**BYLAWS OF UNIVERSITY OF IDAHO PANHELLENIC ASSOCIATION**

**2017-2018**

**Article I. Name**

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

**Article II. Object**

The object of this Panhellenic Council shall be to develop and maintain women’s fraternity/sorority life and interfraternity relations at a high level of accomplishment and in doing so to:

1. Consider the goals and ideals of member organization as applicable to campus and personal life.
2. Promote superior scholarship and intellectual development.
3. Cooperate with those who mentor women’s sororities and the University of Idaho administration to maintain high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies, and best practices.
5. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member sororities.

**Article III. Membership**

Section 1. Membership Classes

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

1. The regular membership of the University of Idaho Panhellenic Association shall be composed of all chapters of NPC sororities at University of Idaho. Regular members of the College of Panhellenic Association shall pay dues as determined by the Panhellenic Council. Each regular member shall have voice and one vote on all matters.
2. The provisional membership of the University of Idaho Panhellenic Association shall be composed of all colonies of NPC sororities at the University of Idaho. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.
3. Local sororities or inter/national or regional non-NPC member organizations may apply for associate membership of the University of Idaho 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 Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If they are not participating in the primary 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

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

**Article IV. Officers and Duties**

Section 1. Officers

The officers of the University of Idaho Panhellenic Association shall be President, Vice President of Judicial Affairs, Vice President of External Recruitment, Vice President of Internal Recruitment, Vice President of Risk Management, Vice President of Scholarship, Vice President of Philanthropy and Service, Vice President of Membership Development, Vice President of Public Relations, Vice President of Finance, and Vice President of Communication.

Section 2. Eligibility.

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

1. Regular membership. Members in good standing from women’s sororities holding regular membership in the University of Idaho Panhellenic Association shall be eligible to serve as any officer.
2. Provisional membership. Members from women’s sororities holding provisional membership in the University of Idaho Panhellenic Association shall not be eligible to serve as an officer.
3. Associate membership. Members from women’s sororities holding associate membership in the University of Idaho Panhellenic Association shall be eligible to serve as an officer except president of the officer in charge of recruitment.

Section 3. Selection of Officers

All offices of the University of Idaho Panhellenic Council shall be elected by ballot, except if there is only one nominee for a specific office, and that nominee does not earn a majority vote, then a separate election for that position will be held at the next meeting or until a suitable nominee is found.

Section 4. Office-holding limitations

1. No more than \_(3)\_ members from the same women’s sorority shall hold office during the same term.
2. The President of Panhellenic has to have either served on the Panhellenic Council for at least one year, served as a chapter president for her sorority, and/or served as a recruitment counselor during Fall Recruitment.
3. The Vice President of External Recruitment has to have served either on Panhellenic for at least one year, served as chapter president or recruitment chair for her sorority, and/or served as a recruitment counselor for Fall Recruitment.
4. The president and recruitment chairman of a chapter may not serve as an officer of the Panhellenic Council during her term.
5. Must be in good standing and financial standing with her chapter and maintain a 3.0 cumulative GPA.
6. Must be a sophomore in respective house and have recruited for her chapter during Fall Formal Recruitment.

Section 5. Nominating procedure

1. Each of the women’s fraternities affiliated with the University of Idaho Panhellenic Council shall have one (1) voting delegate and one (1) vote. If the voting delegate is absent, they can send an alternate delegate who will vote. No Panhellenic Executive member shall have a vote.
2. Elections shall be held in November of each academic year. The period following elections up through Fall Recess shall serve as a transition period with both new and old officers attending meetings and activities.
3. All applications must be turned in at least two (2) weeks prior to the election date.
4. Chapters must have at least one (1) representative serve as their Chapter’s Election delegate.
5. The Election Committee must consist of voting delegates.
6. Applications must be distributed to each voting delegate at least one week prior to elections.
7. Each candidate will give a prepared speech for each position she has applied for to the election 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.

Section 7. Removal

If an officer fails to complete the listed Officer Duties or other assigned tasks the following process will be used:

1. Meeting (verbal warning) with the University of Idaho Greek Advisor and President.
2. Should the officer in question be the President there will be a meeting with the University of Idaho Greek Advisor and Vice President of Judicial Affairs.
3. A contract will be created and signed by the officer in question.
4. If the contract is broken, a recommendation of removal shall be sent to the Judicial Board.
5. Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.

Section 8. Vacancies

If an elected office, except that of President, becomes vacant during the middle of a term, the President shall appoint a candidate to fill the vacancy. The delegates shall receive and vote on the slated candidate at its next regular session after the office becomes vacant. No office shall be left vacant for more than (6) weeks.

Section 9. Duties of Officers

Duties of the officers shall be as follows:

1. **The President shall:**
* Will be awarded a stipend of $1000 for the year she is in office. She shall receive $500 in the Spring semester of her term and $500 in the Fall semester of her term given that officer maintains a 3.0 GPA and good Panhellenic Code of Conduct.
* Preside at all meetings of the Panhellenic Council.
* Have overall responsibility for the operation of the PHC, its programs and the council officers.
* Communicate regularly with the Panhellenic advisor and the NPC area advisor.
* Be familiar with the NPC Manual of Information and all governing documents of this Association.
* Ensure that the NPC College Panhellenic annual report is completed.
* Officially represent Panhellenic at campus functions, at campus committees, and at community events.
* Be an active member of the PHC by attending all PHC events, supporting other PHC officers, and abiding by the PHC Standards of Ethical Conduct.
* Maintain three (3) to four (4) officer hours per week within the Dean of Students Office.
* Review, approve and sign all University of Idaho Panhellenic Association checks and contracts.
* Maintain a complete and up-to-date president’s file and shall keep a record of activities and duties for succeeding officer.
1. **The Vice President of Judicial Affairs shall:**
* Perform the duties of the President in her absence, inability to serve or at her call.
	+ In case of a vacancy in the Presidency, the Vice President of Judicial Affairs shall complete the former President’s term of office and shall be eligible to run for the office of President for the following term.
	+ The election of a new Vice President of Judicial Affairs shall be filled in accordance with the “Vacancy” procedures described in Section 8.
* Submit the NPC Reports, Bylaws, and rules of the Panhellenic Council to NPC.
* Maintain National Panhellenic Council and local Panhellenic Code of Conduct among members of the Panhellenic Council.
* Address any Panhellenic Bylaw and/or Standing Rule violation during her term.
* Help the Panhellenic President organize the officer transition between the incoming and outgoing councils, the new officer retreat, and anything else associated with the new officers’ training.
* Be the main liaison with the ASUI representative.
* Be an active member of the PHC by attending PHC events, supporting other PHC officers and abiding by the PHC Standards of Ethical Conduct.
* Maintain one (1) to two (2) hours in the Dean of Students Office per week.
* Keep a record of activities and duties for completion of a yearly AFLV Awards Packet and for transitioning the next officer.
* Attend all Panhellenic Council Executive Board and Delegate meetings.
1. **Vice President of External Recruitment**
* Will be awarded a stipend of $1000 for the year she is in office. She shall receive $500 a semester, unless the Vice President of External Recruitment needs the stipend to help pay for summer rent, in which case she will be paid the entire $1000 before the end of the Spring semester of her term given that officer maintains a 3.0 GPA and good Panhellenic Code of Conduct.
* Design and implement a Recruitment program for the school year. The program shall include planning all formal Recruitment activities, and a Recruitment chair education program.
* Will set up membership recruitment registration, write all recruitment schedules, skillfully delegate recruitment‐ related tasks and oversee all recruitment operations
* Have either served on the Panhellenic Council the preceding year, has served as either a recruitment chair or president for her house, or have been a recruitment councilor during Fall Recruitment.
* Serve as head of Panhellenic Council during Formal Fall Recruitment.
* Will serve as the Panhellenic representation at University of Idaho recruitment activities
* Maintain constant communication with alumnae advisors and collegiate Recruitment chairs.
* Chair regular Recruitment meetings for chapter Recruitment chairs and advisors for education on Recruitment etiquette, recruitment, and rules.
* Meet weekly and work closely with the Greek Advisor and Vice President of Internal Recruitment.
* Plan and prepare for printing and the distribution of information concerning Recruitment.
* Track post recruitment intake and retention rates.
* Be an active member of the PHC by attending PHC events, supporting other PHC officers and by the PHC Standards of Ethical Conduct.
* Maintain one (1) to two (2) office hours in the Dean of Students Office per week.
* Keep a record of activities and duties for completion of a yearly AFLV Awards Packet and for transitioning the next officer.
* Attend all Panhellenic Council Executive Board and Delegate meetings.
1. **The Vice President of Internal Recruitment shall:**
* Responsible for organizing an application and interview process in which the Recruitment Guides are selected
* Will provide adequate training to all Recruitment Guides and Panhellenic Council during the Work Week period of Fall Formal Recruitment
* Coordinate with the Vice President of External Recruitment in organizing a Work Week schedule for Fall Formal Recruitment.
* Be the main contact for Recruitment Guides to report to during the summer and recruitment periods.
* To assist the Vice President of External Recruitment in the planning and execution of spring, summer and fall recruitment activities.
* Maintain one (1) to two (2) hours in the Dean of Students Office per week.
* Keep a record of activities and duties for completion of a yearly AFLV Awards Packet and for transitioning the next officer.
* Attend all Panhellenic Council Executive Board and Delegate meetings.
1. **The Vice President of Risk Management shall:**
* Act as the Vice Chairman of the Panhellenic Judicial Board when there is a violation of community risk management policy.
* Manage all reports of risk management violations in accordance to with the Vice President of Judicial Affairs.
* Implement and oversee risk management policies and programs.
* Track and process social event forms.
* Be responsible for working with campus organizations to co-sponsor educational speakers on the following issues including, but not limited to:
1. Sexual Assault Prevention/Awareness
2. Alcohol Awareness
3. Sexual Orientation/Gender
4. Diversity
5. Personal and Health Awareness
6. Nutrition
7. Academics
8. Sustainability

Be responsible for mandatory sister sorority programming and making sure that chapters meet deadlines to those programs.

* Be an active member of the PHC by attending PHC events, supporting other PHC officers and abiding by the PHC Standards of Ethical Conduct.
* Maintain one (1) to two (2) hours in the Dean of Students Office per week.
* Keep a record of activities and duties for completion of a yearly AFLV Awards Packet and for transitioning the next officer.
* Attend all Panhellenic Council Executive Board and Delegate meetings.
1. **The Vice President of Scholarship shall:**
* May organize scholarship programs, workshops, etc., for the chapters, members, and/or New Members who request academic assistance
* Responsible for communicating with the Greek Life Office on semester and yearly grade reports
* Work with the Panhellenic Council Executive Board to set a recommended GPA each term
* Assist member chapters who have fallen below the recommended GPA.
* Recognize chapters and chapter members for their academic achievement.
* Create and/or update a scholarship handbook to be distributed once a semester.
* Organize yearly Greek Awards banquet to honor the local chapters that have achieved excellence in the prior academic year.
* Be an active member of the PHC by attending PHC events, supporting other PHC officers and abiding by the PHC Standards of Ethical Conduct.
* Maintain one (1) to two (2) hours in the Dean of Students Office per week.
* Keep a record of activities and duties for completion of a yearly AFLV Awards Packet and for transitioning the next officer.
* Attend all Panhellenic Council Executive Board and Delegate meetings.
1. **The Vice President of Philanthropy and Service shall:**
* Assume responsibility for Panhellenic philanthropies and community service
	+ Keep an up-to-date calendar of Philanthropies (which may include campus activities and other important academic dates).
* Provide educational materials and resources to chapter philanthropy chairs concerning philanthropy policy and PHC sponsored philanthropies.
* Serve as coordinator to organize events, functions and programs for Panhellenic women, and to encourage chapter members to be active in these events.
* Be an active member of the PHC by attending PHC events, supporting other PHC officers, and abiding by the PHC Standards of Ethical Conduct.
* Attend all PHC Executive Board and Delegate meetings.
* Maintain one (1) to two (2) officer hours in the Dean of Students Officer per week.
* Keep a record of activities and duties for completion of a yearly AFLV Awards Packet and for transitioning the next officer.
1. **The Vice President of Membership Development shall:**
* Work with the College Panhellenic Council and Office of Fraternity and Sorority Life to create educational programming that advances the University of Idaho Greek Community.
* Coordinate with Greek Advisor(s) on educational programming during new student orientation.
	+ Assist the Greek Advisor(s), Panhellenic President, and IFC President to plan and execute the University of Idaho Greek 101 Program.
* Act as the liaison between Student Affairs and the Panhellenic Council.
	+ Help organize third party programming/speaker series for National Hazing Prevention Week and Substance Abuse Week
* Works with New Member Educators from member chapters.
* Be an active member of the PHC by attending PHC events, supporting other PHC officers and abiding by the PHC Standards of Ethical Conduct.
* Maintain one (1) to two (2) hours in the Dean of Students Office per week.
* Keep a record of activities and duties for completion of a yearly AFLV Awards Packet and for transitioning the next officer.
* Attend all Panhellenic Council Executive Board and Delegate meetings.
1. **The Vice President of Public Relations shall:**
* Be in charge of all publicity of the Panhellenic Council and activities in which it participates.
* Take pictures at events in which the women of Panhellenic participate for publications and a photo history. Selected photos will be posted onto any other social media site that bears the University of Idaho name.
* Oversee the organization of all Greek Week events in collaboration with the IFC Public Relations chair.
* Oversee the design of all PHC apparel
* Maintain open communication between Panhellenic and chapter Public Relations chairs and social media chairs.
* Be an active member of the PHC by attending PHC events, supporting other PHC officers and abiding by the PHC Standards of Ethical Conduct.
* Maintain one (1) to two (2) hours in the Dean of Students Office per week.
* Keep a record of activities and duties for completion of a yearly AFLV Awards Packet and for transitioning the next officer.
* Attend all Panhellenic Council Executive Board and Delegate meetings.
1. **The Vice President of Finance shall:**
* Monitor the time, number of agencies served, and money received by each chapter on a monthly basis.
* Supervise and manage the finances of the University of Idaho Panhellenic Council.
* Maintain up-to-date financial records of the council and give an annual financial report at the close of her term of office.
* Be responsible for the prompt payment of all bills of the council.
* Work with each officer on the council to establish a program budget and monitor council spending throughout the year.
* Prepare the annual budget and, after its approval by the Panhellenic Council and Greek Advisor(s), provide a copy to each University of Idaho College Panhellenic Association member sorority.
* Work in collaboration with the Vice President of Scholarship in the financial organization of the annual Greek Awards
* Assist all PHC Officers in the completion and development of their individual AFLV Awards Packet in accordance with the VP of Communications.
* Revise AFLV Awards Packets with the officers responsible for each and complete the submission of them to AFLV in accordance with the VP of Communications.
* Be an active member of the PHC by attending PHC events, supporting other PHC officers and abiding by the PHC Standards of Ethical Conduct.
* Maintain one (1) to two (2) hours in the Dean of Students Office per week.
* Keep a record of activities and duties for completion of a yearly AFLV Awards Packet and for transitioning the next officer.
* Attend all Panhellenic Council Executive Board and Delegate meetings.
1. **The Vice President of Communication shall:**
* Keep minutes of the University of Idaho Panhellenic Council meetings, both regular and special.
* Maintain and distribute meeting minutes to the Panhellenic Council Executive Board Officers, Greek Advisor(s), women’s fraternity/sorority delegates, and NPC Area Advisor.
* Keep an up-to-date roster of members of Panhellenic Council, Panhellenic Delegates, IFC Members, and fraternity/sorority chapter presidents.
	+ This roster shall include names, addresses, phone numbers, and email addresses.
* Create and set the agenda for the Panhellenic and delegate meetings and have printed copies available for all attendees.
* Notify all Panhellenic Council Executive Board members and Panhellenic Delegates of all meetings.
* Take roll by naming individual chapters at all meetings.
* Keep Council members and delegates informed of the time and place of meetings.
* Assist all PHC Officers in the completion and development of their individual AFLV Awards Packet in accordance with the Vice President of Finance.
* Revise AFLV Awards Packets with the officers responsible for each and complete the submission of them to AFLV in accordance with the Vice President of Finance.
* Be an active member of the PHC by attending PHC events, supporting other PHC officers and abiding by the PHC Standards of Ethical Conduct.
* Maintain one (1) to two (2) hours in the Dean of Students Office per week.
* Keep a record of activities and duties for completion of a yearly AFLV Awards Packet and for transitioning the next officer.
* Attend all Panhellenic Council Executive Board and Delegate meetings.

**Article V. The Panhellenic Council**

Section 1. Authority

The governing body of the University of Idaho Panhellenic Council 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 Idaho 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 Council that do not violate the sovereignty, rights and privileges of members of women’s sororities.

Section 2. Composition and Privileges

The University of Idaho Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member organization at the University of Idaho 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 sorority, 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 sorority chapters to serve for a term of one year commencing upon selection by the chapter.

Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within two (2) weeks and to notify the Panhellenic Council VP of Communications of her name, email address, and telephone number.

Section 5. Regular Meetings

Regular meetings of the Panhellenic Council shall be held at a time and place established at beginning of each academic term. The Panhellenic Council shall conduct business only during the regular academic year and primary recruitment if held outside of the regular 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 Association president when necessary and shall be called by her upon the written request of no fewer than one-fourth of the member women’s sororities of the University of Idaho 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 sororities of the University of Idaho Panhellenic Council shall constitute a quorum for the transaction of business.

Section 9. Vote Requirements

1. 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.
2. The voting body of the University of Idaho Panhellenic Association shall be its Panhellenic Council.
3. Two-thirds of the voting members of the Panhellenic Council shall be required to approve a recolonization plan and for all extension related votes. A majority vote shall be required to carry all other votes.

**Article VII. The Panhellenic Advisor**

Section 1. Appointment

The Panhellenic advisor of the University of Idaho Panhellenic Association shall be appointed by:

1. The University of Idaho Administration and/or
2. The Panhellenic Council

Section 2. Authority

The Panhellenic Advisor shall serve in an advisory capacity to the University of Idaho Panhellenic Association and its Panhellenic Council. 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.

1. The standing committees of the University of Idaho Panhellenic Association shall be the Judicial Board.
2. The standing committees shall serve a term if one year, which shall coincide with the term of the officers.
3. Committee members must be in good standing and financial standing with her chapter and maintain a 3.0 cumulative GPA.

Section 2. Appointment of committee membership

The Panhellenic Council 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’s sororities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board and Alumnae Advisory Board.

Section 3. Judicial Board

The Judicial Board shall consist of the Vice President of Judicial Affairs as chairman, the Vice President of Risk Management, and seven (7) members from the College Panhellenic member organizations. 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 sororities about the Panhellenic judicial procedure.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association 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 University of Idaho Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board except in cases where there may be a conflict of interest present . The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 5. Other Committees

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

**Article IX. Finances**

Section 1. Fiscal Year

The fiscal year of the University of Idaho Panhellenic Association shall be from January 1st to December 31st inclusive.

Section 2. Contracts

The signature of the President or the Vice President of Finance shall be required to bind the University of Idaho Panhellenic Association on any contract.

Section 3. Checks

All checks issued on behalf of the University of Idaho Panhellenic Association shall bear dual

Signatures. The following shall be authorized to be one of the two required signatures: President and Vice President of Finance.

Section 4. Payments

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

Section 5. Dues

1. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
2. Panhellenic Association membership dues shall be an assessment per member and new member.
* The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
* The dues of each Panhellenic Association member sorority shall be payable as invoiced by the NPC office.

Section 6. Fees and assessments

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

Section 7. Fines

1. Each chapter must have a delegate other than Panhellenic Council officer present at each meeting or a $50.00 fine will be imposed. The VP of Finance or VP of Judicial Affairs should be notified if a delegate/officer is going to miss a meeting. No fine will be imposed for an excused absence.
2. In the absence of a Panhellenic Executive Board officer, a $50.00 fine will also be imposed to the officer. No fine will be imposed for an excused absence.
3. All required materials turned in past a set due date are subject to a $50.00 fine the first day and a $10.00 fine for each subsequent day the material is late.
4. The Panhellenic Council will give 10 business days’ notice for all mandatory sponsored events. All chapters not in attendance will be fined $50.00. Required attendance will be specified with notice of events.
5. A chapter whose check is returned by the bank shall be subject to a bounced check fee of $50.00 plus any fines imposed on Panhellenic by the bank for each check that is returned.
6. Panhellenic Executive Board cannot mandate attendance to events that require a fee that exceeds $50.00, unless it falls within the budget pre-set in the Spring semester for that following school year.

**Article X. Extension**

Section 1. Extension

Extension is the process of adding an NPC women’s sorority.

The University of Idaho 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 Idaho Panhellenic Association shall be considered a violation.

Section 3. Alcohol

University of Idaho year-round women’s fraternity/sorority Recruitment will be implemented without the use of alcohol; women’s fraternity/sorority members cannot invite potential new members to sorority functions where alcohol will be present.

Section 4. Rules, Policies, and Agreements

Women’s fraternity/sorority Recruitment chairs will be responsible for understanding and teaching the rules, policies and agreements to members, New Members, live-outs, parents of women’s fraternity/sorority members and alumnae of the women’s fraternity/sorority. The women’s fraternity/sorority must assume responsibility for actions of anyone affiliated with the women’s fraternity/sorority who may intentionally or inadvertently violate the rules or intent of the rules.

Section 5. Informal resolution.

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

Section 6. 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 Idaho Panhellenic Association shall follow all judicial procedures found in NPC Unanimous Agreement VII.

1. Mediation is the first step of the judicial process. The University of Idaho shall follow all NPC Unanimous Agreements concerning the judicial process.
2. 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. A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeals Committee. The University of Idaho Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process.

**Article XII. Hazing**

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned as per what the University of Idaho dictates: Hazing is defined as any action taken or situation with or without consent that recklessly, intentionally or unintentionally endangers the mental or physical health and safety of a student, creates risk of injury/discomfort, creates harassment or ridicule, or that willfully destroys or removes public and/or private property.

As defined by the University of Idaho: Such activities and situations include but are not limited to, creation of excessive fatigue, physical and psychological shocks, wearing apparel which is conspicuous and note normally in good taste, engaging in public stunts and jokes, participating in scavenger hunts, morally degrading or humiliating games, late night sessions which interfere with scholastic activities or normal sleep patterns, and any other activities that are not consistent with fraternal law, ritual or the regulations and policies of the member fraternity or the educational institution. All member groups will affirm their policies on hazing and inform their membership of this NPC position on hazing.

**Article XIII. Parliamentary Authority**

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

**Article XIV. Amendment of Bylaws**

These bylaws may be amended at any regular or special meeting of the University of Idaho 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 Idaho. In the event of the dissolution, none of the assets of the Association shall be distributed to any members of the Association, but after payment of all debts, its assets shall be given to the National Panhellenic Conference.

**Standing Rules of the University of Idaho Panhellenic Association 2016-2017**

**Education:**

Panhellenic strives to cultivate strong, healthy, scholarly, and well-rounded women 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 80% of the chapter membership must be in attendance.

1. Each chapter shall choose three options for programming from the following options: Sexual Assault Awareness, Nutrition/Fitness Education, Academic/Financial Success, Civic Engagement, Diversity, Risk Management, Anti-Hazing, Sisterhood.
2. 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.
3. Each Chapter shall complete its second program by the end of the fall semester.
4. Each Chapter shall complete its third program by the midterm of the spring semester.
5. Each Chapter shall complete its fourth program by the end of the spring semester.
6. 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).
7. Each Chapter shall present documentation of completion of programming to the Panhellenic Vice President of Risk Management within two weeks after the participation in the program.
8. Chapters failing to complete the minimum programming requirements are subject to a $500.00 fine per every program missed by the due date described above and will be in bad standing with Panhellenic Council.
9. A mandatory sisterhood between sister houses is required by all Panhellenic Chapters at the University of Idaho each semester (2 per academic year). This sisterhood must be completed on campus. The event must support each chapters’ core values, foster growth between Panhellenic Chapters, must be done in good taste, and all members participating must be sober. Only the two sister sorority chapters may be present at the event. Each chapter is to have at least 50% of their members participate in this social/sisterhood. The sisterhood activities may be pre-approved by the current Panhellenic Vice President of Risk Management If any of these requirements are not met a fine of $150 from each chapter will be imposed. If one chapter does not fulfill their duties and obligations as a sister sorority, that chapter will be responsible for paying the total fine. This programming will be due to the Dean of Students office to the Vice President of Risk Management by the Friday of Dead Week at the end of each semester.

**Philanthropy:**

1. Philanthropy request forms will be submitted to the Panhellenic Vice President of Philanthropy and Service online through Chapter Administration at least three (3) weeks in advance of the Philanthropy.
2. Philanthropies should not be longer than three (3) days without the Philanthropy task force. Banners and coin drop competitions may only be required of member chapters for Philanthropies longer three (3) days.
3. Approval of philanthropies will fall under the Philanthropy Task Force consisting of the IFC/PHC Presidents, IFC Director of Philanthropy, and the Panhellenic Philanthropy and Service.
4. Unapproved Philanthropies:
	1. Chapters who put on philanthropies that are not approved by the Philanthropy Task Force will receive a fine of $100.00.
	2. If the event counts as a programming event, then the fine will be $500.00.

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

**2017-2018**

**I. Statement of Positive Panhellenic Contact**

All University of Idaho chapters should promote and encourage personal and informative Panhellenic-spirited contact with potential new members at all times, year-round. All member organizations are expected to display ethical behavior at all times. Ethical behavior means adhering to local Panhellenic rules as well as NPC policies. It means holding yourself and others accountable to make good choices in your actions. Ethical conduct promotes parity for all member organizations through fair play and promotes interest in the sorority community to bring more women to the recruitment process.

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

All NPC member organizations represented at University of Idaho believe in strictly adhering to NPC Unanimous

Agreements and policies, including the Financial Transparency Pilot Program. All organizations will follow these valued and non-negotiable policies during the recruitment process.

* In accordance with the National Panhellenic Conference Unanimous Agreements chapters are prohibited from using alcohol during recruitment and on Bid Day, in addition to Continuous Open Bidding Recruitment Events and University recruitment and preview events.

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

The University of Idaho Panhellenic Association holds a Formal Fall Values-Based Recruitment. The purpose of values-based recruitment is to focus on meaningful conversations with potential new members and recruiting/pledging women who will have a positive impact on chapters and the Panhellenic community. Nonessential features should be removed from the process, and the focus of membership recruitment should be on the values, benefits and obligations of membership for each organization.

All NPC member organizations represented at the University of Idaho 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.

In accordance with NPC policy, the University of Idaho recruitment events do not include skits, elaborate decorations and costumes. (further elaborated in Section VIII)

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

The University of Idaho Panhellenic will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member interested in joining a sorority, whether during formal or informal recruitment. We agree to all policies and 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.

During Formal Recruitment, the Panhellenic Advisor will work with the Release Figure Method Specialist (RFM) to set the quota for new member class membership in each chapter according to the Quota-Range System of the established National Panhellenic Conference guidelines. A quota range will be set after each event day and a final quota will be set by number of acceptances after the preference round of Membership Recruitment Events. This number will not be known to the potential new members.

Lists will be due one and a half hours after numbers have been posted. Fines will be given in one minute increments. A $10 per minute fine will be given for every minute the list is overdue. Fines must be paid by the chapter within 2 weeks of bid day and will not result in a mediation hearing unless non-payment.  Panhellenic will provide the collegiate chapters who were late with total amount owed.

**VI. Participation in Membership Recruitment by Sorority Women**

Only in-facility and active women (i.e. out of facility members who are in good standing) of sororities who will register as full time students at the University of Idaho may participate in Membership Recruitment. No sorority women who will not be enrolled at the University of Idaho shall be allowed to have any visible part in membership recruitment in Moscow during Membership Recruitment week. The local chapter shall be held strictly responsible for any infraction of these rules (except for special cases under the discretion of the Panhellenic Advisor).

1. Policies concerning incoming and outgoing exchange students shall be left up to the discretion of the chapter.
2. NPC states local alumnae may only be involved in recruitment as allowed by the Panhellenic recruitment rules. Their participation/assistance should be reserved as a behind the scenes role to assist and never to actively participate in the recruitment process and have no potential new member contact with the exception of designated inter/national member organization staff, volunteers, organizational visitors, and traveling leadership consultants. In the case of these exceptions, the designated staff, advisor, and/or consultant are only to be introduced and her nametag must state her title. However, an exception may be made at Panhellenic’s discretion to allow members who are not normally permitted recruitment privileges, to be part of fall recruitment if it benefits aspects of the entire community.
3. Facility/House Directors are allowed to be visible in the background of Membership Recruitment events. They may be introduced, give a casual greeting at the door, and help with distributing umbrellas/jackets if it is raining. Any complaints concerning facility/house directors will be treated as a Membership Recruitment Infraction.
4. The participation of men in Membership Recruitment functions is prohibited except as protective escorts or as unseen chapter facility employees. Since membership selection is contained solely to the members of National Panhellenic Conference chapters, the participation of men in Membership Recruitment is not allowed.

**VII. General Rules for Sororities and Sorority Members**

1. Sorority women are not permitted to return to the University of Idaho chapter facilities prior to the start of Work Week. Membership Recruitment dates will be determined by the Panhellenic Council in accordance with the Greek Life Advisors and Dean of Students office.
	1. Sorority women with extenuating circumstances can get approval from the Vice President of External Recruitment to arrive early to their respective sorority chapters.
2. Panhellenic strongly recommends and encourages each sorority to use sound judgment and discretion in planning and maintain a realistic and sound financial budget for Formal Fall Recruitment. The maximum amount which any chapter can spend on Formal Sorority Membership Recruitment is $3,000. This budget limit is to include decorations, food, and any Membership recruitment related expenditures, with the exception of Panhellenic Recruitment T-shirts. A final, itemized list and receipts shall be submitted by one month after Bid Day.
3. The Panhellenic Advisor will work with the Release Figure Method Specialist (RFM)
4. There shall be no deliberate membership recruiting through a third party – alumnae, relatives, teachers, friends, or men. Accordingly, a potential new member may not have dates or meetings with the previously mentioned groups, see Article VII, Section F. during Work Week or Membership Recruitment Week.
	1. No sorority woman shall leave campus to meet a potential new member during recruitment. This includes meeting planes, buses, and etc. in town. In the case of a chapter member’s relative or close friend needing to be picked up from the airport or bus station, the Panhellenic Vice President of External Recruitment and the Greek Advisor will be notified 24 hours in advance and the member may be given permission to pick up the potential new member.
	2. No sorority woman or third party, as listed above, shall have contact via text message, phone calls, or social media with Potential New Members during Fall Formal Recruitment unless the third party contact is a direct family member. This behavior will result in an automatic recruitment infraction.
5. During Work Week and Fall Formal Recruitment, sorority members (including live-out, live-in, and potential new members) shall not attend a men’s fraternity gathering on campus or be on fraternity property.
6. From the start of Work Week, PNMs are not allowed to meet up with fraternity men or fraternity PNMs anywhere on the University of Idaho campus and/or on fraternity and sorority property. Socializing or assisting fraternities with recruitment shall be prohibited. If a sorority woman or a group of sorority women breach this rule, this behavior will result in an automatic recruitment infraction.
7. Beginning the start of Recruitment, sororities may not practice singing outside their chapter houses. Singing outside chapter houses are allowable during work week.
8. A sorority may not guarantee or imply a potential new member permanent membership or residence within the chapter during any day during Membership Recruitment week or during the summer leading up to Fall Formal Recruitment (especially at the Preference Day event). This also includes legacies to the said sorority. Guaranteeing or implying a potential new member a permanent place is called Bid Promising. Examples include but are not limited to “See you tomorrow”, “We want you in our chapter”, “Can’t wait for you to live here”, etc.
9. A sorority cannot ask a potential new member to promise dates with the same sorority or to break dates with another sorority. For example, telling a potential new member to not consider a certain chapter during formal or informal recruitment or break any future dates that may not exist. If a sorority woman or group of sorority women breach this rule, this behavior will result in an automatic recruitment infraction.
10. Chapter members and potential new members will not discuss the 5 B’s (boos, booze, beds, bank accounts, and bibles) or inquire into political beliefs of the women going through recruitment and during recruitment events.
11. There will be no talking negatively about the residence halls, Steel House, or other sororities during formal and informal recruitment. Sorority women need to remember that they are not only recruiting for Greek Life, but they are also recruiting for the University of Idaho and should accordingly promote every aspect of the campus.
12. Chapters will assist Panhellenic by disaffiliating Rho Gammas, Greek Advisors, and Panhellenic members. All photographs, composite pictures, and other memorabilia of Rho Gammas, Greek Advisors and Panhellenic Members must be covered or taken down during disaffiliation periods as designated by Panhellenic.
13. The beginning and end of each round shall be specified in the formal recruitment schedule. Doors may not open before the time specified in this schedule as the beginning of a round.
	1. Rho Gammas will notify chapters of any changes to the PNM list or missing PNMs five minutes before the beginning of each round.
	2. Rho Gammas will notify chapters of the time two minutes before the round.
	3. Rho Gammas will notify chapters of the time one minute before the round.
	4. Rho Gammas will give a warning knock one minute before the end of the round if no new potential new members have begun exiting the facility.
	5. For example, if the round ends at 10:00 am, all Potential New Members must be out of the chapter facility and the doors must be closed by 10:01 am exactly.
	6. There will be a 15 second grace period before the round begins to account for watch disparities
	7. A $50 per minute fine will be given for every minute late after the specified time on the schedule or early prior to the time on the schedule.
14. All chapters, Panhellenic Council members, and Rho Gammas shall have a watch or timepiece that will be synced with the Vice President of External Recruitment at the last pre-recruitment meeting.
	1. Each chapter will assign a designated timekeeper/contact person. This individual will make sure that the chapter event(s) stay within the allotted timeframe and on schedule. She will also be available to receive and respond to phone calls and text messages from the Panhellenic Council and/or Greek Advisor(s). This individual’s information will be turned over to Panhellenic at the first pre-recruitment meeting.
15. If a potential new member is out of line order or not present, the Rho Gamma stationed at the chapter facility will knock on the door and inform the chapter of the discrepancy before the party begins on the 5 minute knock.
16. Chapters will not be allowed to sit outside their chapter facilities until the end of rounds during each day of formal recruitment, unless they will be in an area behind the chapter facility that is completely enclosed and protected from view of the street or sidewalk. Sorority members may not leave through the front doors of their chapter houses during any recruitment events and breaks. If they must leave for an emergency or extreme situation, please have them exit through a back door.
17. Chapter members are not to walk on to or past the sidewalk when welcoming PNMs into their chapter facility or escorting them out of the facility during a round unless an exception is made by the Vice President of External Recruitment due to house facility features.
18. No sorority woman will be allowed to wear Fraternity letters or established Fraternity recruitment apparel during established Formal Sorority Recruitment, Work Week periods, or men’s Fraternity recruitment. If a sorority woman or a group of sorority women breach this rule, this behavior will result in an automatic recruitment infraction.
19. Beginning the start of Recruitment, sororities may take pictures outside their chapter facility the mornings of Recruitment events up until a half hour before the first event and not until a half hour after the last event. No pictures will be allowed outside the chapter facility during breaks or the lunch period.
20. All videos used for Recruitment must be submitted to the Vice President of External Recruitment for approval prior to them being released online.
	1. Rho Gammas, Panhellenic Council, and/or Greek Advisor(s) must not be shown in any video used for Recruitment.
	2. Any money allocated for Recruitment video resources or production must be taken out of the Chapter’s Recruitment budget as outlined in Section B but shall not exceed $500. This includes any money spent towards promotional efforts. This budget must be submitted when submitting Recruitment video for approval to the Vice President of External Recruitment.
	3. Recruitment videos must discuss the Chapter’s own core values
	4. Recruitment videos must not show or discuss any of the 5 B’s as outlined in Section J.
	5. Recruitment videos must not be shared by Fraternity men during Recruitment periods.
21. Fines must be paid by the chapter within two-weeks of bid day and will not result in a mediation hearing unless non-payment. Panhellenic will provide the collegiate chapters who were late with a total amount owed.

**VIII. Decorations/Skits/Costuming**

1. There shall be no outdoor decorations during any round of Formal Membership Recruitment. This includes, but is not limited to, banners, balloons, decorative flowers, etc.
2. “There shall be no inside decorations for Conversation Day. On Sisterhood Day, tri-folds, brag tables, and small craft are allowed. One of the brag tables on Sisterhood Day must include a complete outline and breakdown of the house’s annual bill and fees. On Philanthropy Day a small craft is allowed.
	1. Decorations are defined as any item that will not be on display after formal recruitment, theme related or otherwise. This including, but not limited to decorations that constitute a theme, crepe paper, balloons, flowers, and other objects that are not normally on display. Chapters may use tablecloths/napkins with their color of choice that are normally not on display and one centerpiece per table may displayed during Preference Day.
	2. Bid Day is the only time large wood letters may be displayed outside the chapter facility . Decorations will also be allowed outside the chapter facility on Bid Day and this cost is separate from the Formal Recruitment Budget.
3. There shall be no elaborate/uniform costuming explicitly for Formal Membership Recruitment. For example, sorority members can wear white shorts but they cannot all be specified to wear J-crew brand white shorts. This includes but is not limited to themed outfits. For example, each woman of the chapter is not allowed to wear a cowboy hat and boots to constitute a themed western day.
	1. Additionally, each chapter participating in Formal Recruitment will wear the Panhellenic design on their t-shirt during the first day of events.
4. Water shall be served every day of Formal Membership recruitment. During the third and fourth day of Formal Membership Recruitment two (2) varieties of non-alcoholic beverages may be served. Soft drinks do not equate to virgin forms of alcoholic beverages. There may also be two (2) types of snacks served on the third day of Formal Recruitment (fruit kebabs, small cupcakes, a small pastry, etc.). Two (2) varieties of hors d’oeuvres or snacks may be served on the fourth day of Formal Recruitment.
5. There shall be no outside entertainment (bursting, lawn skits, and the like) during any round of Formal Membership Recruitment Week. Chapters may appropriately sing to potential new members as they enter or exit the chapter facility, but not in the doorway of the chapter facility as potential new members wait outside. This is referred to as door stacking and is defined as when sorority women gather in the doorway at the beginning or end of a party. The front doorway must have a clear window to the inside. The sorority women may frame either side of the door and can form a horseshoe shape into the far back of the chapter house. If there are any questions, please ask the Vice President of External Recruitment or the Panhellenic Advisor and they will use their discretion to determine what is and is not allowed.
6. There shall be no singing done by members outside the chapter and there will be no singing inside a facility when doors are closed with the exception of Preference Day Ceremony.
7. There shall be no skits during Membership Recruitment.
8. The use of slide shows or videos shall be allowed as long as they are not used during the first day events (Conversation Day). These can include, but are not limited to, Recruitment videos as outlined in Article VII Section S or other Public Relation Videos. The length of the slide show or video shall not be longer than ten (10) minutes and the cost associated with producing, making, or showing the slide show or Recruitment video shall not exceed $500 dollars, and is included as part of the $3,000 Formal Recruitment budget limit. These slide shows or videos must be sent to the Vice President of External Recruitment to be approved at least 24 hours before the start of Work Week.
9. There shall be no personalized gifts, favors, preference letters, notes, or food items permitted during Membership Recruitment and other recruiting events such as UIdaho Bound, Envision Idaho, Homecoming, Greek Week and etc.
	1. A potential new member may not remove or be given anything from the facilities during Membership Recruitment Events including but not limited to recruitment week, UIdaho Bound, and other campus events. This includes but is not limited to favors, napkins, gifts, and etc. If an item is removed from the chapter facility by the potential new member that is worth more than 50 cents or of sorority significance and meaning, the offense will result in an automatic $50 fine.
10. Panhellenic will not select more than five (5)  Recruitment Counselors per chapter.
	1. Panhellenic will select at least one recruitment counselor from each chapter if they put forth at least three (3) candidates.
	2. Recruitment Counselors must be in good standing with their chapter and must maintain a 2.5 GPA.

**IX. Infractions of Membership Recruitment Rules**

The University of Idaho Membership Recruitment will follow the National Panhellenic Conference Unanimous Agreement for Judicial Procedures. Please see the Manual of Information for more information.

**X. Statement of Positive Panhellenic Contact**

All University of Idaho chapters should promote and encourage personal and informative Panhellenic-spirited contact with potential new members at all times, year-round. All member organizations are expected to display ethical behavior at all times. Ethical behavior means adhering to local Panhellenic rules as well as NPC policies. It means holding yourself and others accountable to make good choices in your actions. Ethical conduct promotes parity for all member organizations through fair play and promotes interest in the sorority community to bring more women to the recruitment process.

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The University of Idaho Panhellenic Association holds a Formal Fall Values-Based Recruitment. The purpose of values-based recruitment is to focus on meaningful conversations with potential new members and recruiting/pledging women who will have a positive impact on chapters and the Panhellenic community. Nonessential features should be removed from the process, and the focus of membership recruitment should be on the values, benefits and obligations of membership for each organization.

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The University of Idaho Panhellenic will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member interested in joining a sorority, whether during formal or informal recruitment. We agree to all policies and steps pertaining to the MRABA.

**XIV. 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.

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2. NPC states local alumnae may only be involved in recruitment as allowed by the Panhellenic recruitment rules. Their participation/assistance should be reserved as a behind the scenes role to assist and never to actively participate in the recruitment process and have no potential new member contact with the exception of designated inter/national member organization staff, volunteers, organizational visitors, and traveling leadership consultants. In the case of these exceptions, the designated staff, advisor, and/or consultant are only to be introduced and her nametag must state her title.
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4. The participation of men in Membership Recruitment functions is prohibited except as protective escorts or as unseen chapter facility employees. Since membership selection is contained solely to the members of National Panhellenic Conference chapters, the participation of men in Membership Recruitment is not allowed.

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	1. Sorority women with extenuating circumstances can get approval from the Vice President of External Recruitment to arrive early to their respective sorority chapters.
2. Panhellenic strongly recommends and encourages each sorority to use sound judgment and discretion in planning and maintain a realistic and sound financial budget for Formal Fall Recruitment. The maximum amount which any chapter can spend on Formal Sorority Membership Recruitment is $3,000. This budget limit is to include decorations, food, and any Membership recruitment related expenditures, with the exception of Panhellenic Recruitment T-shirts. A final, itemized list and receipts shall be submitted by one month after Bid Day.
3. The Panhellenic Advisor will work with the Release Figure Method Specialist (RFM)
4. There shall be no deliberate membership recruiting through a third party – alumnae, relatives, teachers, friends, or men. Accordingly, a potential new member may not have dates or meetings with the previously mentioned groups, see Article VII, Section F. during Work Week or Membership Recruitment Week.
	1. No sorority woman shall leave campus to meet a potential new member during recruitment. This includes meeting planes, buses, and etc. in town. In the case of a chapter member’s relative or close friend needing to be picked up from the airport or bus station, the Panhellenic Vice President of External Recruitment and the Greek Advisor will be notified 24 hours in advance and the member may be given permission to pick up the potential new member.
	2. No sorority woman or third party, as listed above, shall have contact via text message, phone calls, or social media with Potential New Members during Fall Formal Recruitment unless the third party contact is a direct family member. This behavior will result in an automatic recruitment infraction.
5. During Work Week and Fall Formal Recruitment, sorority members (including live-out, live-in, and potential new members) shall not attend a men’s fraternity gathering on campus or be on fraternity property.
6. From the start of Work Week, PNMs are not allowed to meet up with fraternity men or fraternity PNMs anywhere on the University of Idaho campus and/or on fraternity and sorority property. Socializing or assisting fraternities with recruitment shall be prohibited. If a sorority woman or a group of sorority women breach this rule, this behavior will result in an automatic recruitment infraction.
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8. A sorority may not guarantee or imply a potential new member permanent membership or residence within the chapter during any day during Membership Recruitment week or during the summer leading up to Fall Formal Recruitment (especially at the Preference Day event). This also includes legacies to the said sorority. Guaranteeing or implying a potential new member a permanent place is called Bid Promising. Examples include but are not limited to “See you tomorrow”, “We want you in our chapter”, “Can’t wait for you to live here”, etc.
9. A sorority cannot ask a potential new member to promise dates with the same sorority or to break dates with another sorority. For example, telling a potential new member to not consider a certain chapter during formal or informal recruitment or break any future dates that may not exist. If a sorority woman or group of sorority women breach this rule, this behavior will result in an automatic recruitment infraction.
10. Chapter members and potential new members will not discuss the 5 B’s (boys, booze, beds, bank accounts, and bibles) or inquire into political beliefs of the women going through recruitment and during recruitment events.
11. There will be no talking negatively about the residence halls, Steel House, or other sororities during formal and informal recruitment. Sorority women need to remember that they are not only recruiting for Greek Life, but they are also recruiting for the University of Idaho and should accordingly promote every aspect of the campus.
12. Chapters will assist Panhellenic by disaffiliating Rho Gammas, Greek Advisors, and Panhellenic members. All photographs, composite pictures, and other memorabilia of Rho Gammas, Greek Advisors and Panhellenic Members must be covered or taken down during disaffiliation periods as designated by Panhellenic.
13. The beginning and end of each round shall be specified in the formal recruitment schedule. Doors may not open before the time specified in this schedule as the beginning of a round.
	1. Rho Gammas will notify chapters of any changes to the PNM list or missing PNMs five minutes before the beginning of each round.
	2. Rho Gammas will give a warning knock one minute before the end of the round if no new potential new members have begun exiting the facility.
	3. For example, if the round ends at 10:00 am, all Potential New Members must be out of the chapter facility and the doors must be closed by 10:01 am exactly.
	4. There will be a 15 second grace period before the round begins to account for watch disparities
	5. A $50 per minute fine will be given for every minute late after the specified time on the schedule or early prior to the time on the schedule.
14. All chapters, Panhellenic Council members, and Rho Gammas shall have a watch or timepiece that will be synced with the Vice President of External Recruitment at the last pre-recruitment meeting.
	1. Each chapter will assign a designated timekeeper/contact person. This individual will make sure that the chapter event(s) stay within the allotted timeframe and on schedule. She will also be available to receive and respond to phone calls and text messages from the Panhellenic Council and/or Greek Advisor(s). This individual’s information will be turned over to Panhellenic at the first pre-recruitment meeting.
15. If a potential new member is out of line order or not present, the Rho Gamma stationed at the chapter facility will knock on the door and inform the chapter of the discrepancy before the party begins.
16. Chapters will not be allowed to sit outside their chapter facilities until the end of rounds during each day of formal recruitment, unless they will be in an area behind the chapter facility that is completely enclosed and protected from view of the street or sidewalk. Sorority members may not leave through the front doors of their chapter houses during any recruitment events and breaks. If they must leave for an emergency or extreme situation, please have them exit through a back door.
17. Chapter members are not to walk on to or past the sidewalk when welcoming PNMs into their chapter facility or escorting them out of the facility during a round unless an exception is made by the Vice President of External Recruitment due to house facility features.
18. No sorority woman will be allowed to wear Fraternity letters or established Fraternity recruitment apparel during established Formal Sorority Recruitment, Work Week periods, or men’s Fraternity recruitment. If a sorority woman or a group of sorority women breach this rule, this behavior will result in an automatic recruitment infraction.
19. Beginning the start of Recruitment, sororities may take pictures outside their chapter facility the mornings of Recruitment events up until an hour before the first event and not until an hour after the last event. No pictures will be allowed outside the chapter facility during breaks or the lunch period.
20. All videos used for Recruitment must be submitted to the Vice President of External Recruitment for approval prior to them being released online.
	1. Rho Gammas, Panhellenic Council, and/or Greek Advisor(s) must not be shown in any video used for Recruitment.
	2. Any money allocated for Recruitment video resources or production must be taken out of the Chapter’s Recruitment budget as outlined in Section B but shall not exceed $500. This includes any money spent towards promotional efforts. This budget must be submitted when submitting Recruitment video for approval to the Vice President of External Recruitment.
	3. Recruitment videos must discuss the Chapter’s own core values
	4. Recruitment videos must not show or discuss any of the 5 B’s as outlined in Section J.
	5. Recruitment videos must not be shared by Fraternity men during Recruitment periods.
21. Fines must be paid by the chapter within two-weeks of bid day and will not result in a mediation hearing unless non-payment. Panhellenic will provide the collegiate chapters who were late with a total amount owed.

**XVII. Decorations/Skits/Costuming**

1. There shall be no outdoor decorations during any round of Formal Membership Recruitment. This includes, but is not limited to, banners, balloons, decorative flowers, etc.
2. There shall be no inside decorations for Day 1 (Conversation Day) or Day 2 (House Tour Day) or Day 3 (Philanthropy Day) EXCEPT tri-folds allowed during house tour day and a small craft to be allowed on Day 3. One of the tri-folds on house tour day must include a complete outline and breakdown of the house’s annual bill and fees.
	1. Decorations are defined as any item that will not be on display after formal recruitment, theme related or otherwise. This is including, but not limited to decorations that constitute a theme, crepe paper, balloons, flowers, and other objects that are not normally on display. Chapters may use tablecloths/napkins with their color of choice that are normally not on display and one bouquet of flowers per table may be displayed during Day 4 (Preference Day).
	2. Bid Day is the only time large wood letters may be displayed outside the chapter facility. Decorations will also be allowed outside the chapter facility on Bid Day and this cost is separate from the Formal Recruitment Budget.
3. There shall be no elaborate/uniform costuming explicitly for Formal Membership Recruitment. For example, sorority members can wear white shorts but they cannot all be specified to wear J-crew brand white shorts. This includes but is not limited to themed outfits. For example, each woman of the chapter is not allowed to wear a cowboy hat and boots to constitute a themed western day.
	1. Additionally, each chapter participating in Formal Recruitment will wear the Panhellenic design on their t-shirt during the first day of events.
4. Water shall be served every day of Formal Membership recruitment. During the third and fourth day of Formal Membership Recruitment two (2) varieties of non-alcoholic beverages may be served. Soft drinks do not equate to virgin forms of alcoholic beverages. There may also be two (2) types of snacks served on the third day of Formal Recruitment (fruit kebabs, small cupcakes, a small pastry, etc.). Two (2) varieties of hors d’oeuvres or snacks may be served on the fourth day of Formal Recruitment.
5. There shall be no outside entertainment (bursting, lawn skits, and the like) during any round of Formal Membership Recruitment Week. Chapters may appropriately sing to potential new members as they enter or exit the chapter facility, but not in the doorway of the chapter facility as potential new members wait outside. This is referred to as door stacking and is defined as when sorority women gather in the doorway at the beginning or end of a party. The front doorway must have a clear window to the inside. The sorority women may frame either side of the door and can form a horseshoe shape into the far back of the chapter house. If there are any questions, please ask the Vice President of External Recruitment or the Panhellenic Advisor and they will use their discretion to determine what is and is not allowed.
6. There shall be no singing done by members outside the chapter and there will be no singing inside a facility when doors are closed with the exception of Preference Day Ceremony.
7. There shall be no skits during Membership Recruitment.
8. The use of slide shows or videos shall be allowed as long as they are not used during the first day events (Conversation Day). These can include, but are not limited to, Recruitment videos as outlined in Article VII Section S or other Public Relation Videos. The length of the slide show or video shall not be longer than ten (10) minutes and the cost associated with producing, making, or showing the slide show or Recruitment video shall not exceed $500 dollars, and is included as part of the $3,000 Formal Recruitment budget limit. These slide shows or videos must be sent to the Vice President of External Recruitment to be approved at least 24 hours before the start of Work Week.
9. There shall be no personalized gifts, favors, preference letters, notes, or food items permitted during Membership Recruitment and other recruiting events such as UIdaho Bound, Envision Idaho, Homecoming, Greek Week and etc.
	1. A potential new member may not remove or be given anything from the facilities during Membership Recruitment Events including but not limited to recruitment week, UIdaho Bound, and other campus events. This includes but is not limited to favors, napkins, gifts, and etc. If an item is removed from the chapter facility by the potential new member that is worth more than 50 cents or of sorority significance and meaning, the offense will result in an automatic $50 fine.
10. Panhellenic will not select more than three (3) Recruitment Counselors per chapter.
	1. Panhellenic will select at least one recruitment counselor from each chapter if they put forth at least three (3) candidates.
	2. Recruitment Counselors must be in good standing with their chapter and must maintain a 3.0 GPA.

**XVIII. Infractions of Membership Recruitment Rules**

The University of Idaho Membership Recruitment will follow the National Panhellenic Conference Unanimous Agreement for Judicial Procedures. Please see the Manual of Information for more information.

**Spring Informal Membership Recruitment Rules**

A. During Spring Informal Recruitment, sorority members (including live-out, live-in members, and new members) shall not attend a men’s fraternity gathering if that fraternity or sorority is participating in Spring Recruitment. A men’s fraternity gathering is defined by a fraternity facility, or a fraternity live-out where three or more fraternity members from the same chapter are likely to be in attendance. The dates and times included in this period are to be determined by the Vice President of External Recruitment in accordance with the Greek Life Advisors and Dean of Students Office.

B. Panhellenic women must maintain an appropriate distance from men’s fraternity property during IFC recruitment activities. Socializing or assisting fraternities with recruitment shall be prohibited. Panhellenic women may not participate in individual fraternity recruitment week events. This includes but is not limited to participating in fraternity out of facility functions. This behavior will result in an automatic recruitment infraction. No sorority chapter member or new member may be on fraternity property or fraternity member on sorority property until Spring Recruitment is officially over. (Exceptions include those who are employed by the sorority or designated facility man).

C. There is to be no deliberate membership recruiting through a third party—alumnae, relatives, teachers, friends or men. Accordingly, a potential new member may not have dates or meetings with the third party members as listed above in regards to Spring Informal Recruitment.

D. A sorority cannot ask a potential new member to promise dates with the same sorority or to break dates with another sorority. (i.e. Telling a potential new member to not consider a certain chapter during formal or informal recruitment.)

E. A sorority may not guarantee or imply a potential new member a permanent membership or residence during Spring Informal Recruitment. This also includes legacies.

F. Facility Directors are allowed to be visible in the background at the Spring Informal Recruitment Events. They may be introduced, give a casual greeting at the door and help with distributing umbrellas/jackets if it is raining. Any complaints concerning Facility Directors will be treated as a Recruitment infraction.

G. There shall be no personalized gifts, favors, preference letters or notes, name tents, or food items permitted during Spring Informal Membership Recruitment and other recruiting events (Examples being UIdaho Bound, Vandal Sneak Peaks, etc.) A general preference message approved by Panhellenic Council prior to Preference Day events is permitted.

H. There shall be no skits during Spring Informal Membership Recruitment.

I. In accordance with the National Panhellenic Conference Unanimous Agreements chapters are prohibited from using alcohol in recruitment and on Bid Day, in addition to Continuous Open Recruitment Events. This means alcohol is not permitted during the entirety of Spring Informal Recruitments, dates listed above.

J. There will be no talking negatively about other chapters during Spring Informal Membership Recruitment.

K. Chapters will not discuss the 5 Bs (boys, booze, beds, bank accounts, bibles) or inquire into the political beliefs of the women going through Spring Informal Membership Recruitment and during recruitment events.

L. There will be no talking negatively about the Residence Halls or Steel House during Spring Informal Membership Recruitment.

M. Chapters will assist Panhellenic by disaffiliating Advisors, and Panhellenic members.