

COLLEGE PANHELLENIC MODEL BYLAWS

BYLAWS OF EAST CAROLINA UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION

Article I. Name

The name of this organization shall be the East Carolina University College Panhellenic Association.

Article II. Object

Preamble: In order to promote and perpetuate the best interest of East Carolina University and the Greek letter social sororities and women's fraternities therein, to encourage the most complete intellectual, emotional, and social development of the members of the sororities, and to foster cooperation among said sororities, University authorities and the community, we do ordain and establish this constitution of the East Carolina University Panhellenic Association.

The East Carolina University Panhellenic Association does not discriminate on the basis of age, color, race, national or ethnic origin, religion, or disability.

Mission Statement: We, the Panhellenic Council of East Carolina University, seek to enrich our college and sorority experience by providing an environment that fosters growth, higher education, inspiration, and cooperation.

The object of the College Panhellenic Association shall be to:

- Conduct the business of the College Panhellenic during the academic year.
- Promote the growth of individual chapters and the sorority community.
- Organize and sponsor a women's-only membership recruitment program.
- Encourage the highest possible academic, social and moral standards.
- Coordinate activities, establish orderly procedures and provide programming in addition to recruitment.
- Adjudicate all matters related to the NPC Unanimous Agreements, College Panhellenic bylaws and/or other governing documents, College Panhellenic membership recruitment rules, College Panhellenic code of ethics and College Panhellenic standing rules.
- Actively support the mission of its host institution.
- Promote good public relations.
- Give service to the community and campus.
- Sponsor Junior Panhellenic, if appropriate, for specialized programming efforts.
- Promote friendship, harmony and unity among members, chapters, faculty, administrators and campus groups.

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 East Carolina University College Panhellenic Association shall be composed of all installed chapters of NPC sororities at East Carolina University. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council.
- B. **Provisional membership.** The provisional membership of the East Carolina University College Panhellenic Association shall be composed of all newly established chapters of NPC sororities at East Carolina University. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.

Section 2. Privileges and responsibilities of membership

Duty of compliance. As an organization chartered by NPC, East Carolina University College Panhellenic and its members, without regard to membership class shall comply with all NPC Unanimous Agreements, policies and procedures and be subject to these East Carolina University College Panhellenic Association bylaws, code of ethics and any additional rules this College Panhellenic Association may adopt. To the extent such rules, regulations and requirements are inconsistent with any provision of the East Carolina University College Panhellenic's governing documents, such NPC policies and procedures shall control. Any rules adopted by this Association in conflict with the NPC Unanimous Agreements shall be void.

NOTE: List other privileges and responsibilities here.

Section 3. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
 - Panhellenic Dues are set at \$12 per member.
- B. College Panhellenic Association membership dues shall be an assessment per member and new member.
 - The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than 6 weeks before the end of the semester.
 - The dues of each College Panhellenic Association member sorority shall be payable on or before the third regular meeting of each semester.
 - Any member chapter that has not paid three days after the due date will be subject to a \$25 per day late fee.

Section 4. Fees and assessments

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

Fees may be incurred through the following:

- If a Chapter Delegate misses a bi-weekly delegate meeting and fails to send an alternate from her chapter in her place, the chapter will be fined \$50.
- If a chapter fails to have representation at a Committee Meeting or Panhellenic Roundtable, the chapter will be fined \$50 for each missed meeting.

Retributions for Panhellenic Officers:

- The Panhellenic President shall receive retribution of \$1000 each semester of her term for holding her weekly office hours.
- The President, Recruitment Director, and Vice President of Recruitment Development shall receive a stipend of \$500 for her time spent in Greenville during the summer.

Article IV. Officers and Duties

Section 1. Officers

The officers of the East Carolina University College Panhellenic Association shall be Panhellenic President, Executive Vice President, Vice President of Recruitment, Vice President of Recruitment Development, Vice President of Finance, Vice President of Communications, Vice President of Programming, Vice President of Scholarship, Vice President of Philanthropy and Service, and Vice President of Diversity, Equity, and Inclusion.

Section 2. Duties of officers

A. The Panhellenic President shall:

- Preside at all meetings of the Panhellenic Council.
- Preside at all meetings of the Executive Board.
- Serve as an ex-officio member of all College Panhellenic Association committees, except the Peer Accountability Board.
- Communicate regularly with the Panhellenic advisor.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Ensure all NPC College Panhellenic reports are completed on time.
- Communicate regularly with the NPC area advisor.
- Maintain current copies of the following: East Carolina University College Panhellenic Association bylaws and standing rules, the College Panhellenic Association budget, contracts executed on behalf of the College Panhellenic Association, correspondence and materials received from the NPC area advisor, all NPC College Panhellenic reports, and other pertinent materials.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.
- Serve as a member of the Peer Accountability Board as needed (if not already designated as the peer accountability officer).
- Preside over all Presidents' Council meetings.
- Be the spokeswoman and representative from the Panhellenic Association to campus, non-campus organizations, and the University.
- Have the power to appoint another Executive Board Officer to act as the Panhellenic representative if unavailable. This includes but is not limited to roundtables and campus functions.
- Must attend all New Student Orientation Sessions over the summer.
- Coordinate the Panhellenic Executive Officer selection process.
- Have the power to appoint another Executive Board Officer to act as the Panhellenic representative if unavailable. This includes but is not limited to roundtables and campus functions.
- Meet weekly with the Panhellenic Advisor and Executive Vice President
- Attend Council President meetings as scheduled.

- Make herself available for a minimum of 5 hours per week to assist Executive Board Officers, Chapter Presidents, or other officers.
- Have the authority to sign contracts for Panhellenic Events
- Attend the selected Greek Conference
- Serve as the voting delegate at any Greek Conference attended.

B. The Executive Vice President shall:

- Perform the duties of the president in the elected/appointed president's absence.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.
- Serve as a member of the Peer Accountability Board as needed (if not already designated as the peer accountability officer).
- Educate, inform, and report all recruitment infraction violations to the selected Greek advisor and chapter president.
- Manage and create risk events on campus.
- Organize meetings with social chairs and risk personnel from all chapters.
- Communicate effectively with all social chairs and risk personnel on chapter statuses and rules.
- Keep full minutes of all meetings of the East Carolina University Panhellenic Association meetings and e-mail them promptly to all members following meetings, including Pirate Experience, OrgSync and NPC website promptly, following Panhellenic Delegate Meetings.
- Attend Greek Conference if funds allow.
- Book all rooms needed for all Panhellenic events provided each member of the Executive Board completes a Room Request form.
- Keep an accurate roll of the members of Panhellenic Council including updating the College Panhellenic officer roster on FS Central.
- Record minutes of all meetings of the East Carolina University Panhellenic Council and the Executive Board.
- Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
- Send meeting minutes to the NPC area advisor.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.
- Serve as a member of the Peer Accountability Board as needed.

C. The Vice President of Recruitment shall:

- Oversee all College Panhellenic recruitment activities and events.
- Oversee all College Panhellenic recruitment publication efforts.
- Oversee College Panhellenic recruitment registration.
- Submit any revisions to the College Panhellenic recruitment rules to the Panhellenic Council for approval.

- Host all College Panhellenic recruitment wrap-up meetings with recruitment chairs and advisors.
- Organize all College Panhellenic recruitment meetings.
- Keep complete and accurate records of College Panhellenic recruitment information.
- Present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics, recruitment style assessment and recruitment evaluations from new members, potential new members who withdrew, each member organization and chapter advisors.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.
- Serve as a member of the Peer Accountability Board as needed.
- Contact and secure sponsors for Formal Recruitment with the VP of Finance
- Organize Recruitment Orientation as part of the opening of Formal Recruitment
- Oversee the Continuous Open Bidding Process and managing the COB list.
- Meet regularly with the Recruitment Directors in the Spring semester.
- Serve as the primary officer responsible for the recruitment rules review process and make edits to be approved by Delegates if needed
- Plan, coordinate, and participate in marketing activities to promote the Primary Recruitment Process.
- Conduct an evaluation of the Formal Recruitment process to gain feedback from new members, withdrawn PNM's and chapter representatives.
- Track the retention of new members and work to assess the reasoning for retention issues within in new member classes.
- Must participate in all orientation sessions throughout the summer.
- Serve as the representative at any roundtables pertaining to her position as deemed necessary by the Panhellenic Executive Board.
- Attend selected Greek Life Conference.
- May form and oversee a committee if deemed necessary.

D. The Vice President of Recruitment Development shall:

- Recruit and train College Panhellenic recruitment counselors.
- Work with the Vice President of Recruitment in coordinating the logistical elements of recruitment.
- Evaluate the Recruitment Counselor program yearly and present any new program ideas to the Executive Board for approval.
- Attend and keep minutes of all Recruitment Director meetings.
- Present all executive members with any Recruitment Counselor information needed including disaffiliation rules and or dates.
- Assist VP of Recruitment with any recruitment marketing sessions like Panhellenic Preview or Spring Sorority Showcase
- Must attend all orientation sessions throughout the summer.
- Serve as the representative at any roundtables pertaining to her position as deemed necessary by the Panhellenic Executive Board.
- Attend selected Greek Life Conference
- May form and oversee a committee if deemed necessary.
- Perform all other duties as required by this office.
- Select and train the Head Pi Chi.

E. The Vice President of Finance shall:

- Supervise the finances of the East Carolina University College Panhellenic Association.
- Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each East Carolina University College Panhellenic Association member sorority.
- Receive all payments due to the Association, collect all dues and give receipts.
- Pay promptly the annual NPC dues and all bills of the East Carolina University College Panhellenic Association.
- Maintain current 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.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.
- Serve as a member of the Peer Accountability Board as needed.
- Work with the Student Government Association (SGA) accounting office to oversee the use of SGA allocated funds.
- Collect monies for and order Greek Graduation Stoles at the beginning of each semester.
- Serve as the representative at any roundtables pertaining to her position as deemed necessary by the Panhellenic Executive Board.
- Attend selected Greek Life Conference
- May form and oversee a Finance committee if deemed necessary.

F. The Vice President of Communications shall:

- Keep the media informed of activities involving the Panhellenic Association and its members to promote favorable publicity for the Greek community.
- Produce flyers, brochures, and other marketing materials for all Executive Board officers and events.
- Update all Panhellenic Association social media to follow a values-based image.
- Publish all advertising for the Panhellenic Association
- Work with campus publications, including but not limited to the school newspaper, yearbook, etc.
- Hold regular roundtables with chapter public relations chairs and other officers deemed appropriate by the Panhellenic Executive Board
- Be responsible for the official correspondence of the Panhellenic Council unless otherwise specified.
- Order Panhellenic stationary and write all thank you notes required by the Panhellenic Association as deemed necessary.
- Attend Selected Greek Life Conference if funds allow.
- Perform all other duties as required by this office.

G. The Vice President of Programming shall:

- Advises Junior Panhellenic officers and delegates from each chapter
- Works with Junior Panhellenic to coordinate service opportunities, leadership development programs, and plan a new member day.
- Works with Fraternity and Sorority Life to collect and review new member programs at the beginning of each fall/spring semester.
- Holds new member educator roundtables to talk about topics relevant to their position.
- Coordinate major new member programming events for the Panhellenic New Members
- Coordinate programming for the Panhellenic Community and provide a minimum of 2 opportunities per semester for Panhellenic Programming
- Maintain an all-chapter calendar to stay up to date on community events.
- Match and oversee the Sister Sorority Program each semester.
- Serve as the representative at any roundtables pertaining to her position as deemed necessary by the Panhellenic Executive Board.
- Attend the selected Greek Conference if funds allow.
- May form and oversee a Programming committee if deemed necessary.
- Perform all other duties as required by this office.

H. The Vice President of Scholarship shall:

- Responsible for delegating and awarding Professor-of-the-Month of each chapter's choice.
- Provide opportunities for Panhellenic women to interact with academic faculty and administration.
- Hold regular roundtables with chapter scholarship chairs.
- Develop programs for all the chapters for the promotion of scholarship.
- Promote academic excellence by recognizing chapter and individual achievements.
- Create and maintain a listing of academic assistance resources on campus and distribute this information to chapters each semester.
- Work with the Office of Fraternity and Sorority Life staff to plan events promoting academics each semester.
- Serve as the representative at any roundtables pertaining to her position as deemed necessary by the Panhellenic Executive Board.
- Attend Selected Greek Life Conference if funds allow.
- May form and oversee a Scholarship committee if deemed necessary.
- Perform all other duties as required by this office.

I. The Vice President of Philanthropy and Service shall:

- Plan events for Panhellenic philanthropy including events for the Circle of Sisterhood Foundation.

- Plan All-Greek philanthropy events in coordination with other council representatives to support local causes.
- Be the point of contact for chapters from other councils holding philanthropy events and distribute information about them to the Panhellenic community.
- Serve as the Panhellenic liaison to the Center for Civic Engagement and Leadership and keep Panhellenic community informed about the opportunities taking place through the Office of Fraternity and Sorority Life and the University.
- Serves as the point of contact for local non-profits who wish to get volunteers from the Panhellenic community or come speak at a Panhellenic meeting.
- Hold regular roundtables for chapter Philanthropy and Service Chairs
- Plan, organize and oversee the Circle of Sisterhood Committee. This committee will be charged with creating events benefiting the Circle of Sisterhood as well as educating their chapters on NPC's national philanthropy.
- Serve as the representative at any roundtables pertaining to her position as deemed necessary by the Panhellenic Executive Board.
- Attend Selected Greek Life Conference if funds allow.
- May form and oversee a Philanthropy/Service committee if deemed necessary.
- Perform all other duties as required by this office.

J. The Vice President of Diversity, Equity, and Inclusion shall:

- Execute programs and events that educate the Panhellenic community on topics related to equity, diversity, and inclusion.
- Promote events and programs related to equity, diversity, and inclusion to the Panhellenic community.
- Work with recruitment team to ensure all recruitment rules and practices are equitable.
- May form and oversee a Diversity committee if deemed necessary by the Panhellenic Executive Board.
- Serve as the representative at any roundtables pertaining to her position as deemed necessary by the Panhellenic Executive Board.
- Attend Selected Greek Conference if funds allow.
- Actively work to improve and promote diversity of the Panhellenic Community.
- Perform all other duties as required this office.

Section 3. Eligibility

Eligibility to serve as an officer shall depend on the class of membership:

- A. Regular membership. Members from women's-only sororities holding regular membership in the East Carolina University College Panhellenic Association shall be eligible to serve as any officer.
- B. Provisional membership. Members from women's-only sororities holding provisional membership in the East Carolina University College Panhellenic Association shall not be eligible to serve as an officer.

Eligibility to serve as an officer shall be dependent on the following:

- A. A complete and submitted application.
- B. A letter of reference from their chapter's president or advisor and verification that the candidate is in good standing with their chapter.
- C. All candidates must have been active in their respective sorority for a minimum of two semesters from the day of acceptance of a bid.
 - An exception will be made for new colonies or chapters whose members have not been able to be active for two full semesters based on the timing of their initial bid day.
- D. A GPA of 2.75 to be verified for the Panhellenic Advisor.
- E. A Panhellenic Board Officer/Candidate may not hold an Executive Board office within their chapter while serving the Panhellenic Council.
- F. An officer must remain on active status in her chapter throughout her term of office.
- G. A Panhellenic Executive Board Officer must be an initiated member of her chapter before taking office.

Section 4. Selection of Officers

The offices of President, Executive Vice President, Vice President of Recruitment, Vice President of Recruitment Development, Vice President of Finance, Vice President of Communication, Vice President of Programming, Vice President of Scholarship, Vice President of Philanthropy and Service, and Vice President of Diversity, Equity, and Inclusion of the East Carolina University College Panhellenic Association shall be elected by ballot, except if there is only one nominee for an office that nominee shall be declared elected.

Section 5. Office-holding limitations

No more than two member(s) from the same women's-only sorority shall hold office during the same term.

The Panhellenic President and Vice President of Recruitment should have a minimum of one year of College Panhellenic experience or have held a president or vice president role in their chapter prior to serving. Members of sororities holding associate membership in the Association will be eligible to serve as officers but cannot serve as president or the officer in charge of recruitment.

The Vice President of Recruitment Development should have served at least one year as a Recruitment Counselor or have previously served on the College Panhellenic board to be considered for the role.

Section 6. Nomination procedure

A Nominating Committee of 11 members, one to represent each chapter shall be elected by ballot by the Panhellenic Council. If a chapter already has representation on the current Panhellenic Executive Board, that woman will be listed on the ballot for their chapter unless they are re-applying to serve on the Panhellenic Executive Board. A majority vote shall elect. The members of the Nominating Committee shall elect their own chair. The Nominating Committee shall host an interview and application process. The Nominating Committee shall consider the qualifications of all candidates for elected officers and shall nominate at least one name for each elected officer position. The Panhellenic advisor shall serve as a nonvoting ex-officio member of the Nominating Committee.

- A. The Candidate Selection Process: The Nominating Committee will meet to review all applications for the Panhellenic Executive Board. These applications should be submitted through the Pirate

Experience. Late applications will not be considered. Selected candidates will be invited to participate in a two-part interview process. The Nominating Committee Chair will coordinate interview times with the committee and applicants.

- B. The Interview Process: Selected candidates will participate in two separate interviews. The first will be an individual interview hosted by the Nominating Committee. Following this interview the candidate will be invited back for role-based interviews. A candidate may be invited back for a maximum of 4 different roles and may accept or deny any they are asked to interview for.
- C. The Creation of the Ballot: Once all interviews are held, the Nominating Committee will meet to create a ballot of candidates to present to the Panhellenic Council for a vote. The ballot will be created via consensus in which a vote will not formally be held but an agreement for who should fill individual roles will be discussed. In the case that an agreement cannot be reached, the Nominating Committee may utilize a secret ballot in which the candidate with the majority will be placed on the ballot. Discussion will continue until all roles are filled and consensus is reached. The Chair of the Nominating Committee will then call all candidates placed on the ballot in the order they are listed in the bylaws for the candidate to accept or deny the role they are selected to fill. In the case of a denial, all call will cease, a new candidate will be considered and called. This process will continue until each role is filled. Candidates who do not receive a role will be notified via email following the call period.
- D. Voting on the Ballot: The ballot will be sent to all Panhellenic Delegates, Chapter Presidents, and Primary Chapter Advisors a minimum of 1 week out from an upcoming delegates meeting to be in line with Roberts Rules of Order. The ballot will be voted on, in its entirety at the Panhellenic Council meeting and voted on by delegates. A majority vote is required. If the ballot is not approved, the Nominating Committee will meet, review the ballot, discuss any possible changes and re-present the ballot to be voted on at the next Panhellenic Council meeting.

Section 7. Term

- A. The officers shall serve for a term of one year or until their successors are selected.
- B. The term of office will begin at the start of the Spring Term following their election and will not end until the next Spring term begins.

Section 8. Removal

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

Any officer who misses more than two Panhellenic Engagements without an excuse will be removed from their position.

The removal of an officer shall proceed as follows:

- Said Panhellenic Council member shall contact the Panhellenic President, or in the case of the President being removed, shall contact the Panhellenic Executive Vice President, and shall submit a statement including the cause and intent to substantiate grounds for the removal of the officer in question.
- The notified officer shall contact the officer in question and inform her that the removal proceedings are pending.
- At the following Panhellenic Association meeting, any member of the Executive Board shall read the statement and the officer in question may answer questions. A vote on removal will occur at the next scheduled meeting.

- If a majority vote is reached, the officer shall be considered removed and shall be replaced according to the procedure for filling a vacancy.

Section 9. Vacancies

Vacancies shall be filled by the Panhellenic Executive Board through a simplified application and interview process. All chapters in good standing with the Panhellenic Council will have the ability to apply and the selected candidate will be presented to the Panhellenic Council to be voted on by the Panhellenic Delegates.

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the East Carolina University College 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 East Carolina University College Panhellenic Association including, but not limited to: annual review of governing documents, annual determination of dues, approval of the annual budget, consideration of 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 College Panhellenic Association that do not violate the sovereignty, rights and privileges of the member sororities.

Section 2. Composition and privileges

The East Carolina University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate women's-only member organization at East Carolina University 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 delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, a designated member of the specific sorority may cast the vote, provided the credentials of this individual have been previously presented to the Association president.

Section 3. Selection of delegates and alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's-only sorority chapters to serve for a term of one year commencing at the beginning of the Spring academic term.

Section 4. Delegate vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within 2 weeks and to notify the College Panhellenic Association Executive Vice President of the name, address, email and telephone number of the new delegate.

Section 5. Duties and responsibilities

Panhellenic delegate duties and responsibilities

- Must attend all Panhellenic Council meetings.
- Must support NPC Unanimous Agreements, policies and procedures.
- Must understand local College Panhellenic Association policies and procedures.

- Should know when to consult member sorority's chief panhellenic officer for assistance and advice regarding College Panhellenic concerns.
- Should be prepared and knowledgeable about College Panhellenic concerns, the views of the member organization and chapter and how to voice concerns to the Panhellenic Council.
- Should present regular College Panhellenic Association reports at chapter meetings.

Section 6. Regular meetings

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

Section 7. Annual meeting

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

Section 8. Special meetings

Special meetings of the Panhellenic Council may be called by the College Panhellenic president when necessary and shall be called upon the electronic or written request of no fewer than one-fourth of the member women's-only sororities of the East Carolina University College Panhellenic Association. Electronic or written notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 9: Means of Communication

The Panhellenic Council may conduct business at any meeting (regular or special) through the use of any means of communication by which all delegates participating may simultaneously hear one another and participate in the proceedings during the meeting.

Section 10. Quorum

Two-thirds of the delegates from the member sororities of the East Carolina University College Panhellenic Association shall constitute a quorum for the transaction of business.

Section 11. Vote Requirements

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

NOTE: See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.

Article VI. The Executive Board

NOTE: This article is optional and would be included if the College Panhellenic Association has a separate Executive Board made up of officers who meet in the interim of regular Panhellenic Council

meetings. In the absence of a separate Executive Board, remove this article and renumber the remaining articles.

Section 1. Composition

The composition of the Executive Board shall be the [list officers in rank order].

Section 2. Duties

The Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council through the Executive Vice President, 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 upon the electronic or written request of three members of the Executive Board. Electronic or written notice of each special meeting of the Executive Board shall be sent to each member of the Executive Board 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 5. Quorum

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

Article VII. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of the East Carolina University College Panhellenic Association shall be appointed by the East Carolina University administration.

Section 2. Authority

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

Article VIII. Committees

Section 1. Standing committees

- A. The standing committees of the East Carolina University College Panhellenic Association shall be the Peer Accountability Board, Membership Recruitment Committee, The Academic Excellence Committee, The President's Council, The Community/Service/Philanthropy Committee, The Marketing Committee, and The DEI Roundtable.

- 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 chairs of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member women's-only sororities as much as possible. The president shall be an ex-officio member of all committees.

Section 3. Peer Accountability Board

The Peer Accountability Board must consist of the Executive Vice President as the presiding officer, two members of the College Panhellenic Executive Board selected at random and rotated between accountability resolution meetings, and the fraternity/sorority advisor as an ex-officio non-voting member.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Peer Accountability Process, it shall be the Peer Accountability Board's duty to hold a formal accountability resolution meeting to adjudicate all alleged infractions of the NPC Unanimous Agreements and policies, the bylaws, code of ethics, standing rules and membership recruitment rules of the East Carolina University College Panhellenic Association that are not settled through an informal accountability resolution meeting. The members of the Peer Accountability Board shall maintain confidentiality throughout and upon completion of the process.

Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of a chair and one representative from each regular, provisional and associate women's-only member (if they are participating in the primary recruitment process). Alumnae advisors may attend meetings of the committee and shall have a 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 prior to the primary membership recruitment period. After each primary membership recruitment period, the chair 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 all participants in recruitment (e.g., new members, recruitment counselors, executive board officers, chapter officers, potential new members who withdrew, each member organization and chapter advisor, etc.).

Section 5. Academic Excellence Committee

The Academic Excellence Committee shall consist of a chair and 11 members, one from each chapter. The Academic Excellence Committee shall be responsible for all matters pertaining to the promotion of superior scholarship and intellectual achievement. They will support the VP of Scholarship in celebrating academic successes of each chapter and work together to create academic programming and resources for the Panhellenic Community.

Section 6. The Presidents Council

The President's Council shall consist of the Presidents of each CPC chapter in good standing with the Panhellenic Council and shall meet no less than monthly to promote good relations among chapters, discuss relevant issues exchange ideas, and sponsor resolutions pertinent to the Panhellenic Council.

Section 7. Community Service/Philanthropy Committee

The Community Service/Philanthropy Committee shall consist of a chair and 11 members, the Philanthropy and Service Chairs from each chapter. The Community Service/Philanthropy Committee shall be responsible for all matters pertaining to the promotion of community service/philanthropy. They will support the VP of Philanthropy and Service in ensuring chapter engagement for campus wide and Panhellenic wide service and philanthropy events.

Section 8. Marketing Committee

The Marketing Committee shall consist of a chair and 11 members, the PR and Marketing Chair from each chapter. The Marketing Committee shall be responsible for all forms of publicity dealing with the East Carolina University College Panhellenic Association. This committee shall work closely with the VP of Communications and to make certain to promote the experience of the Association and its member women's-only sororities. The Marketing Committee should support the VP of Communications through the submission of chapter photos, news, and important information to ensure the equitable sharing of content on Panhellenic social media accounts.

Section 9: The DEI Roundtable

The DEI Roundtable shall consist of a chair and 11 members, the DEI chairs from each chapter. The DEI Roundtable shall be responsible for promoting, addressing, and educating each other and the greater Panhellenic Community about matters pertaining to diversity, equity, and inclusion. The DEI Roundtable shall regularly assess the Panhellenic Council and Community and provide feedback to the VP of Diversity, Equity, and Inclusion.

Section 10. 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 East Carolina University College Panhellenic Association shall be from January 1 to December 31 inclusive.

Section 2. Contracts

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

Section 3. Checks

All checks and electronic payments issued on behalf of the East Carolina University College Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: Panhellenic President and/or Vice President of Finance.

Section 4. Payments

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

Article X. Extension

Section 1. Extension

Extension is the process of adding an NPC women's-only sorority.

The East Carolina University College 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 Panhellenic Council shall vote on extension matters.

Article XI. Violation Resolution

Section 1. Violation

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

Section 2. Informal resolution

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

Section 3. Peer accountability procedure

The East Carolina University College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC guidelines for the peer accountability process.

Article XII. Hazing

NPC supports all efforts to eliminate hazing and each NPC member organization has its own set of policies condemning hazing.

Hazing means any action, activity, or situation which recklessly, negligently, or intentionally endangers the mental or physical health or safety of a person for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the university, hereinafter referred to as "university organizations."

All NPC Chapters in good standing with the Panhellenic Council will abide by this hazing policy:

1. Any person suffering or witnessing a hazing activity is encouraged to report the incident to the Office of Greek Life.

2. New member programs and activities must not interfere with the rights and activities of others and should always reflect the best interest of the members of the organization it represents and university organizations as a whole.

3. Initiation week activities should be scheduled in a way so as to not interfere with or be detrimental to academic performance of organization members or perspective members. Initiation week activities shall not be scheduled during the week prior to or the week of final exams. Initiation weeks shall not be referred to as "Hell Week."

4. Hazing shall include, but not be limited to forcing, requiring, or expecting new members, associate members, perspective members, or initiated members to participate in the following actions or activities:

- Drinking alcohol or any other substance
- Using any drug, narcotic, or controlled substance.
- Eating spoiled foods or anything a reasonable person would not eat.
- Dropping food or other substances into another person's mouth.
- Tying a person to a chair, pole, tree, or any other object, or to another person.
- Causing excessive fatigue through physical exercise or psychological shock.
- Paddling, whipping, or beating of any nature.
- Performing calisthenics.
- Pushing, shoving, tackling, or any other physical abuse.
- Throwing anything at a person or group of people.
- Exposing oneself indecently or appearing nude in any way that is considered by a reasonable person to be offensive.
- Subjecting a person or group of people to verbal harassment.
- The use of demeaning names.
- Misleading new members in an effort to convince them that they will not be initiated, that they will be hurt during initiation, or any of the activity that would cause extreme stress.
- Carrying any items that serve no constructive or educational purpose or that is designed to punish or embarrass the carrier.
- Waking new members or initiated members at odd intervals or permitting fewer than six continual hours of sleep each night.
- Conducting activities that do not allow adequate time for study.
- Wearing apparel or accessories that are demeaning and not normally in taste or wearing items that cause discomfort.
- Defacing property
- Stealing any property
- Compelling a person or a group to remain at a certain place or transporting a person or group anywhere.
- Assigning or endorsing pranks
- Engaging in public stunts, buffoonery, or other embarrassing activities.
- Yelling when entering, traveling through, or leaving any public building.
- "Trashing", intentionally any area for the purpose of annoying others or for having others clean the "trashed" area.
- Disallowing new members to talk for an extended period of time for no constructive purpose.
- Having new members perform personal chores or errands.
- Blind folding and parading individuals in public areas, blind folding and transporting in motor vehicles, or privately conducting blind folding activities that serve no constructive purpose.

- Answering doors or phones with a prescribed chant, riddle, song, or rhyme.
- Allowing new members to use only a particular door when entering or leaving any building or to use only a certain stairway within a building.
- Conducting quests, treasure hunts, scavenger hunts, paddle hunts, or similar activities in a non-constructive manner.
- Exposure to the elements.
- Conducting “interrogations” or any non-constructive questioning.

5. Any activity as described above upon which the initiation or admission into or affiliation with a sorority directly or indirectly conditioned shall be presumed to be forced activity.

Article XIII. Inclusion Statement

East Carolina University College Panhellenic Association does not categorically deny membership to an individual, based on race, color, religion, sex*, national origin, age, disability, marital status, military or veteran status or political affiliation.

*Pursuant to 20 U.S.C. 1681(a)(6)(A), social fraternities and sororities may limit membership on the basis of sex.

Article XIV. Parliamentary Authority

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

Article XV. Amendment of Bylaws

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

A motion may be made at Panhellenic Council meeting by the Panhellenic Delegate using Parliamentary Procedure. A copy of the procedure can be located on the National Panhellenic Conference site or through the Executive Vice President, Panhellenic President or Panhellenic Advisor.

Article XVI. Dissolution

This College Panhellenic Association shall be dissolved when only one regular member exists at East Carolina University. In the event of the dissolution, none of the assets of the Association shall be distributed to any members of the Association, but after payment of all debts, its assets shall be given to NPC unless otherwise required by state law.

STANDING RULES

ARTICLE I. ALCOHOL POLICY

- Greek Letter organizations strive to ensure the safety of their members and guests, as well as to provide an opportunity for responsible social interaction. The Panhellenic Council Alcohol Policy serves to complement and require compliance with all federal, state, local, and university policies, and to provide parameters for the social events of Greek Letter organizations. The Greek System also expects alcohol education from their member chapters and recognizes abstinence from alcohol as a healthy choice for its members.
- Socials between Fraternities and Sororities that take place at Fraternity houses must be non-alcoholic functions.
- Events where alcohol is present must conform to each chapter's National Risk Management Policy, and the following guidelines:
 - There shall be no more than 8 social functions a semester.
 - i. A social function is defined as a chapter event that includes alcohol.
 - ii. Events announced in chapter meetings, flyers, chapter emails, and/or Facebook qualify as social events. They are not limited to these examples of announcement.
 - iii. Social events include but are not limited to grab-a dates, formals, semi-formals, alumna events and Parents Weekend events..
- There shall be no chapter-organized tailgates.
- Chapters are only allowed to participate in quad socials if their individual National Organizations allow them.
- No special pricing on drinks outside of normal specials will be allowed.
- Panhellenic sororities of East Carolina University are not allowed to host social events with alcohol at any off-campus house.
- All social events must follow Third Party Vendor Guidelines:
 - A licensed insured company serves the function, and the company must be licensed and insured as required by state and local ordinances.
 - Chapters are prohibited from entering into arrangements with a company or another Greek organization to provide them a set amount of alcohol. This is the same as purchasing alcohol with chapter funds or having an open tab/bar. The company must be paid for services only, not the purchase of alcohol in any manner including a "free keg" from the vendor.
 - There must be vendor-hired security at all events taking place where alcohol is present. For the purposes of this section, the monitoring process shall be defined to be the physical activity of walking through all areas of the function and performing a visible check in order to look for: Underage drinkers, persons in distress, the presence of illegal drugs, and/or any other activity believed to be illegal or a risk to the proper functioning of the event.
 - Any third-party vendor that hosts sorority social functions must respect and comply with this agreement. The chapter holding the event will be held accountable if the vendor does not comply.
 - Any vendor that does not comply with this agreement will be banned from any further social events that involve any of the Panhellenic Sororities until further notice.
- There should be 10 sober monitors at each chapter event. Sober monitor must be chosen from a Roster of active sisters.
- No chapter can formally or informally partner with an IFC Fraternity or any other campus organization for the purposes of a "Preference" social.
- No individual new member may be "matched with another individual by the chapter.
- No organization can provide alcohol for any chapter member for the purpose of a "Preference" social.
- No chapter can require new members to do something outside of initiation requirements on Preference night (inclusive of but not limited to singing, dress requirement, alcohol consumption,

- etc.)
- To hold a Preference night, you must submit a social form to the Greek Life Office 10 days prior to the night of the social with an agenda.
- Acceptable forms of Preference Night are inclusive of, but not limited to:
 - Dinners
 - Grab-a-Dates
 - Chapter Programs
- Use/Purchase of Alcohol
- No organization shall furnish or cause to be furnished any alcoholic beverage to any person.
- Common sources of alcohol such as kegs, alcoholic punch, unmonitored bulk containers of alcohol, etc. Are prohibited.
- Alcohol may not be directly or indirectly purchased by chapter funds
- No individuals under the legal drinking age will be permitted to bring alcohol to a function, to consume alcohol at the function those found to be in violation of this shall be held accountable by their own chapter's National Risk Management Policy.
- Social events, which encourage drinking, drinking games, drinking contests, and/or drunkenness are prohibited.
 - Any formal or informal recruitment events.
 - Any new member events.
 - Initiation activities
 - Pre parties and post parties for events are strictly prohibited. An event qualifies if it meets the following criteria:
 - An event that occurs directly before or after a sorority function
 - A substantial amount of chapter membership is in attendance.
 - Chapter funds or "chipping in" have been used to prepare for this function.
- All social events where alcohol is present must be closed to the public.
 - A fraternity and sorority roster must be at the entrance.
 - For a grab a date social, there must have sorority roster and list of dates names and birthdays.
- If an organization does not adhere to the Panhellenic social policies and receives 2 complaints, that organization will be prohibited from having social functions with any Panhellenic group for the duration of a semester.

ARTICLE II. JUDICIAL PROCEDURES

Section A. Violation

- A. Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members.
- B. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, state, and federal laws, standing rules and/or membership recruitment regulations of the East Carolina University Panhellenic Council shall be considered a violation. The violation report shall be completed and presented to the Vice President in a timely manner, no more than 30 calendar days from the date of the alleged infraction. If a violation occurs outside of the academic fall and spring semesters, the violation will be reviewed within 30 days of the beginning of the following semester. If the Vice President is unavailable or the alleged violation is against her chapter, the violation report shall be presented to the Panhellenic President.
- C. The Panhellenic Council will follow the NPC Guidelines for the peer accountability process found in the NPC Peer Accountability Procedure Guide.

ARTICLE III. ETHICAL CONDUCT

- In the case of Panhellenic difficulties, all chapters involved shall do their utmost to restore harmony and prevent publicity both in the University and the community.
- It is in accord with the dignity and good manners of sorority women to:
- Avoid disparaging remarks about any sorority or college woman.
- Create friendly relations between sorority and non-sorority women.
- Avoid negative publicity on Panhellenic matters.
- The Panhellenic Association shall not tolerate, under any circumstances, verbal slander, vandalizing, destroying, or stealing, or any other form of infringement upon the rights, and good name of any other fraternity or sorority. The Panhellenic Judicial Board shall deal with violations to this.

ARTICLE IV. HOMECOMING

- A new member may not be required to spend more than 15 total hours on homecoming preparation per week.
- For every 5 new members participating in homecoming preparation and activities 1 initiated member must also participate in homecoming preparation and activities.
- Each chapter must turn in a roster of homecoming participants including active and new members for each homecoming activity to the Panhellenic Vice President of Membership Involvement and Panhellenic Vice President, within five days of the beginning of Homecoming.
- New members may not be required to participate in any homecoming activities or preparation that is not required of initiated members.
- Chapter members may not be required to participate in any homecoming activities or preparation past 11:00 pm weekdays and 12:00 am weekends.

ARTICLE VIII. COORDINATION OF PHILANTHROPY AND SERVICE EVENTS

To promote charitable work and avoid duplication of events, the Panhellenic Council will coordinate a calendar of philanthropy events as follows:

- Signature Philanthropy Event
 - Each chapter shall identify to the VP of Philanthropy and service their Signature Philanthropy Event, defined here as their major annual charitable event. The VP of Philanthropy and Service shall maintain an up-to-date list of Signature Events. Once identified, that event may not be duplicated by another chapter until such time as the original chapter notifies the VP of Philanthropy and Service that they are relinquishing that event.
 - Chapters shall submit their preferred dates for their Signature Philanthropy Events to the VP of Philanthropy and Service no later than 2 weeks after the first day of classes in each academic semester. Dates will be approved on a first-come, first-serve basis and any conflicts shall be resolved via an informal meeting involving Panhellenic Executive Board officers and Chapter Officers.
 - If a chapter advertises a non-sanctioned event, the chapter will be subjected to a \$50 fine.
- Ad Hoc Philanthropy Events

- Chapters may host or sponsor other charitable events so long as they are not duplicating another chapter's Signature Philanthropy Event. This includes fundraising events as well as Percentage Nights
- Chapters shall submit their preferred dates to the VP of Philanthropy and Service as these events are planned and dates will be approved on a first-come, first-serve basis. Any conflicts shall be resolved via an informal meeting involving Panhellenic Executive Board officers and Chapter Officers.

CODE OF ETHICS

A College Panhellenic Association should adopt a code of ethics for the conduct of members in the Association. The code of ethics is the suggested introduction to the recruitment rules template. A template for a code of ethics can be found on the NPC website.

RECRUITMENT RULES

A College Panhellenic Association should adopt rules that pertain to recruitment of members to the Association. Recruitment rules are written as a separate document from the bylaws. A template for recruitment rules can be found on the NPC website. The recruitment rules shall be adopted or amended by a majority vote of the College Panhellenic Council at a regular meeting of the Council or at a special meeting called for such purpose, provided at least 24 hours' notice has been given; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

I. Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment

All NPC member organizations at East Carolina University adhere to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.

II. Membership Recruitment Acceptance Binding Agreement (MRABA)

The College Panhellenic Association will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member (PNM) interested in joining a sorority, whether during primary recruitment or continuous open bidding. We agree to all policies and steps of the MRABA.

III. Strict Silence

Strict silence is observed only between the end of preference events and bid distribution.

IV. Promotion of the Sorority Experience

College and Alumnae Panhellenic rules must not infringe on the rights of NPC member organization chapters in how they communicate, contact and promote the overall sorority experience and membership opportunities to potential new members. All sorority promotions should be positive and in the spirit of Panhellenic unity through all forms of communication (e.g., print, digital, in-person).

Promoting the sorority experience does not mean creating an unfair advantage for a particular chapter. It means being friendly and responding to questions PNMs might ask of Panhellenic members. It means promoting sorority membership in general, not a particular organization. It also means current and

alumnae members do not have to hide their sorority affiliation or be forced to delete social media accounts or be penalized for talking about their membership.

V. Values-Based Recruitment

All NPC member organizations represented at East Carolina University will engage in the following practices that align with the Values-Based Recruitment Policy during membership recruitment:

- Focus on conversations between chapter members and PNMs about organizational values and member organizations.
- Establish guidelines for membership recruitment budgets and cap membership recruitment expenses, including the value of all donated goods and services.
- Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
- Eliminate the required purchasing of recruitment event attire for chapter members.
- Eliminate gifts, favors, letters and notes for PNMs.
- Eliminate all forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.
- Eliminate extraneous and costly performances. This includes but is not limited to, recruitment skits and door stacks.

VI. Primary Recruitment Logistics

Round 1: Meet and Greet shall be held at the Main Campus Student Center. Chapters will be permitted up to four tables, provided by the Main Campus Student Center, and 1 banner for their room. No music will be permitted.

20-minute rounds with 10-minute breaks

1. Permitted décor includes:
 - Tables may display chapter items such as awards, pictures, scrapbooks, t-shirts, big/little gifts, trifold boards, etc.
 - Tablecloths of any color or design are permitted and need to be provided by the chapter.
 - Large Wooden Letters and composites will be permitted.
 - Unpermitted Décor includes:
 - Nothing will be allowed to hang from the walls/pipe and drape outside of the one permitted banner.
 - There shall be no displays other than your designated table(s).
 - Nothing off or outside the table or on the floor will be permitted other than large wooden letters.
 - No glitter allowed on banner or on other décor.
 - No balloons will be permitted.
 - No bows or other coverings on chairs.
 - No tassel walls/banners
 - No images of disaffiliated members displayed on composites or additional pictures (i.e. Recruitment Counselors and Panhellenic Board members)
2. Chapters are responsible for providing their own water although the student center will have water fountains accessible.
3. Recruitment Directors must have a mockup plan of decor to be approved by the Panhellenic VP of Recruitment during Work Week.
4. Any decor violating the decor rules or not denoted in the mockup plan shall not be displayed during recruitment and require immediate removal.

Invitation list deadline: 4 hours following the end of the last party

Round 2: Sisterhood round shall be held at the Main Campus Student Center*: Chapters will be permitted up to four tables, provided by Main Campus Student Center, and 1 banner as décor for their room. No music will be permitted.

30-minute rounds with 10-minute breaks

1. Permitted décor includes:
2. Tables may display chapter items such as awards, pictures, scrapbooks, t-shirts, big/little gifts, trifold boards, etc.
3. Tablecloths of any color or design are permitted and need to be provided by the chapter.
4. Large Wooden Letters and composites will be permitted.
5. Unpermitted Décor includes:
 - o Nothing will be allowed to hang from the walls/pipe and drape outside of the one permitted banner.
 - o there shall be no displays other than your designated table(s).
 - o Nothing off or outside the table or on the floor will be permitted other than large wooden letters.
 - o No glitter allowed on banner or on other décor.
 - o No balloons will be permitted.
 - o No bows or other coverings on chairs.
 - o No tassel walls/banners
 - o No images of disaffiliated members displayed on composites or additional pictures (i.e. Recruitment Counselors and Panhellenic Board members)
6. Chapters are responsible for providing their own water although the student center will have water fountains accessible.
7. Recruitment Directors must have a mockup plan of decor to be approved by the Panhellenic VP of Recruitment during Work Week.
8. Any decor violating the decor rules or not denoted in the mockup plan shall not be displayed during recruitment and require immediate removal.

Invitation list deadline: 4 hours following the end of the last party

Round 3: House Tour Round held in Chapter Houses should not have anything outside of normal house décor as this round is intended to highlight the chapter facility.

40-minute rounds with 30-minute breaks

- a. Permitted décor includes:
 - i. One simple flower arrangement is limited to the foyer.
 - ii. Simple is defined as being no taller than 4 feet and no wider than 4 feet.
 - iii. Bulletin boards that are normal décor in the chapter house may be used to show chapter activities or display information related to chapter events or activities.
 - iv. Décor outside the house, which can include wooden Greek letters, and rentals including chairs, tables, and tents for the purpose of rain or space issues. No banners or balloons may be outside the house during recruitment except for Bid Day.
- b. Unpermitted décor includes:
 - i. No displays in rooms including big/little gifts, t-shirts, social attire or theme items, pins/badges etc.
 - ii. No bows or other coverings on chairs or table skirts.
 - iii. No trifold boards or other displays
 - iv. No images of disaffiliated members displayed throughout the house (i.e. Recruitment Counselors and Panhellenic Board members)

Invitation list deadline: 4 hours following the end of the last party

Round 4: Preference Round held in chapter houses should not have décor outside of needs the chapter has to perform their preference ceremony. Lighting should be only for the purpose of lighting a space (outdoor tent for example).

55-minute round with 30-minute breaks

- a. Permitted décor includes:
 - i. Any needs the chapter has to perform their preference ceremony.
 - ii. One simple flower arrangement is limited to the foyer if needed for Preference Ceremony purposes.
 - iii. Only permitted simple tablecloths throughout the chapter house unless used for the chapters' ceremony.
 - iv. Décor outside the house, which can include wooden Greek letters, and rentals including chairs, tables, and tents for the purpose of rain or space issues. No banners or balloons may be outside the house during recruitment except for Bid Day.
- b. Unpermitted décor includes:
 - i. Any additional décor outside of normal house décor
 - ii. Displays in rooms for anything other than preference ceremony purposes.
 - iii. No bows or other coverings on chairs or table skirts
 - iv. No images of disaffiliated members displayed throughout the house (i.e. Recruitment Counselors and Panhellenic Board members)

Bid list deadline: 3.5 hours following the end of the last party

VII. Recruitment Counselors

- Pi Chi Eligibility Requirements:
 - 2.5 cumulative GPA.
 - Be in good standing with their individual chapter and the university.
 - Chapters who have a higher academic probation threshold will need to provide a letter of support for the Pi Chi that is applying.
 - Have participated in at least one primary recruitment season as an active member.
 - Pi Chi's are expected to completely disassociate from their chapter affiliation for the duration of the Pi Chi term.
- Each chapter is responsible for ensuring 10% of their **eligible** chapter membership submits Pi Chi applications.
 - Example: A chapter of 130 members that meet the Pi Chi requirements should be expected to submit 13 applications to meet the Panhellenic minimum.
 - Chapters that meet this threshold will have a minimum of 5 Pi Chi's that recruitment season.
- Disassociation Expectations
 - Disassociation is the process of separating oneself from their individual chapter connections to serve the greater Panhellenic Community. As Pi Chi's are directly representing the College Panhellenic Council, it is the responsibility of each Pi Chi and their chapter to ensure the identities of each Pi Chi stay private until Bid Day.
 - Pi Chi Responsibilities
 - Remove chapter letters, logos, abbreviations, and secret/specific lingo from all major social media platforms, cars, electronics, and easily viewable items
 - Pi Chi's should refrain from wearing any chapter memorabilia during their Pi Chi term to include (but not limited to) shirts, sweatshirts, bags, jewelry, etc.

- Pi Chi's should ensure their photos and names are removed from chapter social media pages, personal social media pages, and any tagged photos
 - If a Pi Chi does not want to remove photos from their personal page, they must switch all social media pages to private for the duration of their term, but they are still responsible for ensuring they are removed from public pages
- Pi Chi's should follow all chapter social media pages or none of the chapter social media pages.
- Pi Chi's should avoid public contact with their chapter sisters during events where PNM's are present.
 - i.e: Greek Fest, Recruitment Rounds
- Pi Chi's may not share confidential information with their chapter. Improper contact with a chapter may result in the dismissal of a Pi Chi.
- Chapter Responsibilities
 - Chapters should make an effort to follow all active Pi Chi's or unfollow Pi Chi's directly linked to their chapter.
 - Chapters will need to remove Pi Chi's from their social media pages for the duration of the recruitment season.
 - Chapters should remove or cover any photos that showcase a Pi Chi or their name.
 - i.e. Composites, Chapter Charters, Bid Day photos
 - Chapters will be expected to minimize contact with their Pi Chi's unless the communication is relevant to the individual standing of a member or pre-existing responsibility. Inappropriate communication with a Pi Chi may result in the dismissal of a Pi Chi.

VIII. Recruitment Finances

The Recruitment Budget for each Panhellenic Sorority is \$5,500

- This shall include all items purchased for recruitment and all alumni donations.
- Examples of items budgeted include but are not limited to name tag supplies, tri-fold board supplies, philanthropy project supplies, simple flower arrangements, chair/table/tent rentals, masks, hand sanitizers for chapter members, and the production of videos for recruitment rounds.
- Recruitment Directors must provide proof of purchase for each item used for Formal Recruitment only, not including purchases for Bid Day and the Continuous Open Bidding process.
- There shall be two documents turned into the Vice President of Recruitment. The first is the budget sheet that includes all items purchased or given by alumni. The second is a list of all items that either rollover from previous recruitments or are used from the chapter house and/or members.

IX. Continuous Open Bidding (COB)

Continuous Open Bidding can be conducted during the academic year, specifically during the primary and non-primary recruitment terms when:

- A chapter has not matched quota during primary recruitment. The chapter can COB until quota is achieved.
- A chapter is below the established total at any point in the term.

Primary recruitment term: COB begins once total is set.

Non-primary term: COB begins once total is set within 24 hours of the first day of the non-primary term.

Panhellenic can support the COB of all chapters with marketing and promotion.

X. Alumnae Involvement

- Alumnae involvement is a behind-the-scenes role, not one that actively participates in the recruitment process, except when executing the function of designated inter/national member organization staff, volunteers, organizational visitors and traveling leadership consultants.
- Alumnae should not have any direct contact with a Potential New Member during the recruitment rounds unless it is for the safety of an individual.
- Alumnae involvement for round decor should be clearly listed on all round mockups and budgeting. Alumnae gifting for the purpose of recruitment round decorating should not surpass what the chapter is capable of spending.

XI. Fineable Violations & Fines Assessed

Violation	When Applicable	Amount	Assessed
<i>What action would have to occur?</i>	<i>The timeframe in which the action occurs would make it a violation (e.g., 30 days before primary recruitment begins)</i>	<i>The monetary amount of the fine.</i>	<i>How frequently is this fine assessed? (e.g., each occurrence, each day late, compounding)</i>
Bid Promises/Recruiting a PNM to one organization Inappropriate references of other organizations Use of Inappropriate Items Physical Contact with Potential New Members Gifting*	All listed rules should be adhered to following the last day of classes.	\$50 Baseline Fine for Bid Promises/Recruiting a PNM to one organization \$50 Baseline fine for Inappropriate References \$50 per Inappropriate items \$50 Baseline fine for physical touch of PNM \$25 per item PNM receives	Listed rules will be assessed after each occurrence.
Late List	Fine is automatically incurred following the submission time of a chapter's individual list submission.	\$5.00 per minute for the first hour and \$50.00 per hour after the first hour for late invite lists.	During the primary recruitment process following each round.

Late Forms	Fine is automatically incurred following the submission time of a chapter's individual late form submission	\$10.00 per day late fee	During the primary recruitment preparation period beginning the Spring Semester before recruitment.
Time	Fine is automatically incurred following the time sheet submission from a panhellenic representative.	\$25 for any party that lasts more than the designated time (start time-end time). For parties that run overtime of more than 1 minute (60 seconds), each additional minute will be a \$50 fine per minute.	During the primary recruitment process following each round.

*Gifting is the giving of any tangible object to a PNM to include but not limited to; flowers, tableware, symbolic objects, etc.

Potential New Member (PNM) Code of Ethics and Agreement of Mutual Respect at East Carolina University College Panhellenic

"We, as Undergraduate Members of women's fraternities, stand ... for maintenance of fine **standards**...for service through the development of character inspired by the close contact and deep **friendship** of individual fraternity and Panhellenic life. The opportunity for wide and wise human service, through **mutual respect and helpfulness**, is the tenet by which we strive to live."

This is accomplished by abiding by the following agreements:

- A PNM shall attend recruitment orientation and all membership recruitment events for which she receives invitations.
- Respect for the membership recruitment process is expected at all times. This includes respect toward chapter members, recruitment counselors, Panhellenic officers, faculty, staff and other PNMs. PNMs should refrain from sexist, homophobic, racist or otherwise abhorrent conversations.
- I understand my rights under the PNM Bill of Rights, and if I experience discrimination, I know how to report it to the College Panhellenic.
- Membership recruitment is a substance-free process. Women may not use or be in the presence of drugs and alcohol during the membership recruitment period. Violating this rule will result in immediate removal from the membership recruitment process.
- PNMs should be fully aware of the financial obligations of membership before accepting a bid. It is to the PNM's advantage to ask questions during recruitment events if there are questions about finances.

- PNMs agree to treat the chapter recruitment parties as confidential. PNMs will not record or share any content from recruitment events, whether in person or virtual. A breach of this agreement could result in disciplinary action.
- PNMs understand that if they sign a Membership Recruitment Acceptance Binding Agreement (MRABA) after the preference round, they are bound to that document and the chapter that extends them a bid. This means the PNM is ineligible for an invitation to membership from another NPC organization until the next primary recruitment on that campus.

Failure to abide by the abovementioned expectations will result in reviewing your status as a PNM. The first offense will result in a warning from Panhellenic recruitment staff. The second offense will result in being released from the Panhellenic recruitment process. If the Panhellenic recruitment staff determines the first offense to be severe enough, a PNM could be subject to an immediate release from the Panhellenic recruitment process.