

**Bylaws of Arkansas State University
Panhellenic Association**
Last Updated October 2013

Bylaws of Arkansas State University Panhellenic Association

Article I. Name

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

Article II. Object

The object of the Arkansas State University 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 Arkansas State Panhellenic Association shall be composed of all chapters of NPC fraternities at Arkansas State. 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 Arkansas State Panhellenic Association shall be composed of all colonies of NPC fraternities at Arkansas State. 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 Arkansas State 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

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

Article IV. Officers and Duties

Section 1. Officers

The officers of the Arkansas State Panhellenic Association shall be President, Vice President-Philanthropy, Secretary, Treasurer, VP Membership Recruitment, Assistant Recruitment, Vice President of Public Relations, Vice President of Scholarship and Vice President of Standards.

Section 2. Eligibility

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

- A. **Regular membership.** Members from women's fraternities holding regular membership in the Arkansas State Panhellenic Association shall be eligible to serve as any officer.
- B. **Provisional membership.** Members from women's fraternities holding provisional membership in the Arkansas State Panhellenic Association shall not be eligible to serve as an officer.
- C. * **Associate membership.**
Members from women's fraternities holding associate membership in the Arkansas State University Panhellenic Association shall not be eligible to serve as an officer.

Section 3. Selection of Officers

Selection of Officers

1. The executive officers of the Panhellenic shall be the President, Vice President/Philanthropy, Secretary, Treasurer, Vice President of Recruitment, Assistant Recruitment, Vice President of Standards, Vice President of Scholarship, and Vice President of Public Relations. These officers shall be approved by NPC vote following an application and interview process.
2. The Panhellenic President will organize the Executive Board Selection Committee.
3. The NPC Executive Board Selection Committee will be composed of the following individuals:
 - a. Current/outgoing NPC Executive Board and NPC Advisor, and an outgoing Panhellenic delegate from each chapter not represented on the NPC Executive Board.
 - i. If a voting delegate cannot fulfill his/her duties on slating committee the alternate delegate may take his/her position on the slating committee; the second replacement option is the chapter President.
 - b. The NPC Advisor shall be a non-voting member of the Selection Committee.
 - c. No person is eligible to serve on the Selection Committee if she has applied for an NPC Executive Board Position.
4. The outgoing NPC Executive Board will develop the interview protocol and questions.
5. Selection of the NPC Executive Board shall adhere to the three (3) part selection process as follows:
 - a. The Applicant will first complete the Executive Board application.
 - b. Qualified applicants will then participate in an initial interview with the selection committee.
 - c. After all of the interviews, the Selection Committee will select a single Slate to be presented to the NPC for approval.

Section 4. Office-Holding Limitations

No more than 3 members from the same women's fraternity shall hold office during the same term.

Section 5. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office commencing at the beginning of the spring academic term, no later than 2 weeks before the end of the school year.

Section 6. Removal

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

Section 7. Vacancies

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

Section 8. Duties of Officers

The President shall:

- A. Preside at all regular and special NPC meetings;
- B. Appoint all committees as necessary;
- C. Serve as an ex-official member of all committees;
- D. Have the power to appoint temporary officers necessitated by a special issue or concern;
- E. Have the privilege to vote only to break tie votes;
- F. Have the power to call special meetings;
- G. Serve as the official representative of the sorority community to University administration and other student or civic organizations;
- H. Represent the NPC on all issues concerning Sorority Matters;
- I. Assure that all projects and activities of the NPC are efficiently carried out;
- J. Attend a weekly One-on-One meeting with the NPC Advisor;
- K. Perform other duties as necessary.
- L. Ensure that all chapters have both a hard copy and an electronic copy of the NPC bylaws; and,
- M. The President shall not have the privilege to vote.

The Vice President of Philanthropy

- A. Conduct mandatory roundtables each semester with all NPC chapter Philanthropy Chairs in order to discuss ideas and promote community service.
- B. Create and maintain a running record of each NPC chapter's total service hours and total money raised.
- C. Coordinate one All-NPC community service event each semester.
- D. Co-coordinate NPC Week each Spring with the Vice President of Public Relations
- E. Coordinate Greek Adonis every Fall semester.

- F. Promote an attitude of Panhellenic Unity and Greek membership by participating in Greek programming and each fall and spring semesters.
- G. Attend a bi-weekly One-on-One meeting with the NPC Advisor; and,
- H. The Vice President of Philanthropy shall not have the privilege to vote.

The Secretary shall:

- A. Assist the President in preparing agendas for all NPC meetings,
- B. Schedule all NPC exec and general assembly meetings a semester in advance; reserve locations for said meetings, and provide chapters with a schedule of said meetings at the first NPC meeting of each semester.
- C. Maintain complete and accurate minutes of all NPC meetings and provide the NPC members and area advisor with an electronic copy of all minutes within two days following the meeting.
- D. Keep an accurate and complete roll of all member sororities and their authorized representatives;
- E. Hold chapter delegates accountable on attending all NPC meetings
- F. Coordinate an annual review of the NPC Constitution and By-Laws to make suggestions for any appropriate changes
- G. Ensure *Robert's Rules of Order* is followed in all NPC meetings;
- H. Attend a bi-weekly One-on-One meeting with the NPC Advisor
- I. Perform other duties as necessary; and,
- J. The Secretary shall not have the privilege to vote.

The Treasurer shall:

- A. Handle all financial matters pertaining to the NPC including collection of all dues and assessments, keeping an accurate accounting of expenditures and receipts, paying annual dues to maintain membership in the National Panhellenic Conference, and working with the NPC advisor to handle payment of all financial debts of the NPC;
- B. Make a monthly statement and at the end of term report of the Panhellenic Council's financial condition to the NPC and to the member fraternities;
- C. Prepare a Panhellenic Council Annual Budget;
- D. Attend a bi-weekly One-on-One meeting with the NPC Advisor;
- E. Perform other duties as necessary; and,
- F. The Treasurer shall not have the privilege to vote.

The Vice President of Recruitment shall:

- A. Formulate a recruitment program for the sorority community and coordinate all recruitment activities;
- B. Provide information on the recruitment process and the sorority community to prospective new members;
- C. Promote Panhellenic and Greek membership by participating in University recruitment and orientation programs each summer, fall, and spring semesters.
- D. Coordinate the Gamma Chi selection process in the Spring prior to Summer break; prepare and train the Gamma Chis prior to Formal Recruitment; oversee the Gamma Chis during Formal Recruitment.
- E. Be available to work on Recruitment during the summer months
- F. Work with the Public Relations Chair in updating the Greek Life Website and Facebook Page regarding any NPC Fall Formal Recruitment information;
- G. Organize and serve as chairman of an NPC Recruitment Committee and coordinate its policies. The NPC Recruitment Committee shall be composed of all NPC chapter Recruitment Teams, including the chapter and/or recruitment advisor. As chairman of the NPC Recruitment Committee, she will be responsible for ensuring that its duties are efficiently carried out. This body shall have jurisdiction over all matters involving Recruitment. Its specific duties shall be as follows:
 - a. To recommend all dates, times, and locations as to when and where all organized NPC Recruitment functions will be held;
 - b. To coordinate all activities concerned with NPC Recruitment events;
 - c. To decide what materials, pamphlets, publications, etc. are to be used in carrying out an effective recruitment program in conjunction with the Public Relations chair;
 - d. To make any necessary recommendations in dealing with Recruitment;
 - e. To meet at least once each regular semester with the Recruitment committee.
- H. Regularly communicate with the Assistant Recruitment Chair to coordinate duties;
- I. Attend a weekly One-on-One meeting with the NPC Advisor;
- J. Remain an unaffiliated member of the Greek Community during tenure to further Greek Unity and an honest recruitment process.
- K. Perform other duties as necessary; and,
- L. The Vice President of Recruitment shall not have the privilege to vote.

The Vice President of Standards shall:

- A. Coordinate mandatory roundtable meetings twice per semester with each chapter's Social Chair and Risk Management Chair to determine what chapter needs are not being met, which NPC efforts are particularly strong, and to generate risk reduction ideas.
- B. Coordinate educational programs focusing on risk management issues related to Greek chapters such, but not limited to, drinking, body image, mental health, and sexual assault.
- C. Stay current regarding social events sponsored by NPC chapters throughout the semesters.
- D. Be responsible for coordinating conduct at all NPC meetings;
- E. Provide chapter presidents with written judicial/social procedures
- F. Attend a bi-weekly One-on-One meeting with the NPC Advisor
- G. Perform other duties as necessary; and,
- H. The Vice President Standards shall not have the privilege to vote.

The Vice President of Scholarship shall:

- A. Formulate a scholarship program for the Panhellenic community and coordinate all academic activities;
- B. Coordinate mandatory Scholarship Chair roundtables each semester in order to discuss ideas and promote academic excellence.
- C. Be in charge of collecting and managing grade submission forms and assisting the Greek Coordinator in dealing with scholarship.
- D. Provide information on the policies and procedures concerning academic preparedness to the fraternity community to prospective new members;
- E. Promote Panhellenic and Greek membership by participating in and sponsoring programs that promote academic excellence each fall and spring semester.
- F. Attend a bi-weekly One-on-One meeting with the NPC Advisor;
- G. Perform other duties as necessary; and,
- H. The Vice President of Scholarship shall not have the privilege to vote.

The Vice President of Public Relations shall:

- A. Serve as a link between NPC and leadership of other student organizations.
- B. Build rapport and establish positive working relationships between the NPC and chapter leaders;
- C. Create and implement a Marketing/Public Relations plan for the Sorority Community using creative avenues for promotion.
- D. Ensure the NPC portion of the Greek Life website is updated and submit recommendations for website improvement to the NPC Advisor

- E. Regularly update the ASU Greek Life's Facebook with status updates and photos promoting the NPC community
- F. Create and distribute promotions for all aspects of programming, education, recruitment, etc.
- G. Attend a bi-weekly One-on-One meeting with the NPC Advisor
- H. Perform other duties as necessary; and,
- I. The Vice President of Public Relations shall not have the privilege to vote

The Assistant Recruitment Coordinator shall:

- A. Observe alongside the Recruitment Coordinator to formulate a recruitment program for the sorority community and coordinate all recruitment activities;
- B. Coordinate Panhellenic Preview Day in the Summer for all potential new members
- C. Be available to work on Recruitment during the summer months
- D. Assist in the logistical planning of NPC Fall Formal Recruitment such as, but not limited to:
 - a. Schedule meeting rooms for NPC Recruitment Committee Meetings
 - b. Secure location for Gamma Chi interviews, Gamma Chi training, and any needed facilities for Recruitment Week;
 - c. Arrange for catering at Recruitment events such as Sorority Preview Day, Gamma Chi Training, and during Formal Recruitment Week;
 - d. Make copies of the Gamma Chi Training Manual, the Potential New Member Manual, agendas for NPC Recruitment Committee Meetings, etc.
- E. Attend all meetings pertaining to NPC Fall Formal Recruitment in order to learn the process and observe.
- F. Attend a bi-weekly One-on-One meeting alongside the Vice President of Recruitment with the NPC Advisor
- G. Perform other duties as necessary; and,
- H. The Assistant Recruitment Coordinator shall not have the privilege to vote.

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the Arkansas State 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 Arkansas State Panhellenic Association including, but not limited to: annually review and adjust total as needed; determine dues; approve the annual budget; consider extension; set a calendar of events;

determine programming; and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of member women's fraternities.

Section 2. Composition and Privileges

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

Section 3. Selection of Delegates and Alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's fraternity chapters to serve for a term of one year commencing at the beginning of the spring semester, no later than two weeks before the end of school.

Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within 2 weeks and to notify the Panhellenic Association secretary of her name, address and telephone number.

Section 5. Regular Meetings

Regular meetings of the Panhellenic Council shall be held bi-weekly on Thursday afternoons at 5 p.m.

Section 6. 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 7. Special Meetings

Special meetings of the Panhellenic Council may be called by the president when necessary and shall be called by her upon the written request of no fewer than one-fourth of the member women's fraternities of the Arkansas State 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

Three-Fourths of the delegates from the member fraternities of the Arkansas State 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 three-fourths vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the President, Vice President of Philanthropy, Secretary, Treasurer, Vice President of Recruitment, Vice President of Standards, Vice President of Scholarship, Vice President of Public Relations, and Assistant Recruitment Coordinator.

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 secretary, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.

Section 3. Regular Meetings

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

Section 4. Special Meetings

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

Section 5. Quorum

A majority of Executive Board members shall constitute a quorum (6) for the transaction of business.

Article VII. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of the Arkansas State Panhellenic Association shall be appointed by the Arkansas State University Administration.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Arkansas State 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 Arkansas State Panhellenic Association shall be the Judicial and Membership Recruitment Committees.
- 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 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 president shall be ex officio a member of all committees except the Judicial Board and the Alumnae Advisory Council.

Section 3. Judicial Board

The judicial board shall consist of the vice president as chairman and 4 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 Arkansas State University Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire judicial board unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the judicial board. The members of the judicial board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Membership Recruitment Committee

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

Section 3. Other Committees

Other committees include the Code of Ethics Committee and the By-laws Committee.

Article IX. Finances

Section 1. Fiscal Year

The fiscal year of the Arkansas State Panhellenic Association shall be from January 1 to December 31.

Section 2. Contracts

Dual signatures of the advisor, president and treasurer shall be required to bind the Arkansas State Panhellenic Association on any contract

*Section 3. Checks

All checks issued on behalf of the Arkansas State University Panhellenic Association shall bear dual signatures. Checks are to be requested by the Arkansas State State Panhellenic Association's Treasurer and/or the Advisor. Checks should be requested through the Leadership Center's Accounting Tech II.

Section 4. Payments

All payments due to the Arkansas State University Panhellenic Association shall be received by the treasurer, who shall record them. Checks for payments shall be made payable to the "ASU Panhellenic Association."

Section 5. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. Panhellenic Association membership dues shall be an assessment of \$3 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 February of that year.
- The dues of each Panhellenic Association member fraternity shall be payable on or before March 1.

Section 6. 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 Arkansas State University Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the *Manual of Information*.

Section 2. Voting rights

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

Article XI. Violation Resolution

Section 1. Violation

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

Section 2. Informal resolution

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

Section 3. Judicial process

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

A. **Mediation.** Mediation is the first step of the judicial process. The Arkansas State Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the *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 Arkansas State 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 Arkansas State 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 Arkansas State Panhellenic Association may adopt.

Article XIV. Amendment of Bylaws

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

Article XV. Dissolution

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

Standing Rules of Arkansas State University Panhellenic Association

CODE OF ETHICS

Adopted April 2012

We, the members of the Arkansas State University Panhellenic Community, recognize that the purpose of our organizations is to, first and foremost, promote friendship, with Greeks and non-Greeks alike, promote scholarship, community involvement, and a positive self-image with one another.

We recognize that being a strong panhellenic women starts with your recruitment experience. We support the goals of recruitment as being the following:

- *To give each potential new member maximum opportunity to pledge*
- *To provide a fraternity experience to as many as possible*
- *Maintain adequate strength in the fraternity chapters*

We promise to constantly strive for and support the interest of the panhellenic community by:

- *Maintaining a less competitive environment*
- *Being a living example through positive actions*
- *Maintaining high standards*
- *Cultivating personal development*

We feel that we can best achieve this common goal with a positive attitude, respect for one another, trustworthiness, open lines of communication, and a genuine, enthusiastic attitude for all we do.

Standing Rules of Arkansas State University Panhellenic Association

Article I. Calendar Policy

In an effort to reduce the over-programming of sororities and their members, the following guidelines will be used to set the Panhellenic Calendar:

- A. The Panhellenic Chapters will release their calendar of all events for the upcoming academic semester by August 1st for the Fall Semester and December 5th for the Spring Semester.
 1. Social Functions (drop-ins, cookouts, etc.) are the exception to this, and must be submitted within the first 30 days of the semester.
- B. All Chapters must submit their calendar dates to the NPC Secretary by the appropriate date.
 1. Submission must include event name, date, approximate start and end time, and location.
 2. After the deadline, chapters must submit potential dates to the NPC council for approval. Requests will be approved on a first come, first serve basis.
- C. Events will be scheduled in the following order of priority:
 1. Initiation
 2. Greek Life Events
 3. Traditional Events
 - a. A traditional event is defined as having occurred for 2 or more consecutive years.
 4. Other Philanthropy Events
 5. Social Functions
- D. In the event that 2 or more chapters schedule an event of equal priority on the same date, the Chapter with the highest GPA from the previous semester will get priority.
 1. Events may be scheduled on the same day so long as the times do not conflict and participation at one event will not negatively affect participation at the other event. (Example: if Chapter XYZ has something at 11am and Chapter ABC has an event at 6pm, then the two Chapters may host both events on this date).
- E. The final Panhellenic Calendar will be distributed to Chapters by the first day of each semester.

IFC Philanthropy Events

In order to refrain from financially straining sorority chapters, over-programming our sorority chapter members, and compromising the risk management policies of sorority chapters, the following guidelines will be used to approve sorority participation in IFC fraternity sponsored philanthropy events.

- A. Event Approval Timeline:
 1. 5 weeks before the event:
 - a. Fraternity presents event to Panhellenic Council. Presentation should include a typed handout that includes: detailed description of event(s), specific rules, judging criteria, and expectations of the sororities, including entrance and event fees, t-shirt design and prices, scoring of events, appropriate contact info, etc.
 - b. Council takes back to Chapter to discuss the plan and talk about approval and/or potential revisions.

2. 4 weeks before the event:
 - a. Panhellenic sends approval and/or suggested revisions to the Fraternity.
 - b. The fraternity considers suggested revisions.
3. 3 weeks before the event:
 - a. Fraternity presents revised event and Panhellenic delegates vote on behalf of their Chapters.
- B. No changes may be made to the event, except for a change in date due to weather, unless approved by the Panhellenic Council Executive Board.
 1. If changes are made to the event without approval of the Panhellenic Council Executive Board, sororities will immediately withdraw from the event and require a reimbursement of entrance fees paid to the fraternity.
- C. Sororities may not participate in an event if it does not get approved by the Panhellenic Council.
 1. Individual sorority members may participate separately from the sorority, as long as they pay their own fee and do not associate themselves with the chapter (example: cannot compete for sorority, win points for the sorority, wear sorority letters, have a team name that corresponds to their chapter, etc.)
- D. Violations of these guidelines by Panhellenic Council members deemed by the Panhellenic Executive Board shall be referred to the Panhellenic Judicial Board.
- E. Events are approved on an annual basis. All IFC fraternity sponsored philanthropy events must be presented and approved each year, even if it is traditionally an annual event.