



**Panhellenic Council**

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# Bylaws of the Oregon State University Panhellenic Association

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## Prologue

The purpose of these Bylaws and Standing Rules is to provide a framework for the organization and the functions of the Oregon State University Panhellenic Association. This Constitution and its Bylaws will go into effect subject to non-contradiction of the policies and regulations affecting students by the Constitution, Bylaws, and Standing Rules of the association and of governing documents by the National Panhellenic Conference (NPC).

## Article I. Name

The name of this collective organization shall be the Oregon State University Panhellenic Association. The board of executive officers is named the Panhellenic Council.

## Article II. Object

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

1. Consider the goals and ideals of member organizations as applicable to campus and personal life.
2. Promote superior scholarship and intellectual development.
3. Cooperate with member women's sororities and the University to maintain high social and moral standards.
4. Act in accordance with the 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 Types

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

- A. **Regular membership.** The regular membership of the Oregon State University Panhellenic Association shall be composed of all chapters of NPC sororities at Oregon State University that are registered as a Volunteer Student Organization (VSO). Regular

members of the University Panhellenic Association shall pay dues as determined by the Panhellenic Council. Each regular member shall have voice and vote on all matters.

- B. **Provisional membership.** The provisional membership of the Oregon State University Panhellenic Association shall be composed of all colonies of NPC sororities at Oregon State University. 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.
- C. **Associate membership.** Local sororities or inter/national or regional non-NPC member organizations may apply for associate membership of the Oregon State University Panhellenic Association. The membership eligibility requirements and the process for applying and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues determined by the Panhellenic Council. An associate member shall have voice and 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

- A. **Duty of compliance.** All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these Oregon State University Panhellenic Association bylaws, Standing Rules, Recruitment Rules, 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.

#### Section 3. Non-Discriminatory Clause

- A. Membership shall not be denied to any student on the basis of age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or veteran status.

### Article IV. Officers and Duties

#### Section 1. Officers

The officers of the Oregon State University Panhellenic Council serving the Oregon State University Panhellenic Association shall be President, Vice President Judicial Affairs, Vice President Recruitment, Vice President Finance & Administration, Vice President Education & Diversity, Vice President Public Relations & Marketing, Vice President Risk Management, Vice President Community Service & Philanthropy, Assistant Vice President Recruitment, and Vice President Scholarship.

#### Section 2. Eligibility

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

- A. **Regular membership.** Members from women’s sororities holding regular membership in the Oregon State University Panhellenic Association shall be eligible to serve as any officer. In order to serve, members from women’s sororities holding regular membership in the Panhellenic Association must be declared in good standing academically, financially, and socially by their chapter.
- B. **Provisional membership.** Members from women’s sororities holding provisional membership in the Oregon State University Panhellenic Association shall not be eligible to serve as an officer.
- C. **Associate membership.** Members from women’s sororities holding associate membership in the Oregon State University Panhellenic Association shall not be eligible to serve as an officer.

Section 3. Selection of Officers

All Panhellenic Executive Officers shall be elected according to the following procedure:

1. Applications Distributed and Eligibility Confirmed
  - a. A newly colonized chapter member shall not be permitted to run for the office of President until the chapter has held regular membership on the University Panhellenic Association for one academic year.
  - b. Candidates must be declared in good standing academically, financially, and socially by their chapter and the University.
    - i. Standing in the University will be verified by the Center for Fraternity and Sorority Life prior to slating
    - ii. The president of the candidate’s chapter will submit a signed document prior to candidate interviews, confirming her standing with the chapter.
  - c. Candidates may not hold an executive position within their chapter while serving on the Panhellenic Council.
2. Establishing the Slating Committee
  - a. The slating committee will be composed of one representative from each chapter. This should be a past or current President, or past Panhellenic Council officer of that chapter. Otherwise, the president shall choose a representative to serve in her place.
  - b. The outgoing Panhellenic President and Panhellenic Council executive officers shall be present during the slating to offer input and answer questions but will remain unbiased, non-voting members of the slating committee.
  - c. The Panhellenic Advisor shall serve as a non-voting member of the slating committee.
  - d. No person is eligible to serve on the Slating Committee if she has applied for a Panhellenic Council position.
3. Candidate Interviews
  - a. The slating committee is responsible for interviewing candidates. Only candidates who are eligible for office and in good standing will receive an interview. All members of the slating committee must be present in order to conduct interviews.

#### 4. Voting on the Slate

- a. After interviews are complete, the slating committee shall create an initial slate of the entire Panhellenic Council.
  - i. Candidate interviews and creation of the initial slate shall take place no less than two weeks prior to Installations.
  - ii. The order of the slate shall follow the order of officers as they are listed in the Bylaws of the Oregon State University Panhellenic Association.
- b. All applicants will be contacted and offered the position for which they have been slated. If a candidate declines the position, the slating committee will immediately choose another candidate to fill the position on the slate.
- c. The final slate will be presented to the Panhellenic Association delegates at the following delegate meeting or via e-mail depending on time constraints.
- d. Chapter delegates will take the slate to their respective chapters for approval, and formally submit their vote on the slate on behalf of their chapter. A majority vote is required.
- e. If the slate is not passed, it will be divided by position and voted on immediately in accordance to the following procedure:
  - i. The slated candidate is automatically nominated for the position
  - ii. Nominations from the floor shall be allowed at elections, provided the nominee has completed the application and was selected for an interview by the Slating Committee.
  - iii. Candidates will give a speech that is no longer than three minutes in length.
  - iv. The delegates will vote by secret ballot.
  - v. A majority vote is required.
  - vi. In case of a tie, two re-votes will be taken following discussion. If a tie vote remains, the Panhellenic President shall break the tie.

#### Section 4. Office-holding Limitations

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

#### Section 5. Term

The officers shall serve a term of one year or until their successors are selected. The term of office will begin January 1<sup>st</sup> of winter term and will serve until December 31<sup>st</sup> of fall term the next academic year.

#### Section 6. Removal

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

##### A. Cause for removal may include:

- a. Any violation that disgraces the reputation of the council and/or the member

- organizations.
- b. Any violation of the OSU Student Code of Conduct.
- c. Any violation of the Officer Expectation Contract.
  - i. This includes violating any behavior expectation contracts while attending University-sponsored events or council-related events both on and off campus.
- B. From the time of the alleged violation to the resolution, the officer will be removed from all Panhellenic-related activities.
- C. The Vice President Judicial Affairs and Panhellenic Council will determine sanctions as appropriate.
- D. If more than half of the Panhellenic Council officers violate any of the above grounds for removal at one time, then it shall be the duty of the Panhellenic Judicial Board to determine the proper penalties or removal of each officer. The highest-ranking officer in good standing with the Panhellenic Council shall chair the process.

#### Section 7. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article, with the current executive council and delegates serving as the slating committee.

#### Section 8. Duties of All Officers

All executive officers of the Oregon State University Panhellenic Association shall:

1. Attend all Panhellenic Council executive and delegate meetings, council meetings, and retreats.
2. Serve as the Panhellenic Council point of contact for the corresponding Panhellenic Chapter officers related to their position.
3. Maintain regular communication with CFSL staff advisors.
4. Host at least one Roundtable per term for corresponding Panhellenic Chapter officers.
5. Serve as members of the Fall Primary Recruitment team, which includes attending all preparation activities.
6. Perform all other duties as assigned.

#### Section 9. Specific Duties of Each Officer

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

- a. Preside over all meetings of the Panhellenic Council and the Panhellenic Delegates.
- b. Serve as an ex-officio member of all Panhellenic Council committees.
- c. Be familiar with the NPC Manual of Information and all governing documents of this association.
- d. Ensure that the NPC annual report is completed.
- e. Communicate regularly with the Center for Fraternity & Sorority Life and NPC area advisor.
- f. Be aware of all campus issues and concerns and assume the responsibility for

calling them to the attention of the Panhellenic Council.

- g. Be the official spokesperson of the Panhellenic Council.
- h. Work closely with all Greek councils, chapters, and leadership to oversee all aspects of the operations of Panhellenic and Fraternity & Sorority Life, including but not limited to attending regular meetings with other student leaders and advisors.
- i. Work closely and regularly with other advisory groups, administration, and organizations in both the Oregon State University and Corvallis communities.
- j. Attend all retreats, Corvallis Area Alumnae Panhellenic meetings and appropriate leadership conferences.

**B. The Vice President Judicial Affairs shall:**

- a. Perform the duties of the President in her absence.
- b. Be familiar with the NPC Manual of Information and all governing documents of this Association.
- c. Serve as the Panhellenic Council Judicial Board Chair and presiding officer.
- d. Be responsible for reviewing and revising the bylaws every year.
- e. Be responsible for promoting and adhering to all Panhellenic Council Policies.
- f. Serve as the recipient for reports of alleged violations of Panhellenic Council.
- g. Be responsible for conducting investigations into alleged violations when necessary.
- h. Be responsible for training of all the responsibilities assigned to delegates.

**C. The Vice President Recruitment shall:**

- a. Be responsible for the Fall Primary Recruitment that occurs after school begins.
- b. Be responsible for all recruitment promotions throughout the year.
- c. Be reimbursed \$4,000 for the summer stipend, which will not be paid in full until after formal recruitment.
- d. Be a resident of Corvallis for the duration of her position, including summer.
- e. Be responsible for promoting and adhering to the Recruitment Rules and Regulations in the Panhellenic Council bylaws.
- f. Attend all executive and council meetings, retreats, and Oregon State University START sessions.
- g. Be responsible for the design of the t-shirts for the Open House Round of Fall Primary Recruitment and coordinate Bid Day activities.
- h. Collect bid day theme ideas and shirt proofs from each chapter.
- i. Be responsible for publicizing and coordinating Continuous Open Bidding (COB) and any informal recruitment activities.
- j. Chair the Extension Committee and serve as the extension liaison to incoming chapters as needed.

**D. The Vice President Finance & Administration shall:**

- a. Take the minutes at all Panhellenic Council and delegate meetings
- b. Distribute the minutes after meetings.
- c. Keep an electronic file of the Panhellenic minutes and a running history of

chapter officers and advisors.

- d. Assist the President in all office proceedings.
- e. Sign and be accountable for all receipts and disbursements of the funds of the Oregon State Panhellenic Association.
- f. Compile a financial report and present it to the Panhellenic Council one month after the end of Fall Formal Recruitment.
- g. Be responsible for preparing the budget and presenting it to the Panhellenic Council for approval annually and updating it regularly to ensure accurate records.
- h. Pay all bills through the Auxiliaries and Activities Business Center (AABC).
- i. Bill each Panhellenic chapter for their annual dues, as well as special billings the fourth week of every term, and deposit through the AABC.
- j. Review the annual budget with the CFSL staff advisor.

**E. The Vice President Education & Diversity shall:**

- a. Coordinate educational programs for the community to attend.
- b. Be responsible for working with the Cultural Resource Centers on campus and other Greek organizations in accompanying events and programs.
- c. Keep Panhellenic aware of cultural events happening on campus.
- d. Plan diversity events and workshops.
- e. Coordinate with council counterparts on upcoming events and possible programs.
- f. Represent Panhellenic Council at ASOSU Senate, if the Oregon State Panhellenic Council has a vote.
- g. Attend other Greek council meetings and report back to the Panhellenic Council.
- h. Plan a new member education workshop for new Panhellenic chapter members after recruitment to inform them about what is expected as a member of the Fraternity & Sorority community.

**F. The Vice President Public Relations & Marketing shall:**

- a. Be responsible for planning and evaluating inter-sorority and inter-Greek events including Greek Week.
- b. Serve as Panhellenic liaison to the SING Committee.
- c. Plan all sister sorority events each term.
- d. Design the Sisterhood and Promotional shirts in partnership with council counterparts.
- e. Be responsible for all apparel items for the Panhellenic Council.
- f. Manage the Panhellenic Website and all social media outlets, including but not limited to Facebook, Instagram, and Twitter.
- g. Design and create promotional materials for events as needed.

**G. The Vice President of Risk Management shall:**

- a. Oversee Panhellenic Council risk management policies.
- b. Plan and coordinate prevention-focused educational programs and community-wide campaigns.
- c. Be responsible for overseeing the social event reporting process for Panhellenic

Council sororities.

- d. Work closely with other councils on social event reporting and social policy educational programs.
- e. Compile and distribute community weekly memos of social events reported to Panhellenic Council.
- f. Be in charge of organizing, training, and working with Panhellenic sororities to inform them of all rules and regulations.
- g. Hold risk management and social chair roundtables.

**H. The Vice President Community Service & Philanthropy shall:**

- a. Coordinate Panhellenic Council philanthropy activities and outreach (Circle of Sisterhood).
- b. Serve as a contact for the philanthropy chairs of each chapter.
- c. Communicate community service opportunities within the community to Panhellenic presidents and delegates.
- d. Coordinate philanthropy chair roundtables, and work as a liaison from Panhellenic Council to chapter members.
- e. Host Greek-wide philanthropy events at least once during the calendar year.
- f. Make a Panhellenic service and philanthropy calendar by working with chapters to schedule philanthropies.
- g. Coordinate philanthropy dates with other councils' VPs of Community Service.
- h. Chair the Circle of Sisterhood Committee

**I. The Assistant Vice President Recruitment shall:**

- a. Hold interviews and select the appropriate number of Gamma Chis for the Fall Primary Recruitment.
- b. Organize and instruct the Gamma Chi training.
- c. Design shirts for the Gamma Chis.
- d. There is an expectation that this position will be a **two-year commitment**; provided she fulfills all position requirements; she will automatically be slated for the VP Recruitment position for the following year.
- e. Be reimbursed \$2,500 for the summer stipend, which will not be paid in full until after formal recruitment.
- f. Attend all executive and council meetings, retreats, and Oregon State University Summer START sessions.

**J. The Vice President Scholarship & Leadership shall:**

- a. Plan the annual Greek Awards program.
- b. Coordinate the development of leadership opportunities, resources, scholarship, and educational programming.
- c. Coordinate all-Greek scholarship programming.
- d. Coordinate roundtable discussions and workshops for the chapter scholarship chairs.
- e. Promote positive relations between faculty/staff and the Panhellenic community at least once per year.



- f. Determine OSU Professors of the term and Panhellenic Scholars of the Term.
- g. Promote scholarship through recognition of individual member and chapter accomplishments through scholarship receptions.
- h. Coordinate the Panhellenic Woman of the Year, Panhellenic Underclassman of the Year, and the Vanderpool Sorority of the Year awards.

## Article V. The Panhellenic Council

### Section 1. Authority

The governing body of the Oregon State University Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the Oregon State University Panhellenic Association including, but not limited to: annual review of the parameters as adopted in the recruitment rules for the automatic adjustment of total every regular academic term, annual determination of dues, approval of the annual budget, consideration of extension, setting a calendar of events, determining programming, and establishing recruitment rules and recruitment style.

The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights, and privileges of member women's sororities.

### Section 2. Composition and Privileges

The Oregon State University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional, and associate member group at Oregon State University as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III. 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 of Alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's sorority chapters and serve for a term of one year commencing the beginning of winter term and ending the fall of that same calendar year.

### Section 4. Delegate Vacancies

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

### Section 5. Regular Meetings.

- A. The regular meeting of the Panhellenic Council shall be held bi-weekly, the night and

time to be determined by the officers with the consent of a majority of the Council delegates.

- B. Panhellenic chapters will host the meetings on an alphabetical rotation.
- C. Chapters that do not attend required regular meetings without prior notification to the Panhellenic Council will incur a \$100 fine. The second absence from a meeting by a chapter will result in a \$200 fine, and so on. Absences will be added throughout the calendar year and will start over each January.

#### Section 6. Annual Meeting

The annual meeting of the Panhellenic Council shall be held during the month of November. The purpose of the annual meeting shall be for the election of officers and any other business that may properly come before the delegates.

#### Section 7. Special Meetings

Special meetings of the Panhellenic Council may be called by the President when necessary and shall be called by her upon the written request of no less than one-fourth of the member women's sororities of the Oregon State University 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 (8) of the delegates from the member sororities of the Oregon State University Panhellenic Association shall constitute a quorum for the transaction of business.

#### Section 9. Vote Requirements

- A. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.
- B. A two-thirds vote of the Panhellenic Council shall be required to approve bylaw amendments, new fees and assessments, colonization plans, and all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority (6) vote for adoption.

#### Section 10. Advance Notice of Events

Panhellenic shall give chapters at least two weeks' notice for all required events, except when such events only require members of the chapter's council, such as president, recruitment chair, risk manager, or Panhellenic delegate.

### Article VI. The Panhellenic Advisor

#### Section 1. Appointment

The Panhellenic Advisor of the Oregon State University Panhellenic Association shall be

appointed by a Faculty Advisor by Center for Fraternity & Sorority Life at Oregon State University.

### Section 2. Authority

The Panhellenic Advisor shall serve in an advisory capacity to the Oregon State University Panhellenic Association. The Panhellenic Advisor is a volunteer position under the directive of the Center for Fraternity & Sorority Life Faculty Advisor at Oregon State University. The Panhellenic Advisor shall have a voice but no vote in all meetings of the Panhellenic Council.

## Article VII. Committees

### Section 1. Standing Committees

- A. The standing committees of the Oregon State University Panhellenic Association shall be the Judicial Board, Membership Recruitment Committee, Greek Week Committee, and Circle of Sisterhood Committee.
- B. The standing committees shall serve for a term of one year, which coincide with the term of the officers.

### 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.

### Section 3. Judicial Board

- A. The Judicial Board shall consist of the Vice President as a chairman and one representative from each chapter of the Oregon State University Panhellenic Association. The Panhellenic Advisor shall serve as a nonvoting member.
- B. 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.
- C. 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, the bylaws, code of ethics, standing rules, and membership recruitment regulations of the Oregon State University College Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless the Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

#### Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of a chairman and one representative from each chapter. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the primary recruitment period.

After each primary recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member organization and chapter advisor.

#### Section 5. Circle of Sisterhood Committee

The Circle of Sisterhood Committee shall serve to: plan and execute Circle of Sisterhood events, educate the community about Circle of Sisterhood, and evaluate requests for charitable donations from organizations to the Panhellenic Council.

The Circle of Sisterhood Committee will consist of at least one member from each Panhellenic Chapter. Members must be in good standing with their chapter and maintain a 2.5 GPA. Recommendations for donations will be presented to the Panhellenic Council and a majority vote is required for approval.

#### Section 7. Other Committees

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

### Article VIII. Finances

#### Section 1. Fiscal Year

The fiscal year of the Oregon State University Panhellenic Association shall be from July 1<sup>st</sup> to June 30<sup>th</sup>, inclusive.

#### Section 2. Contracts

Dual signatures of the President and Vice President of Finance & Administrations shall be required to bind the Oregon State University College Panhellenic Association on any contract.

#### Section 3. Payments

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

#### Section 4. Dues

A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.

- B. Each woman's sorority shall pay dues of \$10.00 per member per quarter for the operating expenses of the Panhellenic Association and its Council.
- a. Panhellenic Association membership dues shall be assessed immediately following the formal recruitment period.
  - b. New chapter totals must be provided at the beginning of each term or the member count received after fall primary recruitment will continue to be used for billing purposes.
  - c. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
  - d. Failure to pay dues by the deadline provided by the VP Finance & Administration will result in a 10% late charge and the chapter will have two (2) weeks to submit the late payment. For each consecutive missed deadline, an additional 10% late charge will be assessed.

#### Section 4. Fees and Assessments

The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary. Special assessments may be levied by a two-thirds vote of the Panhellenic Council.

### Article IX. Recruitment

#### Section 1. Eligibility

To be eligible for delayed fully structured recruitment at Oregon State University, a woman must:

- A. Be an admitted degree-seeking student at Oregon State University or participating in an Oregon State University dual degree with all schools recognized by the University.
- B. Register with Panhellenic.
- C. Pay the recruitment registration fee.

#### Section 2. Authority

Panhellenic recruitment rules shall be binding on all active members, alumnae, resident advisors, parent club members, and potential new members.

The recruitment rules and regulations for the current year shall be filed with the Constitution and Bylaws of the Oregon State University Panhellenic by each woman's sorority, and all members of the sororities in this Panhellenic are expected to understand and abide by said rules and regulations.

#### Section 3. Continuous Open Bidding

Continuous open bidding shall be in effect during the school year (fall through spring) for all eligible women students after the completion of the Delayed Fully Structured Recruitment period. Continuous open bidding is not intended to precede or take the place of the regular Delayed Fully Structured Recruitment period, nor is it intended that continuous open bidding

begin prior to Delayed Fully Structured Recruitment.

## Article X. Pledging and Initiation

### Section 1. Eligibility

- A. A Panhellenic Association member sorority may not issue an invitation to membership or formally pledge a woman during any school recess.
- B. A woman must be a regularly matriculated student to be eligible for membership recruitment and pledging.
- C. A woman who has signed a Membership Recruitment Acceptance Binding Agreement (MRABA) and receives an invitation to membership (bid) is bound by this agreement for one calendar year.
- D. A new member may be initiated whenever she has met the requirements of the fraternity to which she is pledged.

## Article XI. Extension

### Section 1. Extension

Extension is the process of adding an NPC women's sorority. The Oregon State University Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

### Section 2. Voting Rights

Only regular members of the Panhellenic Council shall vote on extension matters. Approval for extension requires a two-thirds vote of the Panhellenic Council.

## Article XII. 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 Oregon State University Panhellenic Association, Oregon State University Student Conduct Code, Oregon Administrative Rules, and local and state laws, shall be considered a violation.

### Section 2. Informal Resolution

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

### Section 3. Judicial Process

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

- A. **Mediation.** Mediation is the first step of the judicial process. The Oregon State University Panhellenic Association shall follow all NPC Unanimous Agreements

concerning the judicial process.

- B. **Judicial Board hearing.** When a violation is not settled informally or through mediation, the Judicial Board shall resolve these issues in a Judicial Board hearing. The Panhellenic Council shall adopt procedures in the standing rules for these purposes that are consistent with the NPC Unanimous Agreements.
- C. **Joint Judicial Board hearing.** When a violation between a woman's sorority and a men's fraternity is cited and not settled informally, the Joint Judicial Board shall resolve the issue in a Joint Judicial Board hearing. The Panhellenic Council and Inter-Fraternity council shall adopt procedures in the standing rules for these purposes that are consistent with the NPC Unanimous Agreements and IFC bylaws.
- D. **Appeal of Judicial Board decision.** A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeals Committee. The Oregon State University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

#### Article XIII. Hazing

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned. Hazing is defined as any action or situation with or without consent which recklessly, intentionally or unintentionally endanger the mental or physical health or safety of a student, creates risk or injury, causes discomfort, embarrassment, harassment, or ridicule, or such willfully destroys or removed public or private property for the purpose of initiation or admission into affiliation with, or as a condition for continued membership in a chapter or colony of an NPC member sorority.

#### Article XIV. Parliamentary Authority

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

#### Article XV. Amendment of Bylaws

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

#### Article XVI. Dissolution

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

## **Standing Rules of the Oregon State University Panhellenic Association**

The Standing Rules of the Oregon State University Panhellenic Association are additional rules that pertain to the administration of the association.

### Article I. Judicial Process

#### Section 1. Judicial Board

Each College Panhellenic Association shall establish a judicial board for the limited purpose of handling member group infractions of:

- A. NPC Unanimous Agreements
- B. College Panhellenic bylaws and/or other governing documents
- C. College Panhellenic membership recruitment rules/guidelines
- D. College Panhellenic code of ethics
- E. College Panhellenic standing rules

The composition and duties of the judicial board are defined in Article VII, Section 3, of the College Panhellenic bylaws.

- A. The duties and responsibilities of the judicial board must be consistent with this and all other NPC Unanimous Agreements.
- B. All NPC judicial forms shall be used to ensure proper documentation and adherence to the NPC Unanimous Agreements. Judicial forms are available on the NPC website.
- C. Documentation of all judicial proceedings shall be retained by the fraternity/sorority advisor (FSA) for three years.

#### Section 2. Judicial Process Overview

1. Sororities are encouraged to resolve alleged infractions as soon as possible through informal discussion with the involved parties before an infraction is filed.
2. Should the informal discussion be unsuccessful, the judicial process will be set in motion by the filing of a violation report form for an alleged infraction. An infraction can only be filed against a chapter and not against any individual(s). Violations must be reported in the following manner on the College Panhellenic Violation Report available on the NPC website or from the campus Panhellenic.
  - a. The College Panhellenic Violation Report shall be completed and presented to the president of the College Panhellenic Association in a timely manner, no more than 30 calendar days from the date of the alleged infraction (including university/college breaks).
  - b. If the College Panhellenic president is unavailable or the violation is against her fraternity, the report shall be presented to the FSA.
  - c. The College Panhellenic president and FSA shall review the College Panhellenic Violation Report to ensure it has been filled out completely, including proper signatures and indication of rules(s)/guideline(s) violated. An incomplete report shall be returned to the reporting party for completion before proceeding.



3. **Reporting Authority.** Infractions, excluding recruitment infractions, may only be reported and signed by one of the following:
  - a. The president of a chapter on behalf of her chapter
  - b. Executive officer/board member of a chapter
  - c. College Panhellenic officer
  - d. FSA
4. Recruitment infractions may only be reported and signed by one of the following:
  - a. The president of a chapter on behalf of her chapter
  - b. College Panhellenic officer in charge of recruitment or a recruitment counselor
  - c. Potential New Member
  - d. FSA
5. **Receipt of Infraction.** The following steps should be taken to make sure an infraction is properly received by the College Panhellenic:
  - a. The College Panhellenic Violation Report is retained by the College Panhellenic president or FSA and is available upon request by the accused fraternity.
  - b. The College Panhellenic president or FSA shall send a copy of the College Panhellenic Violation report to the NPC area advisor within seven days.
6. **Notification of Chapter.** The College Panhellenic president shall notify the accused fraternity in writing by delivering the College Panhellenic Notice of Infraction to that chapter president within seven days of receiving the College Panhellenic Violation Report.
  - a. If the president of the accused fraternity is unavailable, delivery may be made to another appropriate chapter fraternity officer or advisor. The record of delivery shall be documented on the report.
  - b. A copy of the College Panhellenic Notice of Infraction shall be given to the FSA and sent to the NPC area advisor within the same timer period.
7. **Response to Receipt of Infraction.** Upon receipt of the College Panhellenic Notice of Infraction, the accused sorority shall contact the College Panhellenic president within seven days to schedule mediation. Mediation shall be held unless the accused fraternity chooses to proceed directly to a judicial hearing.
  - a. If the College Panhellenic Notice of Infraction is delivered during a college/university break, the mediation/judicial hearing may be scheduled after classes resume or held during the break if all parties are available.

### Section 3. Mediation

The purpose of mediation is to find a solution satisfactory to both the party who filed the infraction and the accused fraternity, in accordance with the following documents:

1. NPC Unanimous Agreements
2. College Panhellenic bylaws
3. College Panhellenic Membership Recruitment Rules/Guidelines
4. College Panhellenic Code of Ethics
5. College Panhellenic Standing Rules

The following elements of mediation shall be followed:

1. Mediation shall be closed to the public.
2. All participants in the mediation shall keep strict confidentiality.
3. No more than three participants (including a chapter advisor) shall represent either party and/or each fraternity involved at mediation.
4. In cases of infractions for which a College Panhellenic officer or another individual has information regarding the infraction and did not file the infraction, then the person shall attend only for the purpose of presenting the information, after which he or she shall be excused from the mediation.

Mediator guidelines:

1. The College Panhellenic president in agreement with the FSA shall appoint a neutral party to serve as the mediator.
2. Though it is preferable that the FSA for Panhellenic not serve as the mediator, the advisor can serve if he or she did not file the infraction or has not been involved with the reported incident.
3. The mediator shall not be an undergraduate student.
4. All parties must sign a summary of the mediation proceedings on the Mediation Summary Report indicating the outcome of the mediation and their acceptance of the sanctions. The forms are available on the NPC website. A copy of the report shall be retained by the FSA for a period of three years.
5. Within 24 hours of the completion of the mediation, the College Panhellenic president shall send a copy of the Mediation Summary Report to the parties designated on the form.

#### Section 4. Judicial Board Hearing

If an agreement is not reached during the mediation process, a judicial board hearing shall be held. The accused party may choose to go directly to a judicial hearing instead of a mediation.

The College Panhellenic shall follow procedures for judicial board hearings as already established by its College Panhellenic Association bylaws.

- A. Hearings shall be closed to the public.
- B. No more than three participants (including a chapter advisor) shall represent either party and/or each sorority involved at a hearing.
- C. In cases of infractions for which a College Panhellenic Officer or another individual has information regarding the infraction and did not file the infraction, then the persona shall attend only for the purpose of presenting the information, after which he or she shall be excused from the judicial hearing.
- D. All parties must sign a summary of the hearing proceedings on the Judicial Board Hearing Summary Report indicating the outcome of the hearing. Forms are available on the NPC website. A copy of the report shall be retained by the FSA for three years.
- E. Within 24 hours of the completion of the judicial hearing, the College Panhellenic officer

responsible for the judicial process shall send a copy of the College Panhellenic Judicial Board Hearing Summary Report to the parties designated on the form.

- F. On those campuses where the small size of the College Panhellenic makes a judicial hearing ineffective because of conflicts of interest and mediation has proven to be ineffective, the case may be referred directly to the NPC College Panhellenic Judicial Appeals Committee.

### Section 5. Sanctions

- A. **Appropriate Sanctions.** Each College Panhellenic shall strive to achieve a fair and reasonable resolution for infractions. Sanctions should fit the nature and degree of the offense.
- a. Monetary fines shall be acceptable only for a measurable offense of the Panhellenic Council's governing documents or stated membership recruitment rules.
  - b. The amounts of monetary fines shall be predetermined by a vote of the College Panhellenic Council and stated in the Panhellenic standing rules and/or membership recruitment rules prior to the beginning of recruitment.
  - c. Examples of reasons for monetary fines may be limited to the following:
    - i. Late recruitment invitation lists
    - ii. Recruitment events that exceed designated event times
    - iii. Prohibited postings on social media outlets
    - iv. Required chapter attendance at Panhellenic-sponsored events
  - d. Sanctions shall not:
    - i. Forbid formal or informal recruitment activities or the observance of an international sorority event such as an educational program, ritual ceremony, or historical celebration.
    - ii. Affect a sorority chapter's quota or total.
    - iii. Affect the time of new member acceptance and/or initiation.
    - iv. Forbid the right of an NPC sorority to vote in College Panhellenic meetings.
    - v. Include removal from the College Panhellenic.
- B. **Duration of Sanctions.** The duration of any penalty imposed shall not exceed one calendar year from the time the decision is final.
- C. **NPC Notification of Sanctions.** Within 24 hours of the completion of mediation or the judicial board hearing, the College Panhellenic president or the College Panhellenic officer responsible for the judicial process shall send a copy of the Mediation Summary Report or Judicial Board Hearing Summary Report (not including the minutes) to parties indicated on the report form.

### Section 6. Appeals

The decision of the College Panhellenic Association judicial board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeals Committee.

- A. An appeal shall be filed with the College Panhellenic president, using the process referenced in the judicial resource section of the Manual of Information and on the appeal form, within seven days of the decision.
- B. The Judicial Appeals Committee shall reverse or uphold the decision of the College Panhellenic Association judicial board. The Judicial Appeals Committee may also dismiss or modify sanctions as the committee deems appropriate.
- C. Any penalty shall begin only after all properly filed appeal(s) decisions have been rendered. If a sanctioned sorority wants to fulfill all or part of the sanctions pending the outcome of a filed appeal(s), the fraternity shall have that option.

If the NPC College Panhellenic Judicial Appeals Committee is unable to resolve the appeal, the Judicial Appeals Committee chairman shall be responsible for further conduct of the case. All data regarding the appeal shall be submitted in the following order, as needed, until resolution can be determined.

- A. Inter/national presidents of the sororities involved.
- B. NPC Executive Committee.
- C. NPC Board of Directors. The decision of the NPC Board of Directors shall be final.

#### Section 7. Recruitment Infractions

A recruitment infraction may be filed by a collegiate chapter president, Gamma Chi, Potential New Member, and/or the coordinator of Fraternity & Sorority life, when they believe there has been an infraction of either the NPC Unanimous Agreements concerning recruitment or the OSU Recruitment Rules and Regulations.

- A. The initial College Panhellenic Violation Report form must be presented to the Panhellenic President within 30 days of the alleged violation.
  - a. When an OSU chapter believes an infraction has occurred, the president of the chapter must sign the report. If the alleged violation occurred during school recesses, the same timing and procedures as stated above must be followed.
  - b. When a Gamma Chi, a Potential New Member, or the coordinator of Fraternity & Sorority life reports an infraction, the report shall be signed and presented to the Panhellenic President.
  - c. The Panhellenic President shall consult with the OSU Panhellenic Advisor and VP Judicial to determine whether or not the report shall be endorsed and submitted for mediation or judicial hearing.
  - d. Time, place, and witness must be specified.
  - e. During school breaks or vacations, above procedures must be followed when school reconvenes.
- B. The Panhellenic President, within 24 hours after receiving a report from either an OSU chapter or the OSU Panhellenic Executive Committee, has the responsibility to see that the accused chapter and the coordinator of Fraternity & Sorority life receive a copy of the report, and the NPC area advisor is notified.
- C. Completion: the agreement reached in mediation is recorded on the College Panhellenic

Record of Mediation form, and copies are given to the chapters and their advisors involved in the mediation. The Panhellenic President is responsible for seeing that any agreements made are fulfilled.

## Section 8. Sanctions for Infractions of Recruitment Rules.

### **A. Minor Infractions and Penalties**

- a. Minor infractions emanate mainly from the recruitment procedure violations and include, but are not limited to, such things as: violations of budget, guidelines for decoration, apparel, food/drink or entertainment, gift giving, not adhering to scheduled hours of recruitment events, and not meeting the deadline for submitting invitation lists.
- b. Penalties for minor infractions shall be assessed to fit the nature and degree of the offense, for example:
  - i. An official reprimand shall be recorded in the OSU Panhellenic Minutes and a report sent to the National President and NPC delegate of the offending group.
  - ii. Constructive penalties of a positive educational nature include but are not limited to: community service, academic enrichment seminars, faculty appreciation programs, recruitment procedures workshops, and Panhellenic Reception for Resident Advisors.

### **B. Major Infractions and Penalties**

- a. Major infractions emanate primarily from recruitment ethics violations and include, but are not limited to: violations of the Unanimous Agreements such as failing to observe silence or contact rules, making disparaging remarks about sorority women, extending bids early, encouraging Potential New Members to intentionally single preference, suggesting that a woman refuse a bid from one group to wait for a bid from another group, and involving men or alcohol in recruitment.
- b. Penalties for major infractions shall be assessed to fit the nature and degree of the offense, for example:
  - i. Constructive penalties of a positive educational nature include but are not limited to: planning and financing a Panhellenic workshop conducted by the NPC Area Advisor or another NPC representative, executing a major fundraiser to provide Panhellenic scholarships, speakers, regional Panhellenic conference fees, planning a positive public relations program for Panhellenic, sponsoring a retreat for recruitment chairs or other chapter officers.

### **C. Probation**

- a. Group probation may limit either entirely or partially certain social inter-chapter functions.
  - i. A recommendation may be made to the coordinator of Fraternity & Sorority life for university disciplinary action by the Student Activities

Committee.

b. Individual

- i. Any student on probation who further violates any University or living group rule is subject to further action by the Board.
- ii. Any student on probation will be kept notified of the probation and its terms. A record of the probation and its terms will be kept on file with the Panhellenic Judicial Board.
- iii. Under the conditions of this probation, a student must appeal in writing to be removed from probation and may do so one full term from the time probation was imposed.
- iv. A recommendation may be made to the coordinator of Fraternity & Sorority life for university disciplinary action by the Student Conduct Committee.
- v. Any member of the Panhellenic Council to have allegedly violated recruitment policy or the Panhellenic Officer Expectation contract will be removed from the Recruitment process immediately, and all contact and involvement in recruitment shall be revoked. Process will follow Panhellenic Council Bylaws Article VIII.

**D. Inappropriate Sanctions**

- a. Fines in excess of restitution of damages.
- b. It is a violation of the NPC Unanimous Agreements for a college Panhellenic to lower a chapter's pledge quota as a recruitment infraction.
- c. Delaying pledging or initiation infringe on the sovereignty of individual sororities and may not be used as a recruitment penalty.

**E. Duration and Completion of Sanction**

- a. The duration of any sanction imposed shall not exceed 12 months from the time the final decision is rendered. The judicial body imposing the sanction is responsible for the oversight during the life of the sanction.

- F. Actions of the Judicial Board may adhere to, repeat, or modify a previous decision of the living group's Judicial or Standards Board.

Section 9. Joint Judicial Review

The purpose of the Joint Judicial Review Committee is to provide for input from both men and women concerning any incidents jointly involving both a fraternity and sorority. The input from both sides is considered to be vital to generate clear communication and good relations between sororities and fraternities in the determination of each other's viewpoints concerning various activities and problems.

The two Judicial Committees will meet prior to the actual review meeting. The purpose will be to introduce each other, to discuss the organization and procedures to be followed for the hearing, and to read and discuss the issue in question.

- A. **Organization.** The two committees will sit together and are encouraged to alternate seating. The two chairpersons will divide responsibility for the following items of

agenda:

- a. Introduction
- b. Reading the charges
- c. Reading the incident report(s) and witness report(s)
- d. Chairing the questioning and comment period
- e. Chairing the post hearing discussion

## **B. Hearing**

- a. The accused group will enter, and introductions will follow. If at any time during the hearing members representing the accused party become hostile, the committee shall ask them to leave.
- b. All charges will be read at this time. The specific article and section of the charge shall precede the full quotation of the regulation allegedly violated. This applies to both University and IFC/Panhellenic regulations.
- c. All evidence shall be presented at this time. All incident reports and witness reports shall be read to the extent of their relevant information. Any witness(es) present shall then be asked for any further brief comment.
- d. The accused parties then have the option of asking the witness(es) any questions. If the witness is not present and is being represented by a member of the Regulations Committee, then the accused parties have the option of asking the representative of the Regulations Committee.
- e. The accused parties may choose not to contest the charges, in which case they may make a statement and may be asked questions of clarification or constructive nature by the committees. The following items f, g, and h are skipped in this case and the accused groups are then dismissed.
- f. The committees will then ask questions in order to later determine guilt or innocence of the accused groups.
- g. The accused group will then have the option of asking questions (of clarifying nature only) of the committee.
- h. The accused group will be asked to make a final statement and then be excused.

## **C. Hearing Discussions**

- a. The two committees will discuss the charge(s) until a substantial number of ideas have been exchanged. The committees will vote on the guilt or innocence of their respective groups. Only the information given during a Judicial hearing will be taken into consideration when deciding on sorority punishment. Additional information or comments cannot be made without the sorority present. A final joint discussion of penalties will follow if both groups are found guilty. After these discussions, the committees will separate and complete the hearing by their respective constitutional processes.
- b. After the hearing and discussions, the two chairpersons will meet and discuss necessary details for the recommended penalties. The final decisions reached by the respective committees are to be reached independently of each other in accordance with due process and consistent with the philosophy of the two

committees. The procedure should allow for adequate interchange of ideas to provide reasonable concurrent decision. However, the previous records of the accused living groups may be justification for different levels of penalties.

## Article II. Philanthropy Resolutions

### Section 1. Rationale

In attempts to keep philanthropic events fair and civil, issues such as sportsmanship, use of alcohol, and improper socializing (schmoozing) are addressed along with the consequences associated with them.

### Section 2. Proper Sportsmanship

The conduct (as fairness, respect for one's opponent, and graciousness in winning or losing) becoming to one participating in a philanthropy. Unwillingness to follow proper sportsmanship in philanthropic events may result in an infraction or judicial hearing.

### Section 3. Alcohol

Under no circumstances is alcohol permitted at any philanthropy event. Failure to follow this rule will result in an infraction and/or judicial board hearing.

### Section 4. Improper Socializing

Socializing (schmoozing) is accepted in philanthropies however it will not count for points toward winning the overall philanthropy and inappropriate socializing such as, but not limited to, providing alcohol to anyone during any philanthropy (IFC or Panhellenic), will result in an infraction or a judicial board hearing.

### Section 5. Length of Event

Panhellenic sororities' "philanthropy days" cannot exceed more than 3 days per term. These days do not need to be consecutive, but the total cannot exceed more than 3 days in each term.

### Section 6. All events must be Philanthropic

All events during the philanthropy must focus on raising money or awareness for the cause. A check-in will not count for points toward winning a philanthropy unless each member that is checking in donates at least one penny. No Panhellenic sorority will host or participate in a room, house, or any other type of decoration competition that is considered part of philanthropy, unless that chapter has made the event philanthropic.

### Section 7. Registration

- A. A philanthropy event registration form must be submitted online by the end of the term preceding the event days. The deadline will be determined by the VP of Community Service & Philanthropy. After submission, the VP of Community Service & Philanthropy will contact the chapter's philanthropy chair as to whether an event has been approved and will enter the event on the Philanthropy calendar. Philanthropy events will be



scheduled on a first come, first serve basis.

- B. All sorority philanthropy events must be registered with the VP of Community Service & Philanthropy. If it is registered late, a philanthropy event may still be considered for approval, but it will be charged a late fee of \$25.00.
- C. No events can be scheduled during the week directly preceding or during any finals week.
- D. No two like philanthropy events that cater towards the same audience shall take place on the same day.
  - a. Two separate sorority events that cater to different audiences and do not interfere with each other's participation (i.e. a feed and a competition) may occur on the same day. The approval of these events is at the discretion of the VP of Community Service & Philanthropy. If it is determined that the two events will interfere, then the later of the two events registered will not be approved.
- E. Each chapter is limited to one (1) multi-day philanthropy event per calendar year. There is no limit to one-day philanthropy events.

### Article III. Recruitment Rules

#### Section 1. Panhellenic Recruitment

- A. **Primary Recruitment (“recruitment”).** OSU Panhellenic shall hold recruitment during the fall quarter/term of the academic year.
- B. **Continuous Open Bidding (COB).** Any chapter not at quota or total after recruitment shall be permitted to continue to offer bids to any full-time matriculated OSU student through Continuous Open Bidding (COB). COB shall continue throughout the academic year, except during designated chapter colonization or reorganization recruitment periods. See OSU Panhellenic Association bylaw: Article IX, Section 5.
- C. **Potential New Member (“PNM”) Eligibility.** See OSU Panhellenic Association bylaw: Article IX, Section 1.

#### Section 2. Recruitment Personnel

- A. Only active chapter members are eligible to participate in recruitment. Updated member lists are due to the Panhellenic Vice President Recruitment by the first day of the fall quarter per the OSU academic calendar.
- B. Alumnae may not recruit. They may attend recruitment events to observe, help set up, or prepare refreshments. Alumnae must wear nametags that clearly indicate their statuses. A maximum of eight alumnae, including national members, may be visible in the actual recruitment room unless otherwise approved by the Panhellenic Executive Office.
- C. National officers shall remain in an advisory capacity only, unless otherwise approved by the Panhellenic Executive Office.

#### Section 3. Recruitment Ethics

- A. **Positive Panhellenic Contact**
  - a. **Statement of Positive Panhellenic Contact.** We, the women of Oregon State

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

- b. Positive Panhellenic Contact shall be defined as unbiased communication between chapter members and PNMs. Chapter-specific information shall not be discussed during this time. Chapter members shall promote the benefits of “going Greek”, and refrain from promoting individual chapters.
- c. There shall be no conversation that can be perceived as bid promising to a PNM going through Primary Recruitment or Continuous Open Bidding.
  - i. Bid promising is defined as any statement that would suggest that an individual member or chapter is guaranteeing that a PNM will become a new member of their organization.
  - ii. An individual member shall not imply either directly or indirectly that a PNM will be invited back to their chapter’s next invitation event.
  - iii. PNMs may not be told directly or indirectly that they are on a chapter’s bid list.
  - iv. There shall be no mentioning of Continuous Open Bidding (COB) or Informal Recruitment.
  - v. Chapters are encouraged to trust the Panhellenic Council and the Recruitment Counselors to regulate ALL general rules. All chapter members are encouraged to approach the Panhellenic Executive Office with inquiries concerning these general rules in Section 4.
  - vi. The VP Judicial Affairs will assist chapters with filing recruitment infractions.

#### **B. Panhellenic Spirit**

- a. All members, without regard to membership class, shall comply with all NPC Recruitment Unanimous Agreements and be subject to the OSU Panhellenic Association bylaws, Code of Ethics, and any additional rules the Panhellenic Association may adopt. Any rules adopted by this Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.
- b. During all recruitment events, chapter members should only be speaking about their individual chapters and the Panhellenic Association, there shall be no derogatory comments made about other Greek chapters.

- C. Statement of Values-Based Recruitment:** All NPC member organizations represented at Oregon State University will engage in the following practices that align with the Values-Based Recruitment (1989, 1991, 1997, 2003, 2005, 2019)-POLICY during membership recruitment:

- a. Focus on conversations between chapter members and potential new members about organizational values and member organizations.
- b. Establish guidelines for membership recruitment budgets and set a cap on membership recruitment expenses, including the value of all donated goods and services.
- c. Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
- d. Determine recruitment event attire for chapter members that reduces individual financial burden and eliminates costuming.
- e. Eliminate gifts, favors, letters, and notes for potential new members.
- f. Eliminate all forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.
- g. Eliminate recruitment skits.

#### Section 4. General Rules for Primary Recruitment

- A. The alcohol and substance free period for the primary recruitment period shall begin when first year University students move into the residence halls (date determined by University annually) and shall conclude two days after Bid Day activities at 8am to ensure a welcoming environment and the safety of both new members and current active members.
  - a. Alcohol and substance free period includes all federally illegal substances, including but not limited to: alcohol, marijuana, and any non-prescribed drug.
  - b. Chapter members aged 21 and over may consume alcohol at third-party venues where alcohol is legally served, such as a restaurant. Chapter members aged 21 and over **may not** consume substances at their private residence, or on fraternity property, and will not consume alcohol on the days that recruitment events are held.
- B. Promotion for Formal Recruitment
  - a. Panhellenic Council Members and Gamma Chis must privatize all online accounts and social networking services, including social media; i.e. Facebook from the first day of undergraduate student housing move in day until the conclusion of Bid Day.
  - b. Individual chapters and their members may not promote or advertise their chapter through social media as a means of recruitment, starting the first day of summer through Bid Day.
  - c. Any posting during this time period related to any specific chapter must coincide with a general promotion of “Go Greek” or Oregon State University Sorority Life.
  - d. Chapters may not utilize their own chapter-specific recruitment tags or slogans.
  - e. Any promotional materials for recruitment purposes are prohibited from the first day of summer through Bid Day to ensure positive Panhellenic spirit. This includes but is not limited to sponsored ads, flyers, promotional events, etc.
- C. PNMs may not be on chapter property from the first day of undergraduate student

housing move in until Bid Day (except for recruitment parties). Active members may not visit PNMs at their place of residence during this timeframe.

- a. Chapter property and live-outs are defined as any residence where two or more members of fraternities and sororities reside. This may be comprised of multiple organizations.
- D. Active members, non-initiated members, and alumnae shall have no recruitment-related contact whatsoever with Gamma Chis from the Sunday before the start of recruitment until Gamma Chi revealing on Bid Day.
- E. Males are not permitted on the chapter property starting on undergraduate student move in day through 24 hours after bids are received, with the exception of resident advisors and staff. Houseboys or other male staff may conduct assigned duties, as long as they are out of sight of PNMs.
- F. No men may be present at any recruitment events. Chapters may not display fraternity paraphernalia or “sweetheart” paraphernalia. Fraternity names can be used when being displayed for Sing or philanthropy events only. Displaying social involvement with a fraternity (i.e. a “dance” sweatshirt) is prohibited.
- G. No chapter member shall attend any male fraternity events where PNMs are present from the first day of undergraduate student housing move in until the conclusion of Bid Day.
- H. PNMs may not leave any recruitment event with chapter notes, gifts, or any chapter recruitment materials.
- I. Outdoor patio space may be used in accordance with the same rules as any other public space within the chapter house. Simple lighting is permitted.
- J. No chapter may use the term “rush” on any of their chapter recruitment materials. This includes but is not limited to t-shirts or any other items that can be seen by PNMs.
- K. Gamma Chis and Panhellenic Council members will disassociate from their individual chapter 30 days prior to freshman move in, as well as the duration of formal recruitment and including, if needed, during Panhellenic sponsored informal recruitment events such as workshops, and any other recruitment related work.
- L. A sisterhood themed video may be created and posted online 24 hours after bid day until the last day of spring term when chapters move to a Sisterhood focused period.
  - a. This video will not include fraternity letters or fraternity men. During any recruitment process organized by the Panhellenic association it will not include Gamma Chis or Panhellenic executive council members.
  - b. Once Continuous Open Bidding ends, a “Go Greek” Panhellenic provided video will be available for chapters to share online through the end of formal recruitment.
  - c. These videos will be sent to and approved by Panhellenic Council before sharing.
- M. Chapters that do not meet the deadline for submitting invitation lists at the close of any round of formal recruitment will incur a \$100 fine for every twenty minutes it is late. A list that is 20 minutes late will be \$100, a list that is 40 minutes late will be \$200, and so on.
- N. At the start of formal recruitment, each chapter will submit two contact phone numbers to

the Panhellenic Council. For chapters that do not answer their submitted recruitment contact phone number, the first missed call will result in a warning. The second missed call will result in a \$20 fine. The third missed call will result in a \$20 fine and so on.

- O. Chapters are required to have a member posed inside the chapter front door to assist PNMs, Gamma Chis, or Panhellenic executive members. This member needs to be present for the duration of recruitment events, regardless of a chapter's participation in the round. On the first instance there is no member stationed, the chapter will receive a warning. The second instance will result in a \$20 fine, and any following instances will incur fines in increasing increments of \$20.

#### Section 5. Specified Rules for Each Round of Recruitment

- A. **Orientation.** Panhellenic Association will sponsor a recruitment orientation program for all interested and registered women for Primary recruitment.

- B. **Round One: Sisterhood**

- a. *Activity.* 15-minute parties conducted at a designated chapter or campus location as determined by the Panhellenic Council.
  - i. All events will take place on the main floor of the chapter house only. Unhoused chapters will utilize on-campus space predetermined by the Panhellenic Council.
- b. *Attire.* Uniform shirts provided and approved by Panhellenic Council.
- c. *Not allowed.* Music, balloons, wall decorations, streamers, male fraternity pictures/insignias (with the exception of Sing/philanthropy items)
- d. *Voting.* There will be designated areas for each chapter to do their voting.

- C. **Round Two: Philanthropy**

- a. *Activity.* 25-minute parties that will be located at the chapter house An original or nationally-sponsored video focused on your cause and chapter or on national-specific philanthropy events that is no longer than 5 minutes, does not include Gamma Chis or Panhellenic Council members, and approved by Panhellenic. The video needs to reflect values-based recruitment and can show some illustration of philanthropy events, while focusing on the chapter's philanthropic cause. This video can be posed to social media after the conclusion of Bid Day.
  - i. All events will take place on the main floor of the chapter house only.
  - ii. No crafts, activities, or music will be allowed.
  - iii. Refreshments in the form of beverages will be allowed during this event.
- b. *Attire.* Casual attire with a Panhellenic Council approved philanthropy shirt.
- c. *Decorations.* Tri-fold boards focused on the chapter's philanthropy and events. T-shirts or other philanthropy related decorations.

- D. **Round Three: Chapter**

- a. *Activity.* 40-minute parties that include a chapter house tour and refreshments in the form of beverages.
- b. *Attire.* Office/business casual.
- c. *Decorations.* There will be no music or excess decorations allowed. Posters and

decorations that will remain in place all year will be permitted.

**E. Round Four: Preference**

- a. *Activity.* 50-minute parties that will be located at the chapter house. Only dessert will be served at all events during this round.
  - i. A ceremony that is unique to each chapter may be held.
  - ii. No videos or slideshow permitted.
- b. *Attire.* Formal/cocktail attire.
- c. *Decorations.* Only acceptable in living room and dining room.

**F. Bid Day**

- a. *Activity: Times will be announced.* Potential New Members meet with their Gamma Chi and get their individual bid cards. Chapters will meet in a designated area. Gamma Chis and new members travel to one chapter at a time to meet their new chapters. Everyone travels to the chapter where members are waiting and cheering on their new members.
- b. *Attire.* Bid day shirts.
- c. *Decorations.* Signs with PNM names on them, balloon arches, most of the decorations will be at the chapter. Chapters decorated in the chapter's preferences.

**Section 6. Membership Selection**

See NPC Guidelines and Unanimous Agreements in regard to Delayed Fully Structured Recruitment Member Selection.

**A. Membership Recruitment Acceptance Binding Agreement (MRABA)**

- a. After the last preference event, each PNM must sign an MRABA form indicating which chapter, in order of her preference, she is willing to accept an invitation to membership. Each PNM may list up to two preferences. All potential new members must sign an MRABA before submitting their final selections. (See NPC Unanimous Agreement on MRABA details.)

**B. Quota, Snap Bidding, and COB**

- a. Quota is the number of PNMs that each chapter is allowed to take regardless of a chapter's total membership number. Every chapter is entitled to bid the same quota number. Quota is determined by the NPC Release Figure Method (RFM) after Preference Night MRABAs are received. Snap bidding is the process by which only those chapters not meeting quota during the bid matching process are given the opportunity to offer invitations to any PNM who participated in the formal recruitment process. Chapters may snap bid only to fill quota. A secondary quota will be utilized for upperclassmen participating in the formal recruitment process.
- b. Any chapter not at quota or total shall be permitted to continue to offer bids to any full-time matriculated OSU student through Continuous Open Bidding (COB). COB shall continue throughout the academic year, except during formal recruitment or designated chapter colonization or reorganization recruitment periods.

## Section 7. Finances

### A. Chapter Budgets

- a. **Recruitment Expenses.** The Panhellenic recruitment budget for each chapter shall not exceed \$2,000 including rentals and excluding donations and ramps. Budgets may only be exceeded with the approval of the Panhellenic Council.
- b. The Panhellenic recruitment budget is defined as the money spent solely on all Primary recruitment events beginning with the first event of Round One through the last event on Preference Night. Bid Day is not included in the recruitment budget. This budget does not reflect expenses on pre-owned items, or items that will be used by chapter members and facilities year-round. Any costs used to produce any philanthropy day videos, and accommodations necessary to make the event and chapter structure accessible to all potential new members will not be required to be reported in the total.
- c. Rentals are defined as the money spent on items needed explicitly for recruitment. This includes and its limited to the renting of tables, chairs, linens, heat lamps, and simple lighting.
- d. Donated goods and services must be appraised and included in the chapter's final expense report form.

## Section 8. Recruitment Infractions

All recruitment infractions will be handled according to procedures outlined in the NPC Manual of Information and Unanimous Agreements.

## Section 9. Total

- A. **Determining Total (PHC Policy).** To allow chapters to achieve parity as quickly as possible, total will be evaluated every regular academic term. Total will be automatically adjusted no later than 72 hours following bid distribution in the academic term that primary recruitment is held and total will be evaluated within one week (no more than seven days) from the start of the other academic terms.
  - a. Total shall be determined by median or average chapter size, whichever is larger.
    - i. If total is reset during a term in which primary recruitment did not occur, it cannot be set to less than 95% of the total that resulted from the automatic adjustment in the most recent academic term in which primary recruitment was held.
  - b. In the case that the Panhellenic community is in contraction, as determined by the Panhellenic Council and Fraternity/Sorority Advisor (FSA), total shall be set as the largest chapter size plus 5-10%.
- B. **Calculating Total (PHC Policy).** Total is the allowable chapter size as determined by the College Panhellenic and includes both new members and initiated members. Any member who is away from campus for the entire academic year is not counted in total. Members away for one academic term are counted in total.

- C. **Transfer Members (PHC Policy).** If a chapter is a total and wishes to affiliate a transfer member, it may do so even though the addition of that member will put the chapter over total.

Section 10. Recruitment Code of Ethics

**RECRUITMENT CODE OF ETHICS**

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

We, as Panhellenic women of Oregon State University agree on and commit to:

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

We, as Panhellenic women of Oregon State University also agree on and commit to:

- Respectfully adhere to the bylaws and recruitment rules of the Oregon State University Panhellenic Council.



- Abide by all local and federal laws and NPC inter/national member group bylaws.
- Hold one another accountable to these standards, remembering at all times that we represent not only individual chapters but also the Panhellenic community as a whole.

As Panhellenic women of Oregon State University, these are the tenets by which we strive to live.

*Adopted: Wednesday, April 30<sup>th</sup>, 2014*

#### Article IV. Social Policy

##### Oregon State University Fraternity & Sorority Life Joint Council Social Event and Risk Management Policy

#### Overview

The philosophy of these policies is to reduce risks involved with social activities within social fraternities/sororities and define regulations set forth by the fraternity/sorority governing councils. The policies should be used to plan an event along with individual Chapter and inter/national policies and procedures, be in compliance with Oregon State University's (OSU) Code of Student Conduct, and follow any Federal, State, and Local laws. If there is ever a conflict between policies, the more restrictive policy should be followed.

#### Event Definition

Any activity or event sponsored or endorsed by the organization, including those that occur on or off property owned or controlled by the chapter.

#### Reporting Process

It is best to set a date for an event as far in advance as possible to allow for ample time for planning and organizing the event details. Chapter members are responsible for being knowledgeable of the rules and definitions for each type of social event, as state in each council's respective bylaws.

***Social Event Reporting Forms are due by 11:59pm on the Monday prior to the organization's event via a form provided by the respective governing council. The link(s) for these Reporting Forms can be found on the individual council websites.***

- A. Late Reports: Events reported after the deadline will be evaluated by the officer responsible for reviewing report submissions. Chapters are eligible to receive one written warning per term for late reported events, before the Judicial Process would begin as outlined in the respective council bylaws.
- B. Failure to Report: Failure to report will result in all involved parties being automatically referred to the respective council's Judicial Process.

#### Social Event Policies

*Adopted from North American Interfraternity Conference (NIC) Guidelines*

1. The chapter/organization, members, and guests must comply with all federal, state, provincial, and local laws. No person under the legal drinking age may possess, consume, provide, or be provided alcoholic beverages.
2. The chapter/organization, members, and guests must comply with the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on chapter/organizational property or at any activity or event sponsored or endorsed by the chapter/organization.
3. Alcoholic beverages must either be:
  - a. Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g. restaurant, bar, caterer, etc.)\* OR
  - b. Brought by individual members and guests through a bring your own beverage (“BYOB”) system.\*

*\*Recommendations for compliance can be found in the “Best Practices” section of the document on the Panhellenic website*
4. The presence of alcohol products above 15% alcohol by volume (“ABV”) is prohibited at any event, except when served by a licensed and insured third-party vendor.
5. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e. amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
6. Alcoholic beverages must not be purchased with chapter/organizational funds or funds pooled by members or guests (i.e. admission fees, cover fees, collecting funds through digital apps, etc.).
7. A chapter/organization must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, a chapter/organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter/organization event.
8. Attendance by non-members at any event where alcohol is present must be by invitation only. The chapter/organization must utilize a guest list system and attendance at events must not exceed local fire or building code capacity of the chapter/organizational premises or host venue.
9. No more than five (5) chapters may co-host any one event.
10. Event Monitors are required at all social events where alcohol is present. All Event Monitors shall refrain from the consumption of any alcohol or other drugs prior to and for the full duration of an event. One (1) Event Monitor is required for every thirty (30) individuals in attendance at the social event.
11. Any event or activity related to the new member joining process (i.e. recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to the new member activities, meetings, or initiation into an organization, including but not limited to any “bid day”, “jump day”, “new member presentations”, “big/little” events or activities, “family” events or activities, and any ritual

or ceremony.

12. The chapter/organization, members, or guests must not permit, encourage, coerce, glorify, or participate in any activities involving the rapid consumption of alcohol, such as drinking games.
13. A chapter/organization must not co-host, co-sponsor, or in any way participate in, an activity or event with another group or entity that does not follow the above policies.

### Sexual Misconduct

*Adopted from Holmes Murphy Risk Management Policy*

The organization and its members must comply with all federal, state, provincial, and local laws related to sexual misconduct. This is including, but not limited to, definitions around consent, sexual violence, sexual harassment, domestic violence, dating violence, stalking, and sexual exploitation. The employment or use of strippers, exotic dancers, or similar, whether professional or amateur, at any fraternity activity or event as defined in this policy is prohibited.

### Hazing

*Adopted from Oregon State University Code of Student Conduct*

Conduct that endangers the mental or physical health or safety of any person, or that destroys, damages, or removes public or private property, and is related to the initiation, admission into, affiliation with, advancement within, or general member participation in a group, organization, social or academic program, regardless as to whether or not the actions are sanctioned or approved by the organization or continued membership or standing is contingent upon participation is strictly prohibited. Participation or cooperation by the person(s) being hazed does not excuse the violation.

### Weapons

*Adopted from Oregon State University Code of Student Conduct*

Possession, use, or threatened use of firearms, dangerous chemicals, any switchblade or similar knife, hunting or target bow, crossbow, dirk, dagger, slingshot, metal knuckles, or similar instrument; or a projectile containing an explosive or incendiary material or other chemical substance, or a bomb, grenade, missile, or similar instrument are prohibited on university or chapter owned or controlled property and at university or chapter sponsored activities, unless expressly authorized by law and applicable policies.

### Retaliation

*Adopted from Oregon State University Code of Student Conduct*

Any intentional, adverse action, taken by an individual or allied third party against or toward a participant, witness, or other party who is, or is perceived to be, engaged in an investigation, and report, or a hearing or administrative process relating to the behavior or conduct.