

# Bylaws of University of Louisiana at Lafayette Panhellenic Association

## Article I. Name

The name of this organization shall be the University of Louisiana at Lafayette Panhellenic Association.

## Article II. Object

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

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

## Article III. Membership

### Section 1. Membership Classes

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

- A. Regular membership.** The regular membership of the University of Louisiana at Lafayette Panhellenic Association shall be composed of all chapters of NPC fraternities at University of Louisiana at Lafayette. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and one vote on all matters.
- B. Provisional membership.** The provisional membership of the University of Louisiana at Lafayette Panhellenic Association shall be composed of all colonies of NPC fraternities at University of Louisiana at Lafayette. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC fraternity.
- C. Associate membership.** Local sororities or national or regional non-NPC member groups may apply for associate membership of the University of Louisiana at Lafayette 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 University of Louisiana at Lafayette 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.
- B. **New Member Contract.** Upon invitation to join a sorority, each member will be asked to sign a new member contract with the Office of Student Leadership and Engagement.
- C. **GPA Guidelines for Panhellenic Executive Council.** A 2.7 semester GPA or a 2.5 semester with a 3.0 cumulative GPA is required, in order to be eligible to be a member of Panhellenic executive council.

## Article IV. Officers and Duties

### Section 1. Officers

The officers of the University of Louisiana at Lafayette Panhellenic Association shall be President, Vice President of Membership Recruitment, Vice President of Judiciary, Vice President of Education, Vice President of Administration, Vice President of Programming, and Vice President of Public Relations.

### 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 University of Louisiana at Lafayette Panhellenic Association shall be eligible to serve as any officer.
- B. **Provisional membership.** Members from women's fraternities holding provisional membership in the University of Louisiana at Lafayette Panhellenic Association shall not be eligible to serve as an officer.
- C. **Associate membership.** Members from women's fraternities holding associate membership in the University of Louisiana at Lafayette Panhellenic Association shall not be eligible to serve as an officer.

### Section 3. Selection of Officers

The offices of President, Vice President of Membership Recruitment, Vice President of Judiciary, Vice President of Education, Vice President of Administration, Vice President Programming, and Vice President of Public Relations of the University of Louisiana at Lafayette Panhellenic Association ; except if there is only one nominee for an office that nominee shall be declared elected. Shall be elected by application and interview process with the Panhellenic Advisor and outgoing Panhellenic Council or Chapter President if no outgoing Panhellenic Council member. The Panhellenic advisor shall serve as a non-voting ex-officio member of the nominating committee.

### Section 4. Office-Holding Limitations

No more than 2 members from the same women's fraternity shall hold office during the same term.

### Section 5. Nomination Procedure

A nominating committee of 6 members shall be elected by the Panhellenic Council. A majority vote shall elect. The outgoing President shall serve as the chairman of the committee. 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 non-voting ex-officio member of the nominating committee.

### Section 6. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin upon election, at the beginning of the spring academic term no later than 6 weeks before the end of the school year.

### Section 7. Removal

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

### Section 8. Vacancies

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

### Section 9. Duties of Officers

#### A. The **President** shall:

- Preside at all meetings of the Panhellenic Council.
- Preside at all meetings of the Executive Board.
- Serve as an ex-officio member of all Panhellenic Association committees, except the judicial board.
- Communicate regularly with the Panhellenic advisor.
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Ensure that the NPC annual report is completed.
- Communicate regularly with the NPC area advisor.

- Maintain current copies of the following: University of Louisiana at Lafayette Panhellenic Association bylaws and standing rules; the Panhellenic Association budget; contracts executed on behalf of the Panhellenic Association; correspondence and materials received from the NPC area advisor; all College Panhellenic reports to NPC; and other pertinent materials.
- Perform all other duties as assigned.

B. The **Vice President of Membership Recruitment** shall:

- Perform the duties of the president in her absence.
- Be in charge of all membership recruitment activities of the University of Louisiana at Lafayette Panhellenic Council.
- Call for and preside over recruitment chair and advisor meetings
- Following each recruitment period, the VPMR shall present a full report, including recommendations to Panhellenic
- Serve as chairman of the membership recruitment committee and direct all work related to membership recruitment.
  - Reviewing and developing recruitment rules in conjunction with membership recruitment chairs and advisors
  - Distributing copies of them when approved to the delegates of the member fraternities

C. The **Vice President of Judiciary** shall:

- Shall be familiar with the NPC Manual of Information and all governing documents of this association.
- Serve as Chairman of the Judiciary Committee.
- Serve as Chairman of the Constitution and Bylaws Committee-The Constitution and Bylaws Chairman shall be responsible for updating and improving the Constitution and Bylaws for the University of Louisiana at Lafayette Panhellenic Council each semester.
- Perform all other duties as assigned.
- Perform a recruitment workshop with each sorority dealing with bylaws and recruitment rules

D. The **Vice President of Education** shall:

- Organize recruitment and selection of Gamma Chi's.
- Develop and lead the training of Gamma Chi's.
- Report to Panhellenic updates about the recruitment team selection and training.
- Should have served as a Gamma Chi during a previous recruitment.
- Work with Vice President of Programming to establish fall programs.
- Create a post recruitment evaluation of the Gamma Chi program.
- Responsible for planning a fall Gamma Chi event.

E. The **Vice President of Administration** shall:

- Keep an up-to-date roll of the members of Panhellenic Council.
- Record minutes of all meetings of the University of Louisiana at Lafayette 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.
- Shall be familiar with the NPC Manual of Information and all governing documents of this association.
- Supervise the finances of the University of Louisiana at Lafayette Panhellenic Association.
- Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each University of Louisiana at Lafayette Panhellenic Association member fraternity.
- Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
- Pay promptly the annual NPC dues and all bills of the University of Louisiana at Lafayette Panhellenic Association.
- Maintain up-to-date financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Perform all other duties assigned.

F. The **Vice President of Programming** shall:

- Serve as advisor to Junior Panhellenic Council.
- Develop at least one Education Opportunity for all sororities each semester.
- Plan at least one Panhellenic program each semester.
- Work with Vice President of Education to establish fall programs.
- Manage and facilitate the Panhellenic calendar each semester.
- Provide direction and leadership toward the development of strategic programming and promotes Panhellenic pride.

G. The **Vice President of Public Relations** shall:

- Responsible for all social media network including but not limited to UL Panhellenic Instagram, Twitter, Facebook and snapchat.
- Shall develop and maintain a positive reputation for the Panhellenic Council.
- Responsible for any advertising or promotion of events put on by any Panhellenic Council Committee or the Panhellenic Executive Board. Ensure awareness of all upcoming events for the Panhellenic Council.
- Shall highlight Panhellenic accomplishments each semester through various media outlets.
- Responsible for keeping the Panhellenic Council display case up to date, as well as updating the website.

Section 10: The duties of all officers shall be to:

- a. Attend Executive Board Meetings as stated in the Panhellenic Council's Constitution
- b. Attend the Panhellenic Delegates Meetings as stated in the Panhellenic Council's Constitution
- c. Attend all retreats, training, and conferences deemed necessary
- d. Meet regularly with the Panhellenic Advisor
- e. Participate as needed during Formal Recruitment
- f. Maintain Panhellenic electronic files compiled of important documents and information relating to the individual officer's position.

## **Article V. The Panhellenic Council**

### Section 1. Authority

The governing body of the University of Louisiana at Lafayette Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the University of Louisiana at Lafayette Panhellenic Association including, but not limited to: every regular academic term review the parameters as adopted in the recruitment rules for the automatic adjustment of total, annually 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 University of Louisiana at Lafayette Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at University of Louisiana at Lafayette as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the fraternity, providing her credentials have been presented to the association president.

### Section 3. Selection of Delegates and Alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's fraternity chapters to serve for a term of one year commencing upon selection by the chapter at the beginning of the spring academic term. Three representatives from each fraternity must be present for each Panhellenic meeting.

### 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 at 4pm on Mondays in a place established at the beginning of each academic term.

#### Section 6. Annual Meeting

The annual meeting of the Panhellenic Council shall be held during the month of 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 University of Louisiana at Lafayette Panhellenic Association. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

#### Section 8. Quorum

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

#### Section 9. Vote Requirements

- A. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.
- B. A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption. (See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.)

### **Article VI. The Executive Board**

#### Section 1. Composition

The composition of the Executive Board shall be the President, Vice President of Membership Recruitment, Vice President of Judiciary, Vice President of Education, Vice President of Administration, Vice President of Programming, and Vice President of Public Relations.

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

#### Section 3. Regular Meetings

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

#### Section 4. Special Meetings

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

#### Section 5. Quorum

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

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

#### Section 1. Appointment

The Panhellenic advisor of the University of Louisiana at Lafayette Panhellenic Association shall be appointed by the University of Louisiana at Lafayette administration.

#### Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the University of Louisiana at Lafayette 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 University of Louisiana at Lafayette Panhellenic Association shall be the Judicial Board, Membership Recruitment Committee, Philanthropy/Circle of Sisterhood committee, Academic committee, Risk Management committee, Inclusion committee and Social committee.
- B. The standing committees shall serve for a term of one semester.

#### 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 an ex-officio member of all committees except the Judicial Board.

### Section 3. 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 4. Academic Excellence Committee

The Academic Excellence Committee shall consist of a chairman and no less than 2 members. The Academic Excellence Committee shall be responsible for all matters pertaining to the promotion of superior scholarship as basic to intellectual achievement.

### Section 5. Circle of Sisterhood/Philanthropy Committee

The Circle of Sisterhood/Philanthropy Committee shall consist of a chairman and no less than 2 members. The Circle of Sisterhood/Philanthropy Committee shall be responsible for all matters pertaining to the promotion of philanthropy within the Panhellenic community. Should conduct at least one activity a semester pertaining to our adopted philanthropy the Circle of Sisterhood. Each chapter may appoint a Circle of Sisterhood representative to sit on this committee for council meetings.

### Section 6. Social Committee

The Social Committee shall consist of a chairman and no less than 2 members. The Social Committee shall be responsible for all matters pertaining to the promotion of the Greek community by planning events involving cross council members (IFC, NPHC, MGC). Should hold at least one social a semester for the entire Greek body.

### Section 7. Inclusion Committee

The Inclusion Committee shall consist of a chairman and no less than 2 members. The Inclusion Committee shall be responsible for the education of chapters on both diversity and inclusion through the collaboration and coordination with the Multicultural Greek Councils.

### Section 8. Risk Management Committee

The Risk Management Committee shall consist of a chairman and no less than 2 members. The Risk Management Committee shall be responsible for the promotion of safety amongst chapters. Should conduct a minimum of two educational sessions a semester for the entire council.

## **Article IX. Finances**

### **Section 1. Fiscal Year**

The fiscal year of the University of Louisiana at Lafayette Panhellenic Association shall be from January to December inclusive.

### **Section 2. Contracts**

Dual signatures of the president and Panhellenic advisor shall be required to bind the University of Louisiana at Lafayette Panhellenic Association on any contract.

### **Section 3. Checks**

All checks issued on behalf of the University of Louisiana at Lafayette Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: president, vice president of Administration, and Panhellenic advisor.

### **Section 4. Payments**

All payments due to the University of Louisiana at Lafayette Panhellenic Association shall be received by the treasurer, who shall record them. Checks for payments shall be made payable to the University of Louisiana at Lafayette 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 per member and new member.
  - The amount of such dues is \$10 per member per semester and \$100 per chapter.
  - The dues of each Panhellenic Association member fraternity shall be payable on or before a date determined by the Panhellenic advisor at the beginning of each academic term.

### **Section 6. Fees and Assessments**

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

- A. An organization will be fined \$25.00 per person for every Delegates Meeting in which their President, first or second delegate is not present.

## **Article X. Extension**

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

The University of Louisiana at Lafayette 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 University of Louisiana at Lafayette 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 University of Louisiana at Lafayette Panhellenic Association shall follow all mediation guidelines found in the Manual of Information (NPC Unanimous Agreement VII).

- **Mediation.** Mediation is the first step of the judicial process. The University of Louisiana at Lafayette Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.
- **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.
- **Appeal of Judicial Board decision.** A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeal Committee. The University of Louisiana at Lafayette Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

### Section 3. University of Louisiana at Lafayette Judicial process

- **Greek Accountability Process.** If a violation occurs not involving a second chapter, the Office of Student Engagement and Leadership has the right to utilize the Greek Accountability Process. The guidelines can be found in the standing rules section.

## **Article XII. Hazing**

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

## **Article XIII. Parliamentary Authority**

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

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

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

#### **Article XV. Dissolution**

This Association shall be dissolved when only one regular member exists at University of Louisiana at Lafayette. 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**

A College Panhellenic Association may wish to adopt additional rules that pertain to the administration of the association. This type of rules belongs in standing rules rather than bylaws. Standing rules are written as a separate document from the bylaws, but should be attached to and distributed with the bylaws.

The following topics (as well as others) are best suited for standing rules:

- Awards
- Code of Ethics
- Judicial Procedures
- Social Events
- Traditions (i.e., Homecoming, Advisors, Installation, Service Projects, etc.)
- Office Procedures
- Financial considerations (i.e., paying for staff)
- Recruitment Counselor selection/requirements/expectations

#### **University of Louisiana at Lafayette College Panhellenic Association Recruitment Code of Ethics**

We, the members of women's sororities at the University of Louisiana at Lafayette, agree to promote honesty, respect, sisterhood and cooperation within the College Panhellenic and our respective chapters and in our daily lives. This code of ethics is designed to inspire our members, reinforce exemplary conduct and values-based leadership, and perpetuate lifelong membership to enrich the sorority and Panhellenic experience.

We, as Panhellenic women of the University of Louisiana at Lafayette, agree on and commit to:

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

We, as Panhellenic women of the University of Louisiana at Lafayette, also agree on and commit to:

☐

- Respectfully adhere to the bylaws and recruitment rules of the University of Louisiana at Lafayette Panhellenic Association.
- Abide by all local and federal laws and NPC inter/national member organization bylaws. ☐
- Hold one another accountable to these standards, remembering at all times that we represent not only our ☐ individual chapters but also the Panhellenic community as a whole. ☐

As Panhellenic women of the University of Louisiana at Lafayette, these are the tenets by which we strive to live.

Date adopted: September 26, 2016□

## **Recruitment Rules of University of Louisiana at Lafayette Panhellenic Association**

### *I. Statement of Positive Panhellenic Contact*

We, the women of University of Louisiana at Lafayette will promote panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin at the time of the MRABA signing and last until bid distribution. No sorority member, including alumnae and new members, may communicate or live with potential new members during this period unless a situation form is signed with Panhellenic. Strict silence is defined as verbal, nonverbal, written, printed, text message and electronic communication or communicating through a third party. If potential new members live in a residence hall with a sorority member, only casual greetings and contact are permitted.

### *II. Statement of Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment*

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

### *III. Statement of Values-Based Recruitment*

All NPC member organizations represented at the University of Louisiana at Lafayette will promote the following practices during membership recruitment:

1. Engage in values-based conversations.
2. Choose recruitment activities and behaviors that reflect the core values of our organizations.
3. Make informed choices, based on shared values, about potential new members.
4. Educate potential new members about the values, benefits and obligations of sorority membership.

### *IV. Statement of Membership Recruitment Acceptance Binding Agreement (MRABA)*

The University of Louisiana at Lafayette Panhellenic will uphold and use the MRABA for each potential new member interested in joining a women's fraternity, whether during formal or informal recruitment. We agree to all policies/steps pertaining to the MRABA.

*V. Statement of Automatic Reset of Total*

Total is the allowable chapter size as determined by the College Panhellenic.

To allow chapters to achieve parity as quickly as possible, total will be automatically adjusted every regular academic term. This is to be done no later than 72 hours following bid distribution in the academic term that primary recruitment is held and within one week (no more than seven days) from the start of the academic term(s) in which primary recruitment is not held. Total will be determined by median chapter size (MCS). E.g.: total will be set based on the size of the fourth-largest chapter in a system of seven NPC organizations.

**Rules Governing Summer Membership Recruitment**

1. There shall be no summer membership recruitment parties of an individual nature, yet a cooperative Panhellenic party given in communities shall be encouraged. See NPC Manual of Information. (Major Violation)
2. The cooperative Panhellenic affair which NPC recommends is not considered as individual sorority membership recruitment because it is of an educational nature and is designed to disseminate information about colleges and the whole field of fraternity life. Any woman going to any college whether that college permits summer membership recruitment or not, may attend as well as collegiate members of sororities.
3. Normal social contacts should not be disrupted in the case of long standing friendships by prohibiting all contact between sorority women and potential new members. (Normal contact implies relatives, friends, and neighbors, those with whom you work in an office or recreation program.) However, each sorority is charged with the responsibility of seeing that unfair advantage not be taken of such contacts. (Major Violation)
4. Only Panhellenic publications should be mailed to the potential new members over the summer. Individual sorority publications may not be sent to potential new members. (Major Violation)

5. Indirect membership recruiting is prohibited. This is defined as membership recruiting by means of those not bound by NPC rules. Example: Fraternity men, Alumnae, Parents, Non-Greeks, etc.

### **Formal Membership Recruitment Rules**

1. Formal Recruitment will be held within the first four weeks of the fall semester, following any orientation or first year experience program
2. In order to participate in Formal Membership Recruitment, a student must plan to attend the University of Louisiana at Lafayette, be a full-time student (12 hours), register with the UL Lafayette Panhellenic Council, and must pay a \$90.00 Membership Recruitment Fee.
3. Each sorority must submit to Panhellenic a statement of their sorority costs by the last Panhellenic meeting of the Spring semester. These will be distributed to all potential new members on the 1st day of membership recruitment and posted to the UL Greek Affairs Website.
4. Chapters will provide an outline of each day's activities to Panhellenic. This general outline should follow budget and time frame requirements.
5. Membership Recruitment Chairs are expected to attend all meetings concerning Recruitment and are required to submit all required pieces by the stated deadlines. Failure to adhere to these requirements will result in a \$ 5.00 late fee each day.
6. Sorority women who will be chosen to serve as membership recruitment counselors will be chosen by an application and interview process. There will be no contact between membership recruitment counselors and their sorority sisters beginning July 28 and extending through Bid Day.
7. The membership recruitment team will consist of the Panhellenic Council officers, the membership recruitment counselors, and the Advisor(s).

### **Social Media Guidelines**

- a. All members of the Panhellenic community are prohibited from "friending" potential new members, as well as accepting or rejecting offers of friendship by potential new members on any Internet communication site. The exception is potential new members with whom they have a personal connection, but only up until arrival on campus.
- b. All members of the Panhellenic community are prohibited from posting pictures with potential new members on the Internet once recruitment sign up begins until recruitment is over unless it is your family.

- c. All members of the Panhellenic community are prohibited from posting pictures of recruitment related events and activities on social media outlets during the formal recruitment period. This includes any picture of sorority members captioned with promotion taglines (“Rush ABC”).

### **Rules Governing Membership Recruitment**

There will be no bidding other than the preferential bidding scheduled by Panhellenic at the close of the Formal Membership Recruitment period. A bid is any oral or written invitation for membership. No promise or invitation for the potential new member to return to your house shall be made or implied during events. (Major Violation)

1. All invitations to membership recruitment events and bids must be in on time as specified on the membership recruitment schedule. A maximum of 4 representatives from each organization, which may include advisors or chapter members, will be required to meet at Bourgeois Hall by 4:30 PM on Bid Day to turn in bid list.
2. All sororities should follow the NPC issued recommendations for release figures, extending the number of invitations recommended by UL Lafayette Panhellenic for each round of events.
3. If a sorority neglects to extend an invitation to a membership recruitment function by the specified time, or if a misunderstanding occurs, arrangements may be made through the Panhellenic office to rectify the error.
4. All invitations to membership recruitment functions must be honored by the potential new members and sororities. A potential new member must attend all membership recruitment events to which she has accepted invitations. In case of illness or other emergencies, the potential new member should notify the Panhellenic office for an official excuse. Otherwise, she will be referred to the Panhellenic Advisor for action and will be dropped from membership recruitment.
5. The knock system will be used to monitor the time of events.

### **Daily Rules Governing Recruitment**

Panhellenic Officers will be inspecting rooms prior to parties. Not following the rulings of the Panhellenic Officers means the potential for Recruitment Infractions

All Days:

1. Any changes to the set up will be paid for by individual organizations. Standard set up for tables and chairs will be assigned if layout from each chapter is not received by a specific date determined by Panhellenic which will be decided before the end of the spring semester.

2. Only Ice water may be served at any time during recruitment.
3. PNMs should not be allowed to leave the room during a party unless in the case of an emergency or bathroom break.
4. No banging on windows/walls/doors at any point
5. Each sorority may decorate their door or a 24x36 display on an easel outside the door. Chapters in rooms with double doors may only decorate one, not both.
6. Each sorority may display a set of wooden letters inside OR outside their door.
7. Each sorority may use either chair covers or tulle on chairs.
8. Items cannot be hung from the ceiling or columns.
9. No microphones can be used in any chapter for any reason throughout the week of recruitment.
10. Decorations on all tables cannot exceed 3 ft in height starting from height of table top. Tablecloths are allowed.
11. Each organization can have 2 8ft tables (round or rectangle) and tables conducive to each day's party sizes. Exception to this will be Philanthropy day where a total of 3 tables max will be allowed.
12. One entrance song and one exit song. Background music is allowed during the activity.
13. Attire for days may be alike, but must allow for some variation (example: An option to wear either a dress or a shirt and jeans.)
14. Chapters have the option to bring own projector or use one provided by the Convention Center at chapters own cost.

#### Open House Day:

1. No decorations on piping and drape or walls.
2. No uniforms/costumes. Similar colors or accessories are allowed but there should be differences in dress.
3. Must wear casual attire.
4. No skits.

#### Philanthropy:

1. No like costumes/outfits. No requiring sorority members to buy the same attire
2. May have a slideshow or video-maximum length of 8 minutes. A dialogue or narrator may accompany the slideshow or video. Special permission must be received from Panhellenic Council if it will be longer than the allotted time frame.
3. Decorations on only one wall.
4. Decorations on walls or pipe and drape can be 25 consecutive feet or 25 non-consecutive feet.
5. May showcase up to 3 aspects of philanthropy (trips, events, organizations).

#### Sisterhood Day:

1. May wear like outfits/costumes.
2. May have slideshow or video-maximum length of 5 minutes. A dialogue/ narrator and music may accompany the slideshow or video. A projector and screen can be set up for use during the slideshow or video.
3. Decorations on only one wall.

4. Decorations on walls or pipe and drape can be 25 consecutive feet or 25 non-consecutive feet.

Preference Day:

1. May wear like outfits/costumes.
2. May use string lighting on pipe and drape, but does not count into the 25 feet of decoration each sorority may have. Entire room can be draped (all four walls) in string lights, but maximum only two strands thick. Cannot do lights up and down on any four walls or ceilings.
3. May use battery-powered candles.
4. May use or display real or faux flowers, but cannot exceed 60 flowers.
5. Decorations on tables other than the two 8ft tables should be minimal.
6. Decorations on only one wall.
7. Decorations on walls or pipe and drape can be 25 consecutive feet or 25 non-consecutive feet.

Bid Day:

1. All chapters must abide by the Fire Marshall code of no more than 115 person MAX in the chapter houses at all times.

### **Judiciary Committee**

Any matters involving a membership recruitment rule that might have been broken will be referred to the judiciary committee as outlined in the Panhellenic Constitution, and will follow the guidelines set forth in the NPC Manual of Information concerning the handling of membership recruitment violations.

The procedures for handling any violations of the membership recruitment rules are outlined in the National Panhellenic Conference Manual of Information, 14<sup>th</sup> edition, on pages UA-6 – UA-10 and the Judicial Procedures Section.

### **Manual of Information/ Green Book**

1. Although local Panhellenic rules have been established for membership recruitment, please understand that the NPC Manual of Information/Green Book, will still remain as a main resource.
2. Chapters are responsible for reading and familiarizing themselves with both the local Panhellenic rules and the NPC Manual of Information. Please ask questions in areas which are not clear. Panhellenic will be involved in areas which require clarification.
3. Please make no assumptions about unstated rules. You are expected to utilize ethical behavior at all times.

Revised 9/26/16

Greek Accountability Process  
G.A.P.  
April 2011

**A. Chapter Takes Responsibility**

Step 1: Chapter President and Advisor meet with the Office of Greek Affairs within two (2) working days of the receipt of notification that an incident report has been filed. An incident report can be received from police, informant, or the chapter. Group discusses the Chapter's internal investigation strategy and must provide a written report to the Office of Greek Affairs within two (2) working days of meeting.

Step 2: Chapter President meets with Office of Greek Affairs to discuss information discovered in internal investigation. If at this point the Chapter accepts responsibility it is given two (2) working days to create an *Enhancement Plan* for the Chapter. *Enhancement Plan* is a document created by the Chapter President, Chapter Officers, Chapter Advisor or other members that contains self governing sanctions that would comply with any University or National/International policies.

Step 3: Chapter President and Office of Greek Affairs meet to discuss terms of *Enhancement Plan*. At this point the Office of Greek Affairs may choose to make adjustments to the plan.

At this point the Chapter President may choose one of two options:

- A) The Chapter President may accept the *Enhancement Plan* with changes by signing a Letter of Agreement with the University. This letter will include all the sanctions laid out in the *Enhancement Plan* as well as any changes made by the Office of Greek Affairs.
- B) The Chapter President does not accept the adjustments to the *Enhancement Plan* and are referred to Director of Greek Affairs for proper disposition.

Step 4: Chapter President and Advisor must educate the membership on the Letter of Agreement and make sure to follow up on any and all deadlines. Anything not done in the letter may be considered a violation of the University Student Code of Conduct resulting in more severe discipline.

**B. Chapter Does Not Take Responsibility**

Step 1: Chapter President and Advisor meets with the Office of Greek Affairs within 2 days of the receipt of notification that an incident report has been filed. An incident report can be received from police, informant, or the chapter. Group discusses the

of Chapter's internal investigation strategy and must provide a written report to the Office of Greek Affairs within two (2) working days of meeting.

Step 2: Chapter President meets with Office of Greek Affairs to discuss information discovered in internal investigation. If at this time the Chapter does not accept responsibility, the incident report will be turned over to the Dean of Students, Director of Student Life and Conduct, and the Director of Greek Affairs to determine if the case will go before the Greek Judicial Board. If the decision is not to go before the Greek Judicial Board then the Director of Greek Affairs will continue the investigation in collaboration with the Dean of Student Life and Conduct and Dean of Students.

Step 3: Greek Judicial Board is notified by the Director of Greek Affairs and a hearing date is set.

Step 4: Greek Judicial Board meets and determines if the Chapter is responsible or not responsible. Not responsible then charges are dismissed. Responsible sanctions are issued in the form of a Letter of Agreement.

Step 5: Chapter President and Advisor must educate the membership on the Letter of Agreement and make sure to follow up on any and all deadlines. Anything not done in the letter may be considered a violation of the University Student Code of Conduct resulting in more severe discipline.

Note:

- All hazing, sexual assault, assault, and/or academic dishonesty violations filed with the Greek Affairs Office will immediately be referred to the Director of Greek Affairs for adjudication. Recruitment violations will be referred to the respective councils.
- If at any point the chapter president, advisor, or member(s) obstructs the investigation or provides false information, the chapter may be required to meet before the Dean of Student Life and Conduct, Dean of Students, or Greek Judicial Board.
- If during the investigation the incident seems to point towards just certain members of the chapter and not the chapter as a whole, the chapter may be removed from the G.A.P.