membership Recruitment Guidelines**

The University of Oklahoma Panhellenic Association Membership Recruitment Guidelines are intended to help guide fraternity women and potential new members through the membership selection process and Formal Recruitment week. The guidelines incorporate many of the procedures recommended and/or required by the National Panhellenic Conference (NPC). The purpose of Formal Recruitment is two-fold: (1) to ensure that member organizations have equitable opportunities for membership recruitment within the Panhellenic system; and (2) to provide potential new members every opportunity to become acquainted with as many fraternities as possible in order that they may make informed decisions concerning membership.

### *Section A. Formal Recruitment Week Structure*

The purpose of Formal Recruitment week is for the potential new member and chapter to have the opportunity to get to know each other well enough to make an informed decision. Recruitment week should portray the values and benefits of fraternity life.

- 1) Formal Recruitment will consist of five stages: Round 1 – Open House (all chapters visited), Round 2 – Philanthropy Day (maximum of eight parties), Round 3 – Sisterhood Day (maximum of five parties), Round 4 – Preference (maximum of two parties), and Round 5 – Bid Day.
- 2) General regulations for all rounds:
  - a. All recruitment activities must take place inside the chapter house, except a chapter may have up to five women on the porch at the start of each party.
  - b. Ceiling decorations are not permitted due to fire safety concerns.
  - c. Chapters may not allow potential new members to leave the party with any item(s) received during the party (e.g., napkins, letters, cups, etc.).
  - d. For safety reasons, chapters may not bang on chapter house windows before, during, or after scheduled recruitment parties.
  - e. Food is not permitted during Rounds 1, 2, 3, or 4.
  - f. Outdoor recruitment-specific decorations, including banners are not permitted during Rounds 1, 2, 3, or 4.
  - g. Commercial photography is not permitted during Rounds 1, 2, 3, or 4.

- h. During rounds 1, 2, 3, and 4, chapters may place a water station outside their chapter facility, but items offered are limited to ice water and towels. Corporate fans are permitted. All chapters must use a white tablecloth for their water station.
- 3) During the period of preparation immediately prior to Formal Recruitment, a chapter may host an event to perform, practice, and/or preview their rounds of recruitment; however, attendance at such an event is limited to alumna members, parents/guardians of active chapter members, and other immediate family members in the eighth grade or younger.
- 4) The first rounds is open house and consists of two days. Open house Day 1 is be nine parties and open house Day 2 is be nine parties. The first round is open house, which is intended to provide potential new members with an informative introduction to fraternity life and membership. Potential new members must visit all fraternities at the assigned time.
- a. The length of each open house party is 25 minutes. (The Panhellenic Executive Recruitment Team will provide a clock to all groups.)
  - b. Chapters may serve iced water adorned with lemons and/or limes.
  - c. Decorations, costumes, or skits are not permitted during this round.
  - d. Only flower arrangements permitted during this round.
  - e. Chapter must wear a t-shirt consisting of only chapter letters that has been approved by Panhellenic Association Executive Council.
- 5) The second round is an invitational party. A potential new member must accept a maximum of eight invitations if eight or more invitations are issued. If less than eight invitations are issued, all invitations must be accepted by the potential new member to remain in Formal Recruitment. The potential new member must attend all of her scheduled parties to remain in Formal Recruitment.
- a. The length of each second-round party is 35 minutes. (The Panhellenic Executive Recruitment Team will provide a clock to all groups.)
  - b. One beverage item (in addition to iced water) may be served.
  - c. This round is focused on philanthropy and community service.
  - d. Chapters will utilize the presentation style and focus the majority of the time on philanthropy and community service activities.
  - e. No skits, costumes, dances, or solos allowed.
  - f. Chapters can decorate one room of the sorority house with their philanthropy theme.
- 6) The third round is an invitational party. A potential new member must accept a maximum of five invitations if five or more invitations are issued. If less than five invitations are issued, all invitations must be accepted by the potential new member to remain in Formal Recruitment. The potential new member must attend all of her scheduled parties to remain in Formal Recruitment.
- a. The length of each third-round party is 45 minutes. (The Panhellenic Executive Recruitment Team will provide a clock to all groups.)
  - b. One beverage item (in addition to iced water) may be served.
  - c. No skits, costumes, dances or solos allowed. Minimal group choreography allowed (ex. step touching, snapping)
  - d. 80% of the party will be allotted for conversation plus house tour and 20% will be allotted to presentation styles focused on sisterhood, academic, leadership and other values based topics. Chapters can decide what their presentation style will be.

- e. Chapters can decorate 4 rooms of the sorority house with values based themes.
- 7) The fourth round is an invitational party. A potential new member must accept a maximum of two invitations if two or more invitations are issued. If only one invitation is issued, the potential new member must accept the invitation to remain in Formal Recruitment. The potential new member must attend all of her scheduled parties to remain in Formal Recruitment. At the end of fourth round, chapters must return clocks to Panhellenic headquarters when invitation lists are submitted. Failure to return clock will result in charge for the full price of clock.
  - a. The length of each fourth-round party is 75 minutes. (The Panhellenic Executive Recruitment Team will provide a clock to all groups.)
  - b. One beverage item (in addition to iced water) may be served.
  - c. No personal letters to potential new members or pictures of potential new members are allowed.
  - d. No skits, costumes, or solos allowed.
- 8) The fifth and final round is Bid Day.
  - a. Formal Recruitment bids and snap bids shall only be issued to potential new members by members of the Panhellenic Executive Recruitment Team and/or Recruitment Guides.
  - b. Chapter members must remain at their own chapter house while bids are being extended and new members are reporting to designated chapters.
  - c. Continuous Open Bidding shall begin at the conclusion of distribution of Formal Recruitment bids.
  - d. Chapters may have an outdoor banner.

### *Section B. Spring Informal Recruitment Structure*

Chapters are eligible for spring informal recruitment if their chapter total is below Panhellenic total after the fall semester. The following rules only apply to chapters participating in spring informal recruitment.

- 1) Chapters participating are encouraged to attend the spring recruitment information session. If a chapter does not attend, they will not have access to informal recruitment forms from the Panhellenic office.
- 2) Chapters may not sign spring membership recruitment acceptance binding agreements until the total has been set which happens within the first 7 days of classes. The spring formal recruitment event happens the first 2 weeks of class.

### *Section C. Chapter Obligations*

Chapters have a central obligation in the recruitment process because the chapters benefit from the process with informed and committed new members.

- 1) Chapters are responsible for informing their actives, new members, and alumnae of the recruitment guidelines, which are binding on all parties. Each chapter may be held responsible for the actions of its individual members and alumnae.
- 2) Alcohol is prohibited during recruitment and new member activities.

- 3) Individual chapter expenditures for Formal Recruitment parties shall be limited to \$14,500. This spending cap does not apply to a new chapter for the first two years on campus. Chapters will review their recruitment expenditures with the Panhellenic Advisor during the individual chapter recruitment meetings.
- 4) Chapters must adhere to the deadlines and procedures as described in this document and the Master Recruitment Schedule.
- 5) If invitation lists are late for two consecutive days, then the chapter will be charged \$50 every hour past deadline.

#### *Section D. Individual Member and Alumna Obligations*

Individual recruitment personnel have an obligation during the recruitment process to abide by the NPC Unanimous Agreements and the campus guidelines.

- 1) Only enrolled University of Oklahoma active members, new members, transfers/affiliates, national fraternity representatives, alumnae advisors, alumnae, and house directors may assist the chapter during Formal Recruitment events. Others may help “behind the scenes” at anytime. Alumnae may not be visible or communicate with potential new members during actual recruitment events nor during the entire Formal Recruitment process – this does not include chapter advisors nor national representatives who may talk with potential new members during scheduled recruitment parties.
- 2) Actives and/or new members from other campuses may not participate in any recruitment event without prior approval of the Panhellenic Advisor.

#### *Section E. Prohibited Behavior*

- 1) Hotboxing and/or any inappropriate conversation are strictly prohibited. Hotboxing is defined as any situation in which the potential new member is intentionally separated from typical recruitment activities by conversation and/or position.
- 2) A chapter member, alumna member, or anyone acting on a fraternity’s behalf shall not make derogatory remarks to a potential new member about another fraternity/sorority or a fraternity/sorority member.
- 3) A chapter member, alumna member, or anyone acting on a fraternity’s behalf shall not imply to a potential new member nor her family that she has an invitation to a party, ask her to join, or imply that she will receive a bid.
- 4) A chapter member, alumna member, or anyone acting on a fraternity’s behalf shall not initiate contact in any manner with a potential new member during the summer months from the last day of University finals till 2:00pm on Bid Day or anytime outside a scheduled Formal Recruitment event. Likewise, potential new members may not be sent flowers, gifts, correspondence, mementos, etc. According to the *NPC Manual of Information*, “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]. (Normal contact implies relatives, friends, neighbors, co-workers.) However, each fraternity is charged with the responsibility of seeing that unfair advantage is not taken of such

contacts.” No contact over social media from Potential New Member move-in day till 2:00pm on Bid Day.

- 5) A chapter member, alumna member, or anyone acting on the sorority's behalf who is unknown to the potential new member shall not contact a potential new member nor her family for the purpose of soliciting photographs or other information.
- 6) Parents, guardians, or relatives of a potential new member may not attend any recruitment party during Formal Recruitment unless the person is an official chapter advisor.
- 7) Males may not participate in any recruitment event. Employees of the fraternity (i.e. houseboys, cooks, etc.) may be in the chapter house during recruitment week but may not have verbal contact with any potential new member.
- 8) All Formal Recruitment participants (i.e. potential new members, Recruitment Guides, Panhellenic Association recruitment staff, active chapter members, new members, transfers/affiliates, alumnae advisors, alumnae, house directors, national representatives, etc.) must wear a nametag during all recruitment events. Potential new members will be issued official nametags by the Panhellenic Executive Recruitment Team. Chapter nametags must designate the membership status of an individual if she is not an active member of the chapter at the University of Oklahoma (i.e. advisor, alumna, national representative, active member from another school, etc.). Potential new members should not be misled as to whether an individual is an active member or a new member of the local chapter.
- 9) Chapters may not place nor purchase advertisements in publications directed toward potential new members regarding Formal Recruitment. The University of Oklahoma Panhellenic Association shall be responsible for all Formal Recruitment related advertising.
- 10) An active chapter member shall not help any person, including a potential new member, move into the residence halls during Formal Recruitment week. The residence halls are off-limits during Formal Recruitment week for chapter members unless the Panhellenic Advisor has granted prior approval. On that day, no sorority letters are to be worn.
- 11) Chapter members must adhere to the NPC Unanimous Agreement X and are not permitted to wear fraternity chapter letters at any point throughout the men's formal recruitment period, last day of University finals till 2:00pm on Bid Day. Panhellenic must protect its single-sex status by not participating in any aspect of the fraternity recruitment process. Members are permitted to wear a homecoming shirt, an all-Greek shirt, a date party shirt or a specific event shirt that may contain one or more fraternity names and/or letters; however, they are not permitted to wear PR, Spring Break, and/or recruitment shirts with fraternity names and/or letters in which the intention of the shirt is to advertise their organization through Panhellenic women. Although the NPC Unanimous Agreement X only addresses the men's Formal Recruitment period, the University of Oklahoma Panhellenic Association strongly encourages sorority women to consider the message that is sent when members wear men's fraternity shirts at other times throughout the year and suggests that the chapter and their members should avoid actions which could jeopardize our single-sex status.

#### *Section F. Social Media Behavior*

1. Beginning exactly 2 weeks from when the Potential New Members move in for recruitment and lasting through Bid day at 2pm when Potential New Members receive their bids, a chapter member, active alumna member, or anyone acting on the sorority's behalf may not post content on social media that promotes one chapter over the other campus chapter.
2. Social media sites include but are not limited to Facebook, Twitter, Instagram, Vine, Snapchat, Vimeo, YouTube, Pinterest, Boomerang, Tumblr blog sites, etc.
3. Chapters will be asked to create a values-based recruitment tagline for chapter members to use during this period. The chapter will submit this tagline to the Panhellenic Executive Council for approval. All chapter members, active alumna, or anyone acting on the sorority's behalf may use this tagline on social media during the period.
4. Prohibited social media behavior includes but is not limited to: persuasive posts and/or taglines on photos (e.g. "Go Alpha Beta" or "Rush Alpha Beta"), taglines or phrases used to suggest a promise of a bid, and phrases used by chapters at bid day activities. Instead, members are encouraged to utilize their chapter's approved recruitment tagline. Chapter members will not be required to change their profile pictures or biographies on social media accounts unless they could be considered persuasive, contains a tagline or phrase used to suggest promise of a bid, and phrases used by chapters at bid day activities.
5. It is the duty of the chapter's leadership to educate their members and to uphold these guidelines during Formal Recruitment. Failure to comply with these social media guidelines will result in the following:
  - a. Warning issued to the chapter Vice President of Recruitment by the Panhellenic Vice President of Judicial Affairs upon the first chapter member offense.
  - b. Warning issued to the chapter Vice President of Recruitment, chapter President, and chapter advisor by the Panhellenic Vice President of Judicial Affairs upon the second chapter member offense.
  - c. Upon the third chapter member offense, the Panhellenic President or Panhellenic Vice President of Recruitment Operations/Programming shall file an infraction. A notice of the infraction will be sent to the Chapter's nationals, Chapter President, and chapter advisor.

#### *Section G. Formal Recruitment Week Procedures*

An effective recruitment week is based on the policies and recommendations of the National Panhellenic Conference (NPC).

- 1) The NPC Quota/Total System and Continuous Open Bidding are used by the University of Oklahoma Panhellenic Association. Chapter Total is currently set to the median chapter size.
- 2) Individual chapters below the current median chapter size may be permitted to extend membership to the current median chapter size which will be Total.



- 3) Total will be set no later than 72 hours following bid distribution in the academic term that the primary recruitment is held and within one week (7 days from the start of the academic term) in which primary recruitment is not held.

#### *Section H. Potential New Member Guidelines and Regulations*

##### 1) Summer Contact

- a. A potential new member should not be in contact with a chapter member, alumna member, or anyone acting on the sorority's behalf during the summer months from the last day of University of finals till 2:00pm on Bid Day or anytime outside a scheduled Formal Recruitment event as stated in Section D.
- b. No woman is eligible to join a sorority during the summer months or anytime when school is not in session with the exception of the end of Formal Recruitment.

##### 2) Legacies

- a. A legacy is defined as a daughter or sister of an initiated sorority member unless an inter/national organization recognizes additional relations.
- b. A legacy may not be given any gifts by the sorority.
- c. Potential new members may not spend the night at a sorority house during the academic year unless prior approval is received from the Panhellenic Advisor. However, a legacy (as defined above) is permitted to spend the night at a sorority house, upon invitation, during the academic year. No potential new members may spend the night during pre-recruitment or the Formal Recruitment period.

##### 3) Formal Recruitment

- a. A woman must be an enrolled, full-time undergraduate student at the University of Oklahoma (Norman campus or Health Sciences Center campus) to be eligible to participate in formal or informal recruitment activities.
- b. Potential new members must register with the University of Oklahoma Panhellenic Association and pay the registration and housing fees in order to participate in Formal Recruitment.
- c. All women participating in Formal Recruitment must live in the residence halls during the week.
- d. Potential new members must abide by the Membership Recruitment Guidelines published in the University of Oklahoma Panhellenic Association Manual as well as the NPC Unanimous Agreements.
- e. A potential new member may not have guests (including family members) in her residence hall room from 8:00 p.m. on PNM move-in day until after the distribution of bids on Bid Day. All guests must be met in the lobby area of the residence hall.

- f. Potential new members participating in Formal Recruitment must wear the nametags provided by the Panhellenic Executive Recruitment Team during all Formal Recruitment week activities.
- g. Potential new members participating in Formal Recruitment must be in their own residence hall room every night by 11:00 p.m.
- h. Potential new members participating in Formal Recruitment may not visit any fraternity chapter from PNM move-in day through noon on Bid Day. Sorority women may not visit chapter facilities during fraternity recruitment.
- i. Potential new members must attend all Formal Recruitment events at the designated times. A potential new member must receive prior approval from the Panhellenic Recruitment Chairman or the Panhellenic Advisor to miss any event during the week.
- j. A potential new member participating in Formal Recruitment shall not be, nor ever have been, an initiated member of a National Panhellenic Conference organization.
- k. A woman is ineligible for membership recruitment if she has been a new member of an NPC sorority at the University of Oklahoma within the same calendar year.
- l. A woman shall complete the "Membership Recruitment Acceptance" card immediately following the last preference event she attends. Once a "Membership Recruitment Acceptance" has been signed and submitted, no changes may be made.
- m. A woman signing a "Membership Recruitment Acceptance" card and receiving a bid at the end of Formal Recruitment shall be bound to the chapter she matched by the agreement for one calendar year at the University of Oklahoma.
- n. Failure to follow any of these rules could result in dismissal from the Formal Recruitment process.

#### *Section I. Recruitment Guide (Rho Gamma) Regulations*

- 1) Recruitment Guides are selected by their respective chapter and approved by the Panhellenic Executive Council and the Panhellenic Recruitment Assistants. A chapter is responsible for the actions of its Recruitment Guides and may be held responsible for any recruitment infraction filed against its Recruitment Guides.
- 2) Recruitment Guides are not required to disaffiliate completely beginning July 28, 2014 (i.e. exactly one week before Recruitment Guides move into the residence halls for Formal Recruitment week) through Bid Day. (removed- outdated information)
- 3) A Recruitment Guide shall not have any contact with her chapter, as outlined in the "Recruitment Guide Contract" or in any other guidelines established by the Panhellenic Vice President of Recruitment Operations, Panhellenic Vice President of Recruitment Programming, or Panhellenic Advisor.
- 4) Panhellenic Executive Recruitment Team members (the Panhellenic Executive Council Officers, Recruitment Assistants, and Recruitment Guides) may participate in non-

recruitment related chapters events and activities until exactly one week before Recruitment Guides move into the residence halls for Formal Recruitment week. From that time through the distribution of bids, they must suspend all contact with their chapter unless otherwise directed or approved by the Panhellenic Vice President of Recruitment Operations, Panhellenic Vice President of Recruitment Programming, or Panhellenic Advisor.

#### *Section J. Alumnae Area Recruitment Events*

The University of Oklahoma Panhellenic Association does not provide financial assistance for alumnae area recruitment events hosted by alumnae Panhellenic Associations. The Vice President of Recruitment Operations, Vice President of Recruitment Programming, and/or other Panhellenic Association representatives, upon invitation, may attend alumnae area recruitment events hosted by city alumnae Panhellenic Associations. Individual chapters and/or active members of individual chapters may not attend nor participate in such events.

#### *Section K. Code of Ethics*

The University of Oklahoma Panhellenic Association establishes this set of guidelines to facilitate cooperation and fair recruitment practices. Each chapter hereby agrees to uphold these standards during the recruitment season and immediately thereafter.

- 1) Uphold and demonstrate the panhellenic spirit in thought, word, and action through our chapters as well as individual members.
- 2) Demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the Panhellenic Association, each inter/national organization, and the University of Oklahoma.
- 3) Respectfully adhere to the NPC Unanimous Agreements and all policies established by the National Panhellenic Conference.
- 4) Avoid disparaging remarks about any fraternity or collegiate woman and refrain from discussing Panhellenic matters with nonmembers, in accordance with the dignity and good manners of fraternity women.
- 5) Recognize friendly relations with all collegiate women, both fraternity members and nonmembers, realizing the importance of creating and building friendships.
- 6) Plan recruitment events that provide opportunities for the greatest possible number of women to become fraternity members while protecting the rights and privileges of individuals and the chapters.
- 7) Provide a safe, positive, and enriching recruitment experience, understanding that membership is a social experience arrived at by mutual selection.
- 8) Strive to be truthful, honorable, open, and friendly to all potential new members during all recruitment events.
- 9) Be respectful of the rights of every potential new member to make her own choices, including the right not to join the women's fraternity community.

- 10) Refrain from limiting a potential new member's chances of becoming a member of the Panhellenic community by encouraging her to make a single intentional preference or to limit her choices.
- 11) Respectfully adhere to the bylaws and recruitment rules of the University of Oklahoma Panhellenic Association.
- 12) Abide by all local and federal laws and NPC inter/national member group bylaws.
- 13) Hold one another accountable to these standards, remembering at all times that we represent not only our individual chapters but also the Panhellenic community as a whole.

### **Standing Rule V. Public Relations Videos**

The University of Oklahoma Panhellenic Association allows our chapters to create public relations videos in order to not interfere with our chapters' right to express their freedom of speech. The Panhellenic Association supports our chapters in positively promoting their organizations.

#### *Section A. Video Guidelines*

The OU Panhellenic Association Executive Council and Judicial Board have created specific guidelines for our 11 chapters in order to differentiate between videos designed for good public relations in the community versus videos designed for recruitment efforts, which are prohibited as stated in our bylaws.

- 1) No NPC chapter at the University of Oklahoma is required nor encouraged to create a public relations video. If the chapter elects to produce a public relations video, the Panhellenic Executive Council suggests that the respective chapter's Vice President of Public Relations, Publicity, etc. supervises the production of the video. When the Panhellenic Judicial Board and Executive Council consider the intentions of the video, it will be difficult to prove that a chapter's intent is for positive public relations rather than recruitment efforts if the chapter's Vice President of Membership/Recruitment produces the video.
- 2) All public relations videos must be submitted by the chapter president to the Panhellenic President and the Panhellenic Advisor for approval prior to being released online. Approval will be decided by the Panhellenic Executive Council and Judicial Board.

#### *Section B. Permitted Video Material*

- 1) When determining what material is permitted in a chapter's public relations video, consider whether the information gives one chapter an unfair advantage over the others. Panhellenic strives to create an environment where all of our chapters are on an equal playing field. For example, stating that Alpha Beta placed first in grades in the Fall semester in a video would highlight Alpha Beta over the other Panhellenic chapters; thus, this material is not permitted.
- 2) A public relations video with the intention and execution of creating good public relations with the community and positively promoting the respective organization.
- 3) Highlights can include: national values of the organization, the University of Oklahoma Panhellenic system, Greek life, etc.

- 4) "Alpha Beta's average member GPA was 3.30 last year." This highlights the chapter's academic achievement while not creating an advantage over the other chapters.
- 5) Only active members may appear in the video.
- 6) The video should reflect a chapter's values and those of the Greek community.

#### *Section C. Not-permitted Video Material*

- 1) A video with an intention of creating an advantage for the respective chapter over the other Panhellenic chapters, which is considered recruiting efforts and is a violation of the NPC Unanimous Agreements as well as the University of Oklahoma Panhellenic Association bylaws.
- 2) Highlights and/or awards chapters have won including U-Sing, Scandals, Homecoming, etc. This gives the chapter an unfair advantage over other organizations and could potentially affect potential new members' opinions of the Panhellenic chapters.
- 3) Any report of GPA rankings. This gives the chapter an unfair advantage over other organizations and could potentially affect potential new members' opinions of the Panhellenic chapters. For example: "Alpha Beta placed first in grades last year."
- 4) Non-active members and not initiated members may not appear in the video.

#### *Section D. Release of Videos*

- 1) Videos are permitted to be released in the following mediums: Facebook account of the chapter, Twitter account of the chapter, Instagram account of chapter, and website of the chapter.
- 2) Chapter members may not post the chapter public relations video on a potential new member's individual social media page nor on OU Panhellenic Association's social media pages.
- 3) If at any point the video is released by the chapter onto permitted social media outlets or by a member of the chapter onto her own social media outlets with additional recruitment language such as, "Go Alpha Beta!" or "Rush Alpha Beta," the Panhellenic Judicial Board can exercise its right to remove the video, as it is not clearly considered a recruitment video by the chapter membership.
- 3) If a PR video is released after March 1st, the Panhellenic Judicial Board will consider such videos to be geared towards recruitment or to be targeting potential new members and the Vice President of Judicial Affairs, President, and Panhellenic Advisor each possess the right to have the chapter remove the video, as Panhellenic shall be solely responsible for all formal recruitment related advertising, as stated in our bylaws: "Chapters may not place nor purchase advertisements in publications directed toward potential new members regarding Formal Recruitment. The Panhellenic Association shall be responsible for all Formal Recruitment related advertising."