



**THE UNIVERSITY OF IDAHO
PANHELLENIC ASSOCIATION STANDING RULES**

Article I. Office Procedures

Section 1. Meetings

Meetings of the Panhellenic Association shall be held beginning the second week of classes bi-weekly on Tuesdays at 6 p.m. unless a special meeting is called in which chapter delegates or the requested chapter officers will be notified directly.

Section 2. Agenda

The agenda for each Panhellenic Association meeting will be set out no later than one hour prior to the start of the meeting.

Article II. Financial Operations

Section 1. Approval of Operating Budget

- A. A budget will be presented no later than the second regular meeting of the Panhellenic Association in the Spring semester of the fiscal year.
- B. In the case of a Panhellenic Officer needing to spend more than a budgeted amount of \$750.00 they must request a budget approval from the University of Idaho Panhellenic Delegation prior to utilizing any excess funding.

Section 2. Timeline

- A. Invoices for fees/assessments will be sent out no later than 2 weeks from the start of the semester.

Section 3. Fees and Assessment

- A. Each active Panhellenic member will pay a membership fee of \$20 per semester to support Panhellenic community wide efforts related to education, programming, public relations, marketing, officer development, etc.
- B. Each chapter will be assessed a chapter membership recruitment fee of \$500 per semester to cover the cost and operations of all primary recruitment efforts.

Section 4. Security

- A. All checks issued to the Panhellenic Association, member organizations, or executive officers must be cashed no later than 90 days from the date the check is signed or issued.

- a. If a Panhellenic Association issued check is not cashed within the 90 day period. The Panhellenic Vice President of Operations will void/cancel the Panhellenic Association check with the bank. Cancellation of checks will incur a fee of \$35.

Article III. Election Procedure

All Panhellenic Association Executive Council officers shall be elected by the Panhellenic Association based on recommendations from the Nomination Committee.

Section 1. Nomination Committee

The Nomination Committee will consist of one (1) representative of each member organization in addition to the outgoing Panhellenic President serving as the chair of the committee and the Panhellenic Advisor(s) serving as a non-voting, ex-officio member.

- A. The member organization will be responsible for the selection of their Nomination Committee member.
 - a. Each Nomination Committee member must:
 - i. Be an initiated member of their respective chapter in good standing.
 - ii. Not be seeking a Panhellenic Executive Council position.
- B. In the instance that the outgoing Panhellenic President is seeking a Panhellenic Executive Council position, the outgoing Executive Vice President shall serve in their place.
 - a. If the outgoing Executive Vice President is seeking a position as well, the outgoing Panhellenic Executive Council will select from among themselves an individual who is not seeking an executive council position to serve as chair of the Nomination Committee.

Section 2. Nomination and Election Procedure

- A. Prior to Panhellenic Association Elections
 - a. Each candidate must submit an application to the Fraternity and Sorority Life Office and the Panhellenic Association by the deadline. The Panhellenic Advisor(s) and President shall hold the completed applications in confidence until being distributed to the Nomination Committee for review prior to their meeting.
 - b. Once all applications have been submitted and candidate standing is confirmed, the Nomination Committee will:
 - i. Review all applications
 - ii. Conduct interviews with qualified candidates
 - iii. Match each executive council office to the most qualified candidate
 - c. Immediately following, the chair of the Nomination Committee will contact each nominated candidate for approval of their nomination and for it to be presented to delegates.

- i. Each candidate will be reminded of the confidentiality of their nomination, and their nomination will be rescinded if shared prior to public announcement.
 - d. Once all nominated candidates have granted permission for their name to be presented, all remaining applicants will be notified and nominated candidates will be made public and available to the Panhellenic Association.
 - i. In the case that an applicant that has not been nominated for a position wishes to challenge a nominated candidate, they must email the Panhellenic President and Vice President of Operations no later than 48 hours prior to the election meeting date and time.
 - 1. Challengers must have previously submitted applications, and be nominated by a Panhellenic delegate during the election meeting.
 - 2. Challengers will prepare a speech about their qualifications and explain why they would be better suited for a given Panhellenic executive council position. The nominated candidate will be given an opportunity to do the same.
 - e. The Nomination Committee will prepare a statement of qualifications for each nominee. This will be shared with the Panhellenic Delegates.
 - f. In the event that the Nomination Committee does not feel there were adequate candidates to fill the executive council, they may choose to reopen applications and conduct interviews.
 - g. Delegates will then vote by ballot to indicate whether they would like to affirm the nominated candidate or the challenger, if applicable.
 - h. A candidate must receive a two-thirds vote in order to be elected.
- B. Panhellenic Association Elections
- a. Each Panhellenic Executive Council position will be voted on individually by ballot.
 - b. Ballots are prepared with the names and offices of those nominated by the Nomination Committee and any additional nominees put forth by the Panhellenic Association.
 - c. Under general orders, the Panhellenic President distributes the ballots and the statement of qualifications previously developed by the Nomination Committee to each delegate.
 - d. The ballots will be collected and the Panhellenic President and Advisor(s) shall tally votes to determine if the nominee is elected, or when applicable, if the challenger is. A candidate must receive a two-thirds vote in order to be elected.

Article IV. Judicial Process

The University of Idaho Panhellenic Association shall follow all judicial procedures found in NPC Unanimous Agreement VII as it relates to the judicial and appeals process.

- A. Judicial board hearings are closed to the public.
- B. Participants in the judicial board hearing are representatives from each sorority involved. No more than three people, including a chapter advisor, represent either party and/or each sorority involved at a hearing.
- C. There may be some instances when more than one chapter files an infraction on another chapter. If there are multiple accusing parties, the accusing parties should choose no more than three people to represent all accusing parties filing infractions, including chapter advisors.
- D. In cases of infractions for which a College Panhellenic officer or another individual has information regarding the infraction and did not file it, then the person attends the hearing only for the purpose of presenting the information, after which he or she is excused from the hearing.
- E. Take written minutes during the judicial board hearing.
- F. Assess penalties or sanctions to fit the nature and degree of the offense.
- G. Present information on the appeals process at the close of the judicial board hearing.
- H. All parties must sign a summary of the hearing proceedings on the College Panhellenic Judicial Board Hearing Summary Report indicating the outcome of the hearing. Forms are available on the NPC website. The fraternity/sorority advisor retains a copy of the report for three years. Within 24 hours of completing the hearing, the Executive Vice President sends a copy of the College Panhellenic Judicial Board Hearing Summary Report to the parties designated on the form.
- I. Use proper notification and reporting forms.
- J. All documents associated with an investigation or judicial board hearing shall be kept in a confidential location for three years by the fraternity or sorority advisor.
- K. The judicial board chairman serves as the hearing officer unless she has been recused. In that case, the vice chairman serves as the hearing officer.
- L. Chapters involved in a hearing have the right to consult with a representative from their inter/national organization.
- M. Witnesses are called one at a time and may remain in the hearing room only during their testimony.
- N. After the hearing, the judicial board members hearing the case and the fraternity/sorority advisor go into an executive session for deliberations.
- O. Deliberations are confidential, and comments are not to be reported outside the room, with the exception of the official written decision recorded on the College Panhellenic Judicial Board Hearing Summary Report and the official oral statement given by the chairman to the parties

Article V. Recruitment Counselors

Section 1. Selection of Recruitment Counselors

Recruitment Counselors will be chosen by a process established by the Vice President of Membership Growth.

- A. No more than three (3) Recruitment Counselors will be selected per chapter.
- B. Recruitment Counselor applicants must be in good standing with their chapter and have 3.0 cumulative GPA.
 - a. If an applicant does not meet the GPA requirement any exceptions will be assessed and approved by the Vice President of Membership Growth in conjunction with the Recruitment Team.

Section 2. Requirements of Recruitment Counselors

Recruitment counselors are undergraduate chapter members in good standing who:

- A. Are members from sororities holding regular membership in the Panhellenic Association.
- B. Are dependable, responsible and available to potential new members.
- C. Are enthusiastic and have a positive attitude toward sorority experiences.
- D. Are objective and impartial.
- E. Have good listening skills and the ability and willingness to keep confidence.
- F. Are sensitive and perceptive to other's feelings while remaining objective.
- G. Are representative of the best qualities of Panhellenic women.
- H. Are willing to refrain from contacting or having contact with their own chapter members.
- I. Are willing to refrain from the use of alcohol throughout the recruitment period.
- J. Return to Moscow no later than the start of work week.

Section 3. Expectations of Recruitment Counselors

Recruitment Counselors:

- A. Are entrusted with privileged information to be kept confidential.
- B. Must remain objective and impartial at all times.
- C. Must maintain:
 - a. A positive Panhellenic mindset regarding recruitment opportunities without showing favor to their respective chapter by promoting their affiliation.
 - b. Limited interaction and promotion of their respective chapter from the end of the spring term until the conclusion of Panhellenic sponsored bid day activities.
 - i. This includes sharing chapter specific recruitment or promotional materials and graphics, wearing chapter specific clothing, jewelry, stickers, and social media content.
- D. Recruitment Counselors are encouraged to assist the Panhellenic VPR and VPMG in planning and executing Panhellenic events pertaining to recruitment, e.g. all-sorority recruitment events, tabling opportunities, student involvement fair, etc.
- E. Must refrain from the use of alcohol during the recruitment process.
- F. May escort women to the events but not attend recruitment events.

Article VII. Education

Panhellenic strives to cultivate strong, healthy, scholarly, and well-rounded members at the University of Idaho. The mission behind the following programs is to education women on issues regarding their safety, health, and scholastics. In order to count towards fulfilling this programming requirement, at least 65% of the chapter membership must be in attendance.

Section 1. Programming

This programming will be due to the Executive Vice President by the Friday of Dead Week at the end of each semester.

- A. Each chapter shall complete two options for chapter wide programming events from the following options: Sexual Assault Awareness, Nutrition/Fitness Education, Academic/Financial Success, Civic Engagement, Diversity, Risk Management, Anti-Hazing, Sisterhood Bonding, or Panhellenic Unity.
 - a. Each chapter shall sponsor at least one alcohol awareness program to take place each year in the fall semester, prior to midterms, with 100% of the new member class in attendance.
 - b. Each Chapter shall complete its second program by the end of the fall semester.
 - c. Each Chapter shall complete its third program by the midterm of the spring semester.
 - d. Each Chapter shall complete its fourth program by the end of the spring semester.
 - e. Each Chapter shall change at least one of the programs it uses to complete its programming requirements every academic year (i.e. chapter may not participate in the same 3 optional programs every academic year)
 - f. Panhellenic Unity will be defined as any program that promotes member organizations building values based relationships with other Panhellenic member organizations.
- B. Each Chapter shall present documentation of completion of programming to the Panhellenic Executive Vice President within two weeks after the participation in the program.
- C. Chapters failing to complete the minimum programming requirements are subject to a \$100 fine per every program missed by the due date and a \$10 fine per every day after late until completed as described above.

Article VIII. Philanthropy:

Section 1. Philanthropy Guidelines

- A. Philanthropy request forms will be submitted to the Panhellenic Vice President of Community Engagement online through Engage UIIdaho at least three (3) weeks in advance of the Philanthropy.
- B. Philanthropy events or programs should not be longer than three (3) days unless it is approved by the Vice President of Community Engagement to the event beginning.

Banners and coin drop competitions may only be required of member chapters for Philanthropies lasting longer three (3) days.

C. Approval of philanthropies will fall under the Vice President of Community Engagement.

D. Unapproved Philanthropies:

- a. Chapters who put on philanthropies that are not approved by the VP of Community Engagement will receive a fine of \$100.00.

Article IX. Sponsored Events

Section 1. Panhellenic Association Sponsored Events

Events sponsored by the Panhellenic Executive Council will follow all rules of the Panhellenic Association including the No Alcohol Policy starting two hours before the event begins and two hours after the event concludes.

A. In the case of primary recruitment, the no alcohol policy will begin on the first day of work week and will end 24 hours following bid distribution.

- a. All other recruitment related activities will also follow the no alcohol policy 24 hours prior to the start of the event and 24 hours following the conclusion of the event.

Section 2. University Sponsored Events

In the case of University Sponsored Recruitment events (i.e UIdaho Bound or Envision Idaho) the Panhellenic Association will enforce a No Alcohol Policy for the duration of the event. Inviting potential new members to locations where there is alcohol present is an immediate violation and the Judicial Process will be implemented.

Article X. Installation

Following the election of new executive officers, the Panhellenic Association will follow the procedure outlined by NPC for the installation ceremony.