

## **Bylaws of The University of Nebraska at Kearney Panhellenic Association**

### **Article I. Name**

The name of this organization shall be the University of Nebraska at Kearney (hereafter referred to as “UNK”) 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:

- A. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
- B. Promote superior scholarship and basic intellectual development.
- C. Cooperate with member women’s fraternities and the university/college administration in concern for and maintenance of high social and moral standards.
- D. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, resolutions, and policies.
- E. 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**

- A. Active membership is open to all UNK students who are an active member of a Panhellenic sorority recognized by UNK Student Government and Panhellenic Council in accordance with Student Senate and the UNK non-discriminatory clause.
- B. Membership in the organization is open to any student who is an active member of an organization recognized by Panhellenic, regardless of race, color, national origin, religion, creed, sexual orientation, or physical disability, who is currently enrolled at the University of Nebraska at Kearney.

There shall be two classes of membership: regular and provisional.

- A. **Regular membership.** The regular membership of the UNK Panhellenic Association shall be composed of all chapters of NPC fraternities at UNK. 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 UNK Panhellenic Association shall be composed of all colonies of NPC fraternities at UNK. 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.

## 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 UNK 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. The Executive Board

### Section 1: Composition

The officers of the UNK Panhellenic Association shall be President, Executive Vice President, Vice President of Administration, Vice President of Internal Recruitment, Vice President of External Recruitment, Vice President of Public Relations, Vice President of Community Service and Philanthropy, Vice President of Scholarship, and Vice President of Programming and Social.

### 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 UNK Panhellenic Association shall be eligible to serve as any officer.
- B. **Provisional membership.** Members from women's fraternities holding provisional membership in the UNK Panhellenic Association shall not be eligible to serve as an officer.

### Section 3: Selection of Officers

UNK Panhellenic Association Executive Officers must be elected by the end of the fall semester. At least two weeks prior to the set election date, an application for consideration must be submitted to Panhellenic. In this application, the applicant must rank the Executive Officer positions in order of preference and qualifications to serve in those offices. The Panhellenic President shall verify the applicant's position ranking prior to the interview. The Panhellenic Council shall conduct candidate interviews. In the event that a Panhellenic Delegate is running for an office, a member in good standing will represent the chapter in her place for the duration of the elections. Once discussion is finished, the Panhellenic Delegates from each NPC fraternity and sorority group shall vote for one candidate per Executive Office using a closed ballot. In the event of a tie for an Executive Office position, the floor shall reopen for discussion until a majority vote is reached. If discussion continues for more than fifteen minutes with no majority reached, the President shall cast the deciding vote.

### Section 4: Office-Holding Limitations

- A. Requirements to apply for any officer position:
- Must hold a 2.80 cumulative GPA
  - Must be initiated and in good standing with their UNK recognized Panhellenic sorority

- c. Must be in good standing with FSL and UNK
  - d. Cannot simultaneously hold a chapter Panhellenic Delegate position
- B. Requirements to maintain an officer position:
  - a. All Panhellenic Officers must maintain a 2.80 cumulative GPA to maintain their position.
  - b. In the event that an officer drops below a 2.80 cumulative GPA during the semester grade report, they will be removed from their position.
    - i. It is the responsibility of the Panhellenic President to appoint a new officer, with the assistance of the Panhellenic Advisor. The proposed officer replacement will be subject to a majority approval from the Council at the next regular meeting.
- C. Requirements for specific positions:
  - a. President
    - i. Must have previously held a Panhellenic Officer, Chapter President, or Chapter Panhellenic Delegate position for a full term
  - b. Vice-President of Internal Recruitment
    - i. Must have served as a Recruitment Counselor (Pi Chi) during a past recruitment

#### Section 5: Term

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

#### Section 6: Removal

Any officer may be removed for cause by a majority vote 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

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.

- A. The President shall:
  - a. Preside at all meetings of the Panhellenic Council.
  - b. Preside at all meetings of the Executive Board.
  - c. Serve as an ex-officio member of all Panhellenic Association committees with voice, but no vote.
  - d. Communicate regularly with the Panhellenic advisor and NPC Area Advisor.

- e. Serve on the Recruitment Team, and disaffiliate beginning 30 days before recruitment and ending after recruitment week per NPC rules in case judicial action is necessary
  - f. Be familiar with the NPC Manual of Information and all governing documents of this association.
  - g. Ensure that the NPC annual report is completed.
  - h. Maintain current copies of the following: UNK 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.
  - i. Hold overall responsibility for the operation of the Panhellenic Council.
  - j. Not simultaneously serve as President of her chapter.
  - k. Present and maintain a positive representation of the Panhellenic Council to her respective chapter, the FSL Community, and the University by being a supporter of the FSL community and its ideals.
  - l. Perform all other duties as assigned.
- B. The Executive Vice President shall:
- a. Perform the duties of the president in her absence.
  - b. Shall be familiar with the NPC Manual of Information and all governing documents of this association.
  - c. Serve as Chairperson of the Judiciary Committee.
  - d. Train the voting members of the Judiciary Committee on the necessary policies and procedures.
  - e. Revise the UNK Panhellenic Council Bylaws annually, or as needed.
  - f. Manage function and formal risk management and procedures for Panhellenic in conjunction with the IFC Executive Vice President.
  - g. Plan and execute a risk management educational workshop each semester, in conjunction with the IFC Executive Vice President and Multicultural Greek Council member.
  - h. Not simultaneously serve as President of her chapter.
  - i. Serve on the Recruitment Team, and disaffiliate beginning 30 days before recruitment and ending after recruitment week per NPC rules in case judicial action is necessary
  - j. Present and maintain a positive representation of the Panhellenic Council to her respective chapter, the FSL Community, and the University by being a supporter of the FSL community and its ideals.
  - k. Perform all other duties as assigned.
- C. The Vice President of Administration shall:
- a. Keep an up-to-date roll of the members of Panhellenic Council.
  - b. Record minutes of all meetings of the UNK Panhellenic Council and the Executive Board.

- c. Maintain a complete and up-to-date file that includes the minutes of all meetings, current correspondence, and copies of all contracts made by the Panhellenic Council.
  - d. Make minutes available to all Panhellenic Association member fraternities and sororities.
  - e. Send meeting minutes to the Panhellenic advisor and upload to FS Central.
  - f. Shall be familiar with the NPC Manual of Information and all governing documents of this association
  - g. Be responsible for the supervision of the finances of the UNK Panhellenic Association.
  - h. Maintain an up-to-date budget for the council.
  - i. Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
  - j. Pay promptly the annual NPC dues and all bills of the UNK Panhellenic Association.
  - k. Present and maintain a positive representation of the Panhellenic Council to her respective chapter, the FSL Community, and the University by being a supporter of the FSL community and its ideals.
  - l. Perform all other duties as assigned.
- D. The Vice President of External Recruitment shall:
- a. Be responsible for all information sent to potential new members (PNMs).
  - b. Revise and carry out the UNK Panhellenic Association's Recruitment Rules for each, formal and informal, recruitment.
  - c. Coordinate and oversee all recruitment team and recruitment counselor efforts.
  - d. Serve on the Recruitment Team, and disaffiliate beginning 30 days before recruitment and ending after recruitment week per NPC rules in case judicial action is necessary
  - e. Facilitate a roundtable with the recruitment chairperson of each chapter.
  - f. Annually assess recruitment by surveying PNMs and chapter recruitment chairs and present the results to Panhellenic Council.
  - g. Coordinate an all-sorority workshop with the Recruitment Team.
  - h. Present and maintain a positive representation of the Panhellenic Council to her respective chapter, the FSL Community, and the University by being a supporter of the FSL community and its ideals.
  - i. Perform all other duties as assigned.
- E. The Vice President of Internal Recruitment shall:
- a. Assist in carrying out the UNK Panhellenic Association's Recruitment Rules for each formal and informal recruitment.
  - b. Serve as head recruitment counselor during formal recruitment and be responsible for all recruitment counselor education.
  - c. Serve on the Recruitment Team, and disaffiliate beginning 30 days before recruitment and ending after recruitment week per NPC rules in case judicial action is necessary

- d. Present and maintain a positive representation of the Panhellenic Council to her respective chapter, the FSL Community, and the University by being a supporter of the FSL community and its ideals.
  - e. Perform all other duties as assigned.
- F. The Vice President of Scholarship shall:
  - a. Facilitate scholarship roundtables as needed in order to review individual programs as well as look ahead to the upcoming semester with the Scholarship Chairperson of each chapter.
  - b. Plan and execute the FSL Scholarship Night each semester to honor academic accomplishments of the previous semester in conjunction with the Interfraternity Council and Multicultural Greek Council counterparts.
  - c. Monitor the academic standing of the Panhellenic Community.
  - d. Assure that the all-sorority average is well above the all-women's average on the campus.
  - e. Serve as a liaison to the Academic Center, if applicable.
  - f. Present and maintain a positive representation of the Panhellenic Council to her respective chapter, the FSL Community, and the University by being a supporter of the FSL community and its ideals.
  - g. Perform all other duties as assigned.
- G. The Vice President of Public Relations shall:
  - a. Maintain positive relations with the media and community by publicizing all Panhellenic events and accomplishments.
  - b. Work with IFC and MGC counterparts to create and distribute FSL Newsletter.
  - c. Facilitate a roundtable with the respective officer from each chapter to discuss composition of information for publication as needed.
  - d. Coordinate updates for the Panhellenic Council website.
  - e. Maintain and utilize the Panhellenic Council's social media accounts.
  - f. Present and maintain a positive representation of the Panhellenic Council to her respective chapter, the FSL Community, and the University by being a supporter of the FSL community and its ideals.
  - g. Perform all other duties as assigned.
- H. The Vice President of Programming and Social Affairs shall:
  - a. Organize a minimum of one educational and one social activity for the UNK Panhellenic Association per semester.
  - b. Work in conjunction with the Interfraternity Council and Multicultural Greek Council counterparts to organize all joint FSL activities.
  - c. Facilitate a programming roundtable with the corresponding representatives from each chapter as needed to look ahead for the upcoming semester.
  - d. Be the Co-Chairperson of Greek Week in conjunction with the Interfraternity Council and Multicultural Greek Council counterparts.
  - e. Present and maintain a positive representation of the Panhellenic Council to her respective chapter, the FSL Community, and the University by being a supporter of the FSL community and its ideals.
  - f. Perform all other duties as assigned.

- I. The Vice President of Philanthropy and Community Service shall:
  - a. Facilitate a roundtable with the Philanthropy and Community Service Chairs of each chapter, as needed.
  - b. Organize a minimum of two philanthropies per year for the benefit of Circle of Sisterhood.
  - c. Communicate with the Circle of Sisterhood representative for guidance and any questions pertaining to philanthropies.
  - d. Bring additional philanthropic service opportunities to the attention of the Panhellenic Association and encourage participation from individual chapters in each other's philanthropic events.
  - e. Present and maintain a positive representation of the Panhellenic Council to her respective chapter, the FSL Community, and the University by being a supporter of the FSL community and its ideals.
  - f. Perform all other duties as assigned.

#### Section 9: 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 10: Quorum

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

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

#### Section 1: Authority

The governing body of the UNK 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 UNK 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 UNK Panhellenic Council shall be composed of one delegate and one assistant delegate from each regular member group at UNK 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 assistant delegates shall have voice but no vote. The assistant 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 academic term.

### Section 4: Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within two (2) weeks and to notify the Vice President of Administration of her name, email address, and phone number.

### Section 5: Regular Meetings

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

### Section 6: Absences

Should any delegate of the Panhellenic Council accrue two or more unexcused absences at regular meetings the Chapter President shall be notified. An excused absence will be declared at the discretion of the President or Vice President of Administration. An excused absence is granted when there is a death in the family of that member, an emergency in the family, or the member is sick. The absent member must contact the President or Vice President of Administration prior to the upcoming meeting as to their absence.

### 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 UNK 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 UNK 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. (See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.)

## **Article VI. The Panhellenic Advisor**

### **Section 1: Appointment**

The Panhellenic advisor of the UNK Panhellenic Association shall be appointed by the UNK Administration.

### **Section 2: Authority**

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

## **Article VII. Committees**

### **Section 1: Standing Committees**

- A. The standing committees of the UNK Panhellenic Association shall be the Judicial Board and Membership Recruitment Committee.
- B. 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 an ex-officio member of all committees except the Judicial Board.

### **Section 3: Judicial Board**

The Judicial Board shall consist of the Executive Vice President as chairman and members of the Panhellenic Council. 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 UNK Panhellenic Association that are not settled informally or through mediation. The entire Judicial Board shall conduct the hearing 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 chapter. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and develop membership

recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the membership recruitment period. After each membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, PNMs who withdrew, and each member group and chapter advisor.

#### Section 5: Other Committees

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

#### Section 6: Community Service

All Panhellenic chapters will adhere by the written guidelines provided by FSL. All questions and concerns will be addressed through the written guidelines and by the community service chairs and advisors.

### **Article VIII. Finances**

#### Section 1: Fiscal Year

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

#### Section 2: Checks

All checks issued on behalf of the UNK Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: the Vice President of Administration and the Panhellenic advisor.

#### Section 3: Payments

All payments due to the UNK Panhellenic Association shall be received by the Vice President of Administration, who shall record them. Checks for payments shall be made payable to "UNK Panhellenic Council".

#### Section 4: Dues

- A. NPC College Panhellenic dues shall be paid annually as invoiced by the NPC office.
- B. Panhellenic Association membership dues shall be an assessment per member.
  - a. Fall semester Panhellenic Dues shall be \$15 per chapter member listed on the chapter roster.
  - b. Spring semester Panhellenic Dues shall be \$15 per chapter member listed on the chapter roster.
  - c. The dues of each Panhellenic association member fraternity and sorority shall be payable on or before the third Panhellenic Council meeting of the fall and spring semester.
  - d. A late fee of \$5 will be assessed per week past membership dues deadline.

- e. Payment deadlines for next year shall be set at the beginning of the Panhellenic term.

#### Section 5: Fees and Assessments

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

#### Section 6: Rollover Monies

- A. Rollover monies are monies which remain from the past Panhellenic Council's fiscal budget.
- B. This amount shall be listed on the Panhellenic budget by the Vice President of Administration before the end of the current semester.

#### Section 7: Leadership Consultants

The Panhellenic Council will pay up to \$150 for leadership consultant visits over the course of one full academic year for each chapter. The funding can only be used for guest housing expenses through UNK Residence Life. Any money not used at the end of the academic year will be distributed to other Panhellenic officer budgets for the next year.

### **Article IX. Extension**

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

The UNK 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 X. Administration of Recruitment**

#### Section 1: Recruitment

- A. A formal recruitment shall be held in the fall semester of each academic year.
- B. The NPC Quota-Total System shall be followed.
- C. The preferential bidding system shall be used.
- D. Except during the formal recruitment period, continuous open bidding (COB) shall be in effect during the school year (fall through spring) for all eligible women.
- E. All recruitment events shall be held in the chapter room, house, campus facilities, or community facilities at the discretion of the respective chapter.
- F. Every regular enrolled member, initiate, or affiliate of a chapter shall be counted in the Chapter Total. A list of pledge, initiated, and affiliated members shall be filed with the President of the Panhellenic Association and the Panhellenic Advisor by three weeks following the end of bid extensions. Any de-pledging, termination, or other change in membership rosters shall be reported to the Panhellenic Advisor as requested.

- G. No chapter shall invite, either directly or indirectly, PNMs or high school women to attend any sorority function, formal or informal, for the purpose of encouraging membership.

#### Section 2: Pledging and Initiation

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

### **Article XI. Violation Resolution**

#### Section 1: Accountability

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 UNK 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 UNK Panhellenic Association shall follow all mediation guidelines found in the NPC Manual of Information.

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

#### Section 4: Recruitment Rule Violations

- A. In cases of recruitment rule violations, the Panhellenic President, Executive Vice President, and the Panhellenic Advisor shall coordinate with the Presidents, Recruitment

Directors, and Chapter Advisors of each chapter involved, to first attempt to mediate the conflict. If a resolution is not agreed upon, the Advisor of that chapter will be notified of any changes. The Panhellenic Judiciary Committee shall be called in to address the situation. These actions shall not take place until informal discussion has been attempted by the chapters.

- B. The Initial College Panhellenic Violations Report Form shall be used by a collegiate chapter, Recruitment Team, potential new members, or the Panhellenic Advisor to report recruitment rule violations. This form must:
  - a. Be signed by the President (if filed by the chapter) or person filing the report.
  - b. Include the date, time, place, and witness with specific details provided.
  - c. Be submitted to the Panhellenic President.
  - d. Be filed within 24 hours after the infraction is known, but not more than 10 days after it has occurred.
  - e. The violation must be based on fact and have a witness on record.

## **Article XII. Risk Management**

### **Section 1: Education**

- A. The Panhellenic Council shall hold risk management workshops prior to any social functions.
- B. This workshop shall be organized and planned by the Executive Vice President of the Panhellenic Council.

### **Section 2: Hazing**

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

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

### **Section 3: Alcohol and Drugs**

- A. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in

compliance with any and all applicable laws of the state, province, county, city, and institution of higher education, and must comply with either the BYOB or Third-Party Vendor Guidelines.

- B. No Alcoholic beverages may be purchased through or with chapter funds nor may the purchase of some for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example kegs or cases, is prohibited.
- C. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
- D. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
- E. The possession, sale, or use of and ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
- F. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold, or otherwise provided to those present. This includes any event held in an or on the property of a tavern as defined as above for purposes of fundraising. However, a chapter may rent or use a room in an area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third-party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
- G. No chapter may co-sponsor, co-finance, or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups, or organizations.
- H. All recruitment activities associated with any chapter will be non-alcoholic. No recruitment activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
- I. No member or pledge, associate/new member or novice shall permit, tolerate, encourage, or participate in "drinking games." The definition of Drinking Games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating one's age, "beer pong," "dares," or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
- J. No alcohol shall be present at any pledge/associate member/new member/novice program, activity, or ritual of the chapter. This includes but is not limited to activities associated with "bid night," "big brother-little brother" events or activities, "big sister-little sister" events or activities, "family" events or activities and initiation.

#### Section 4: Sexual Abuse and Harassment

The Panhellenic Association will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions, activities, or events, whether on chapter premises or an off-site location which are

demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together.

#### Section 5: Fire, Health, and Safety

- A. All chapter houses should meet all local fire and health codes and standards.
- B. All chapters should post emergency numbers for fire, policy, and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
- C. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
- D. The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the chapter house is prohibited.
- E. Candles should not be used in chapter houses or individual rooms as per University Residence Life Rules and Regulations.

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

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

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

These bylaws may be amended at any regular or special meeting of the UNK Panhellenic Council by a majority 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 the UNK. 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.

### **Article XVI. Standing Rules**

#### Section 1: Adoption

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 and distributed with the bylaws.

#### Section 2: General Standing Rules

- A. Recruitment Counselor selection committee shall consist of the Panhellenic President, Executive Vice President, Vice President of External Recruitment, Vice President of Internal Recruitment, and the Panhellenic Advisor.
- B. Recruitment Counselors shall be selected from applicants from each chapter. Ideally, every chapter must be represented in the pool of selected Recruitment Counselors. Additionally, no one chapter may hold a vast majority of the Recruitment Counselor positions if applicable.
- C. The sub-groups of the UNK Panhellenic Association include, but are not limited to, Order of Omega and GAMMA (Greeks Advocating for Healthy Lifestyles).
- D. Recruitment Rules shall be amended and/or revised each spring by members of the Recruitment Committee.
- E. Once the Recruitment Rules have been amended and/or revised they must be passed with a three-fourths vote from Panhellenic Council. No amendments or revisions shall be placed into effect after the last Panhellenic Council meeting of that school year.
- F. The Standing Rules may be amended or revised each semester by two thirds vote from the UNK Panhellenic Council.

### Section 3: Recruitment Team

- A. Recruitment Team members are to disaffiliate once contact with Potential New Members has begun.
  - a. Facebook and social media accounts will be cleared of all chapter affiliation and a new Facebook account will be created.
  - b. Upon arrival to campus, Recruitment Team cannot wear or have in possession any identifiable chapter apparel.
  - c. Car accessories identifying a Recruitment Team member with a chapter must be removed or covered.
- B. Maintain confidentiality with privileged information.
- C. Throughout the recruitment process, team members' actions should be Panhellenic minded and keep the best interests of the Panhellenic Community.
- D. A Recruitment member making a visit to her chapter house during recruitment must be accompanied by another Recruitment Team member from a different sorority.
- E. No identification of Recruitment Team members will be displayed in chapter houses or online (i.e., chapter web pages, Facebook, etc.). This includes other chapter member's social media accounts, decorations, conversations, etc.
- F. For Recruitment Team members living in their chapter house or off campus with members of their chapter, other living accommodations will be made during the week of recruitment.

## **Article XVI. Social Policies**

### Section 1: Registrations and Forms of Social Events

Each member sorority of Panhellenic must submit all chapter-sponsored formal and function forms to the Executive Vice President through Presence.

- A. Event dates must be submitted through Presence at chapter's earliest convenience to reserve the event date. Events may not double up on a single day, and two events in one weekend will only be allowed under special circumstances.
- B. Events must be registered at least two weeks (14 days) PRIOR to the event. Registration must be submitted and must include:
  - a. Names of all organizations involved in the event
  - b. Location of the event
  - c. Names of the event monitors
  - d. Beginning and ending times of the event
  - e. All events will end by 12:00am (midnight)
  - f. Any other additional details required in form
- C. Guest and Event Monitor Lists are due 1 week (7 days) PRIOR to event
  - a. List of all members and guests who plan to attend
  - b. All event monitors who are registered and attended a designated Event Monitor training for each event
- D. Post Function/ Formal Chapter Report that is due 48 hours AFTER event

## Section 2: Admittance

Admittance to all chapter-sponsoring events will be by guest list only. Each individual guest must appear on the guest list which is turned in with the event registration forms. No changes to guest list will be permitted once submitted on Presence. Each member may only invite one guest for the event.

## Section 3: Alcohol at Chapter Events

Refer to Article XII Section 4 for all alcohol and drug related policies related with chapter events.

## Section 4: Refreshments at Chapter Events

Non-alcoholic beverages, as well as food, must be available at all chapter sponsored events involving alcohol. These items must be displayed prominently as a viable alternative to alcoholic beverages and must remain for the entirety of the event.

## Section 5: Monitor Responsibility

Each respective sorority will have the responsibility of monitoring its own events and members in the following ways:

- A. At every chapter-sponsored event involving alcohol there shall be at minimum 10% of total guests as event monitors.
  - a. Monitors shall not consume alcoholic beverages 12 hours before the event, during the event, and 12 hours after the event. Event monitors shall be initiated members of the host sorority and cannot be non-initiated members.
  - b. Event monitors must be stationed at each of the designated locations throughout the event: bathrooms, entrances/exits, check-in, trolleys, location of returning members, and chapter lounges of each hosting chapter.
  - c. Event monitors should be prepared to deny access or remove guests from the event if actions or behaviors deem it necessary.

- B. At check in, all attendees will be given an FSL-provided wristband to wear for the duration of the event denoting their ability to legally consume alcohol.
  - a. All members over 21 years will be required to present their Driver's License.
  - b. All members under 21 years of age will have a "M" marked on the back of both hands with black permanent marker.
  - c. Those without an FSL-provided wristband are not permitted at the event.

#### Section 6: Transportation

Sober transportation must be provided to and from the place of establishment. A reasonable number of vehicles, including the capacity of the vehicle, must be provided to adequately transport the amount of people signed up for the function. It is required that those who attended the event must use provided sober transportation to and from event.

#### Section 7: Returning Forms

Failure to turn in proper forms (i.e., Event registration form, guest list, lanyards, etc.) before stated deadlines will result in a strike.

- A. If chapters receive a total of three strikes, the chapter's upcoming social event will be canceled.
  - a. After every academic year the chapter's strikes will reset.

#### Section 8: Disciplinary Actions

Any infractions of social policies that are not handled by the strike system are to be handled in accordance with Article XI: Violation Resolution of the Bylaws.

Updated November 29, 2021, by 4/4 Delegate Vote