

Bylaws of University of Oregon Panhellenic Association

Article I. Name

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

Article II. Object

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

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

Article III. Membership

Section 1. Membership Classes

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

- A. **Regular membership.** The regular membership of the University of Oregon Panhellenic Association shall be composed of all chapters of NPC fraternities at University of Oregon . Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and one vote on all matters.
- B. **Provisional membership.** The provisional membership of the University of Oregon Panhellenic Association shall be composed of all colonies of NPC fraternities at University of Oregon . Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC fraternity.

- C. **Associate membership.** Local sororities or national or regional non-NPC member groups may apply for associate membership of the University of Oregon Panhellenic Association.
- a. The Panhellenic Council shall determine the membership eligibility requirements and the process for submitting an application and approval of the application.
 - b. Associate members shall pay dues as determined by the College Panhellenic Council.
 - c. An associate member shall have voice and one vote on all matters except extension-related matters and, if they are not participating in the formal recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total.
 - d. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

Section 2. Privileges and Responsibilities of Membership

- A. **Duty of compliance.** All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these University of Oregon 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 Oregon Panhellenic Association shall be President, VP of Accountability, VP of Recruitment, VP of Risk Management, VP of Civic Engagement, VP of Community Programming, VP of Member Development, and VP of Internal Management.

Section 2. Eligibility

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

- A. **Regular membership.** Members from women's fraternities holding regular membership in the University of Oregon Panhellenic Association shall be eligible to serve as any officer.
- B. **Provisional membership.** Members from women's fraternities holding provisional membership in the University of Oregon Panhellenic Association shall not be eligible to serve as an officer.

Section 3. Selection of Officers

The offices of President, Vice-President of Accountability, VP of Recruitment, VP of Risk Management, VP of Civic Engagement, VP of Member Development, VP of Internal Management, and VP of Community Programming of the University of Oregon Panhellenic Association shall be elected by ballot, except if there is only one nominee for an office that nominee shall be declared elected.

Section 4. Office-Holding Limitations

1. No more than 2 member(s) from the same women's fraternity shall hold office during the same term.
2. Must maintain a 2.85 cumulative GPA.
3. May not serve as current Chapter President or Panhellenic Delegate.

Section 5. Term

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

Section 6. Removal

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

Section 7. Vacancies

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

Section 8. Duties of Officers

A. The president shall:

- Preside at all meetings of the Panhellenic Council.
- Preside at all meetings of the Executive Board (if it exists).
- Serve as an ex-officio member of all Panhellenic Association committees.
- Communicate regularly with the Panhellenic advisor.
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Ensure that the NPC annual report is completed.
- Communicate regularly with the NPC area advisor.
- Maintain current copies of the following: University of Oregon Panhellenic Association bylaws and standing rules; the Panhellenic Association budget; contracts executed on behalf of the Panhellenic Association; correspondence and materials received

from the NPC area advisor; all College Panhellenic reports to NPC; and other pertinent materials.

- Perform all other duties as assigned.

B. The Vice President of Accountability shall:

- Perform the duties of the President in her absence.
- Shall be familiar with the NPC Manual of Information and all governing documents of this association.
- Perform all other duties as assigned.
- Chair Accountability Council.
- Annually review Judicial Process bylaws.
- Appoint Panhellenic Accountability Council members through an application process.
- Educating and training Panhellenic Accountability Council members on Judicial Process.

C. The Vice President of Recruitment shall:

- Update and distribute Recruitment Staff and Rho Gamma applications.
- Hire a Recruitment assistant.
- Appoint Rho Gammas through an application and interview process.
- Review and update the Recruitment Rules, and Code of Ethics.
- Monitor chapter member quota.
- Set recruitment dates for next fall.
- Oversee Spring Recruitment and direct PNM's to the appropriate chapters for information.
- Meet with Recruitment chairs regularly to discuss planning and changes.
- Hold Rho Gamma trainings Spring Term.
- Attend Duck Days, Intermingles, and student orientation sessions.
- Plan and begin editing designs for chapter, PNM, Rho Gamma, and PHC executive apparel.
- Review and update the PNM pamphlet.
- Order accessories, backpacks, note cards and clipboards for Rho Gammas.
- Book rooms for; recruitment chair meetings, spirit week, week of recruitment, PNM orientation, and lectures for parents over the summer.
- Make recruitment time schedule.
- Organize PNM groups and schedules.

D. The Vice President of Risk Management

- Manage risk management policies, educational programs, and social function registrations for PHC sororities.
- Works closely with IFC counterpart on all registrations and social policy educational programs.
- Frequently meets with FSL director to remain in touch with University as well as FSL risk management policies.
- Implement an Event Monitor training.
- Hold risk management and social chair round tables.

E. The Vice President of Civic Engagement

- Make Panhellenic service and philanthropy calendar.
- Work with Chapters to schedule philanthropies two terms in advance.
- Seek and recommend service opportunities for the PHC community.
- Plan service or community outreach opportunities on a regular basis.
- Coordinate philanthropy dates with IFC VP of Civic Engagement.
- Collect and archive each chapter's term community service hours.

F. The Vice President of Community Programming shall:

- Serve as a liaison to student, campus and community organizations interested in partnering with the fraternity and sorority community
- Develop and maintain partnerships with various organizations (i.e., Men's Center, Women's Center, ASUO, Athletics, etc.)
- Oversee Greek Week activities, including supervision of Greek Week committee
- Coordinate the annual Fraternity and Sorority Excellence Awards
- Coordinate events to boost morale and spirit in the community (i.e., dinner exchanges, Greek Games, etc.)
- Promote healthy fraternity interaction to develop relations
- Plan and facilitate All Community Forums each term

E. The Vice President of Member Development shall:

- Serve as a resource for New Member/ Pledge Educators, evaluating the new member program and providing suggestions for improvement.
- Discuss ways with your counterpart and other new member educators to better the experience for the entire year, not only fall term.
- Plan and implement a community- wide information sessions for New Members.

- Coordinate programs and workshops to aid in the development of initiated members.
- Work with FSL staff to create educational programming that advances the Greek community.
- Oversee the Junior Greek council of emerging leaders reflective of the FSL community.
- Serve as a resource for chapters not meeting academic standards.
- Develop, maintain, and distribute a list of educational opportunities for chapters, including speakers and upcoming University events.

G. The Vice President of Internal Management shall:

- Oversee the fiscal management of PHC including the development of a budget and evaluation of spending practices.
- Receive requests for purchase orders and collect required documentation .
- Invoice, collect, record, and deposit membership dues from each organization.
- Take minutes at all Executive Board meetings and President Council meetings.
- Post and distribute minutes collected.
- Reserve space for council activities.
- Update FSL website every term with photos, videos, and upcoming calendar events.
- Create and distribute monthly newsletter to PHC member organizations.
- Plan termly PHC Executive and President's Council dinners.
- Yearly update brochures for Duck Days, IntroDUCKtion, and other outreach events.
- Plan fundraising events involving Junior Greek Council each academic term.
- Plan and oversee officer transactions.
- Assist officers in creating videos for formal recruitment, FSL Excellence awards and other events.

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the University of Oregon Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the University of Oregon Panhellenic Association including, but not limited to: but not limited to: annually review the parameters as adopted in the recruitment rules for the automatic adjustment of

total, determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of member women's fraternities.

Section 2. Composition and Privileges

The University of Oregon Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at University of Oregon as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the fraternity, providing her credentials have been presented to the association president.

Section 3. Selection of Delegates and Alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's fraternity chapters to serve for a term of one year commencing at the beginning of the winter academic term.

Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within 2 weeks and to notify the VP of Internal Management of her name, address and telephone number.

Section 5. Regular Meetings

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

Section 6. Annual Meeting

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

Section 7. Special Meetings

Special meetings of the Panhellenic Council may be called by the president when necessary and shall be called by her upon the written request of no fewer than one-fourth of the member women's fraternities of the University of Oregon Panhellenic Association. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 8. Quorum

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

Section 9. Vote Requirements

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

Article VI. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of the University of Oregon Panhellenic Association shall be appointed by the University of Oregon administration and approved by the Panhellenic Council.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the University of Oregon Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council.

Article VII. Committees

Section 1. Standing Committees

- A. The standing committees of the University of Oregon Panhellenic Association shall be the Panhellenic Accountability Council, Junior Greek Council and Recruitment Staff.
- B. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

Section 2. Appointment of Committee Membership

The Executive Board shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and, in making these appointments, recognize fair representation from all member women fraternities as much as possible. The president shall be an ex-officio member of all committees except the Accountability Council.

Section 3. Accountability Council

The Accountability Council shall consist of the VP of Accountability as chairman and between 10 to 15 members. The Panhellenic advisor shall serve as a nonvoting ex-officio member. The Accountability Council members shall participate in training to be educated about the purpose of the board, the rules and regulations the Accountability Council will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Accountability Council shall educate member fraternities about the Panhellenic judicial procedure. It shall be the Accountability Council'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 Oregon Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Accountability Council unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Accountability Council. The members of the Accountability Council shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. 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 University of Oregon Panhellenic Association shall be from July 1 to June 30.

Section 2. Contracts

Dual signatures of the Vice President of Internal Management and Panhellenic Advisor shall be required to bind the University of Oregon Panhellenic Association on any contract. All checks issued on behalf of the University of Oregon Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: President and Vice President of Internal Management

Section 3. Payments

All payments due to the University of Oregon Panhellenic Association shall be received by the Vice President of Internal Management, who shall record them.

Checks for payments shall be made payable to the University of Oregon Panhellenic Association.

Section 4. Dues

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

- B. Panhellenic Association membership dues shall be an assessment per member and new member.
 - The amount of such dues 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 shall be payable 30 days after the beginning of each academic term.

Section 5. Fees and Assessments

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

Article IX. Extension

Section 1. Extension is the process of adding an NPC women's fraternity. The University of Oregon 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 X. 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 Oregon Panhellenic Association shall be considered a violation.

Section 2. Informal resolution

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

Section 3. Judicial process

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

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

Article XI. Hazing

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

Article XII. Parliamentary Authority

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

Article XIII. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the University of Oregon 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 XIV. Dissolution

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

Standing Rules

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

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

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

Judicial Procedures of the University of Oregon Panhellenic Association

I. Name

The Judicial board of the University of Oregon Panhellenic association shall be named the Panhellenic Accountability Council (PAC).

II. Membership

A. Composition

1. Membership in the Panhellenic Accountability Council will be comprised of at least one member (not to exceed two) from every Panhellenic chapter.
2. The PHC VP of Accountability will serve as the Panhellenic Accountability Council chair. They are responsible for:
 - a. Appoint Panhellenic Accountability Council members through an application process.
 - b. Educating and training Panhellenic Accountability Council members on Accountability process.
 - c. Selecting Panhellenic Accountability Council members for hearing.
 - d. Making arrangements for the hearing
 - i. (Location, meeting room, setup, and notification of the hearing to the board members and involved chapters)
 - e. Determining if any Panhellenic Accountability Council members need to be excused from serving because of a conflict of interest.
 - f. Providing, in writing, involved chapters' presidents and advisors with the hearing arrangements and the agenda of the Panhellenic Accountability Council Hearing Procedures.
 - g. Presiding over the Panhellenic Accountability Council hearings
 - h. Informing, in writing, cited chapter presidents and their advisors of the verdict, sanctions (if applicable) and the appeals process.

B. Selection Process

1. The PHC VP of Accountability shall make every effort to select a diverse Panhellenic Accountability Council, representing a broad cross-section of women that comprise the University of Oregon Sorority Community.
2. Each chapter is required to submit at least two potential applicants for the Panhellenic Accountability Council selection process.
3. Applications for the Panhellenic Accountability Council shall be made available to Chapter Delegates no later than the second week of Winter Term.

4. Each Board member must meet and maintain the following criteria mentioned below. These membership requirements will be evaluated at the beginning of every term, by the PHC VP of Accountability contacting their respective chapters.
 - a. Be in good standing with the University of Oregon.
 - b. Be an active member of her respective sorority and in good standing.
 - c. Have a minimum cumulative 2.75 GPA.
 - d. Not be the President of her respective sorority.
 - e. Not be a member of the PHC Executive Council.

C. Duties

1. Term of service
 - a. Membership in the Panhellenic Accountability Council shall immediately begin after Panhellenic Accountability Council and concludes at the end of Fall term. Those members wishing to serve another term must reapply for consideration of membership.
 - b. Members may serve until their graduation and can participate for partial terms of service (i.e. Panhellenic Accountability Council member X is a Senior-standing student and is allowed to serve for Winter and Spring term until graduation.)
2. Responsibility and ethical expectations
 - a. Respect students' and chapters' rights to privacy and avoid unwarranted disclosures of confidential information.
 - b. Access to details about discipline cases including names, addresses, and student ID numbers.
 - c. They shall not share these pieces of information or any other details regarding the incidents with anyone outside of the meeting except in the Office of Student Conduct and Community Standards (OSCCS) or Greek Life Office
 - d. Only share the information in a chapter's file with the chapter, and only at the time of the meeting.
 - e. Responsible for securing the safety and confidentiality of the written inform the appropriate authorities.
 - f. Model appropriate behavior in the classroom, on-campus, in any chapter house and any resident hall.
 - g. Inform the OSCCS Office, FSL advisor, or VP of Accountability immediately if they believe they may be biased or have a conflict of interest in any given PAC hearing.
 - h. Must attend an Accountability Council training.

- i. Must sign an Accountability Council member contract.
- 3. Bylaws committee
 - a. Accountability Council will serve as the bylaws committee and will be responsible for review of all University of Oregon Panhellenic Association Bylaws.

D. Removal of Board Members

- 1. If members violate their membership contract or fail to maintain membership criteria, the PHC VP of Accountability will present the situation to the Chapter Presidents' and Delegates' Council and entertain a motion to remove the Board member in question. By a majority vote of the Chapter Presidents and Delegates' Council, the member will be asked to resign by the Chair.

E. Vacancies

- 1. Vacancies created by dismissal or withdrawal will be filled through an application and appointment process. PHC, Chapter Presidents and Delegates must be notified of any vacancies on the committee.
- 2. If the dismissed member has partial membership terms of service (upcoming graduation) their vacancy will not be filled unless deemed necessary by the PHC VP of Accountability.

III. Annual Review

- A. The Panhellenic Accountability Council shall review the provisions and procedures prescribed in this document annually, during Spring Term.

**University of Oregon COLLEGE PANHELLENIC ASSOCIATION
RECRUITMENT CODE OF ETHICS**

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

We, as Panhellenic women of University of Oregon 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 fraternity or collegiate woman and refrain from discussing Panhellenic matters with nonmembers, in accordance with the dignity and good manners of fraternity women.
- Recognize friendly relations with all collegiate women, both fraternity 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 fraternity 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 University of Oregon, also agree on and commit to:

- Respectfully adhere to the bylaws and recruitment rules of the University of Oregon 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 our individual chapters but also the Panhellenic

community as a whole.

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

Adopted: _____

Recruitment Rules of University of Oregon Panhellenic Association

I. *Statement of Positive Panhellenic Contact*

All College Panhellenics should promote and encourage personal and informative panhellenic-spirited contact with potential new members at all times, year round. Silence is intended for a short time period — not more than 24 hours — from signing the membership recruitment acceptance binding agreement (MRABA) until bid distribution. Additional silence rules are not desirable, because they can suppress participation in recruitment and stunt growth in your Panhellenic community. Panhellenics are encouraged to eliminate all silence and no-contact statements from their recruitment rules, except for the strict silence required during the short time period between preference and bid issuance. All member groups 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 groups by fair play.

We, the women of University of Oregon will promote panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin at October 13 and last until bid distribution 6 PM on October 14. No sorority member, including alumnae and new members, may communicate or live with potential new members during this period. Strict silence is defined as verbal, nonverbal, written, printed, text message and electronic communication or communicating through a third party. If potential new members live in a residence hall with a sorority member, only casual greetings and contact are permitted.

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

All NPC member organizations represented at University of Oregon believe in strictly adhering to NPC Unanimous Agreements and policies. These valued and non-negotiable policies will be followed by all groups during the recruitment process.

III. *Statement of “No Frills Recruitment”*

NPC has a policy on no-frills recruitment and encourages Panhellenics to incorporate this concept into all recruitment styles. Nonessential features should be removed from the process, and the focus of membership recruitment should be on the values of each organization and the conversation with potential new members.

Recruitment events of University of Oregon shall consist of maximum conversation time, tables with displays pertaining to the event and water for potential new members. Skits, videos, food or costumes should not be included in recruitment.

IV. *Statement of Membership Recruitment Acceptance Binding Agreement*

NPC member groups want every potential new member to be informed about her options for joining a women's fraternity. To be certain that each woman has this information, Panhellenics must use the MRABA script immediately prior to a potential new member's signing the MRABA.

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

V. *Statement of Values-Based Recruitment*

The purpose of values-based recruitment is to focus on the core goal of the recruitment process. The goal is to have meaningful conversations with potential new members and recruit/pledge women who will have a positive impact on their chapter and the Panhellenic community.

We, the members of University of Oregon Panhellenic, pledge to promote the following practices during membership recruitment:

- 1) Consider values-based conversations.
- 2) Choose recruitment activities and behaviors that reflect the core values of our organizations.
- 3) Engage in conversations that include topics related to our core values.
- 4) Make informed choices about potential new members.
- 5) Educate potential new members about the chapter's values, and connect to these values.

Appendix to the Recruitment Rules of the University of Oregon Panhellenic Association

ALL MEMBERS, INCLUDING NEW MEMBERS AND ALUMNAE, ARE RESPONSIBLE FOR UNDERSTANDING AND OBSERVING THE PANHELLENIC RECRUITMENT RULES. IT IS THE RESPONSIBILITY OF THE CHAPTER'S RECRUITMENT CHAIR TO ENSURE THAT HER MEMBERS KNOW AND UNDERSTAND THE RECRUITMENT RULES, INCLUDING THE NPC UNANIMOUS AGREEMENTS AND THE UNIVERSITY OF OREGON PANHELLENIC ASSOCIATION CODE OF ETHICS.

Section I. General Recruitment Information

- A. All sororities will follow the National Panhellenic Conference (NPC) Unanimous Agreements, the University of Oregon Panhellenic Bylaws, the University of Oregon Panhellenic Code of Ethics and the University of Oregon Panhellenic Recruitment Rules, and Panhellenic Council Social Policy.
- B. National Panhellenic Conference
 - 1. All NPC Unanimous Agreements shall be upheld.
 - 2. The Release Figure Methodology (RFM) will be used to process all recruitment invitations during Formal Recruitment. According to the RFM process chapters are not allowed to exceed their invitation number.
 - 3. A procedure for implementing any new NPC recommendations at the earliest possible point will be followed.
 - 4. We uphold the PNM's Bill of Rights.
- C. Panhellenic Council
 - 1. All sororities shall comply with the request of the Panhellenic Team as to the preparation of materials and deadline times set by Panhellenic and/or Recruitment Staff.
 - 2. The Panhellenic Executive Board and OFSL Staff reserve the right to enter a recruitment event at any time.
 - 3. It is the responsibility of Panhellenic, not the individual sororities, to provide nametags for the PNMs.
- D. Recruitment Team: Panhellenic VP of Recruitment, Recruitment Assistant, Rho Gamma Coordinator and ICS Chair
- E. Recruitment Staff: Panhellenic Council, Recruitment Counselors (Rho Gamma's), FSL Staff
- F. All Collegiate Panhellenic members should promote and encourage personal and informative Panhellenic-spirited contact with potential new members at all times, year round.
- G. All member groups are expected to display ethical behavior at all times. Ethical behavior means adhering to local Panhellenic rules as well as NPC policies.
 - 1. It means holding yourself and others accountable to make good choices in your actions. Ethical conduct promotes parity for all member groups by fair play.
- H. Recruitment rules shall be based on the Membership Recruitment section of the NPC
 - 1. Policies and Procedures for College Panhellenics, fair play and common concern for all involved in sorority recruitment.

2. In the event that an event occurs that is not completely outlined in any above named document, interpretation of event will be left to the PHC VP of Recruitment and PHC VP of Accountability to set precedent until policies are outlined in more detail.

Section II. Recruitment Agreements

- A. Inter/national and regional officers from one chapter may visit other sororities' during Work Week and actual Recruitment events if approved by PHC VP of Recruitment. A member of the recruitment staff will accompany them.
- B. All sorority inter/national officers, house directors, house director pets, alumnae, transfers, new members and initiated members may assist and participate in Recruitment if properly identified.
- C. From 24 hours before recruitment to 36 hours after bid day, the following policies must be followed by all affiliated and disaffiliated sorority women:
 1. During Recruitment, sorority members shall not attend a men's fraternity gathering or chapter house, with or without alcohol.
 2. All members will follow dry Recruitment. Dry Recruitment is defined as alcohol and substance free.

Section III. Communication

- A. All chapter and Panhellenic marketing campaigns, endeavors and promotional materials will promote sorority Recruitment and the Fraternity & Sorority community as a whole.
- B. Only the PHC President and the PHC VP of Recruitment are permitted to speak to the media about sorority recruitment.
- C. There shall be NO COMMUNICATION (including via social media) between any person working for the Panhellenic Association and their respective chapters-from five days prior to PNM Orientation through the time Bids are distributed to the PNMs. Nor should any collegiate member working for Panhellenic during recruitment be present at her chapter at any time during recruitment unless having obtained prior consent from the Panhellenic VP of Recruitment and is accompanied by another member of the Panhellenic Recruitment Team. If association occurs, the Rho Gamma/Panhellenic Officer will immediately leave and not return to her chapter house or Recruitment. The chapter(s) and individual(s) in violation will be adjudicated via the NPC judicial process.
- D. During the winter, spring, and summer terms up to the Work Week prior to the start of Recruitment, minimal communication is permitted between PNMs and chapter members. For this, minimal communication is defined as not partaking in activities that could be considered Unethical Recruiting (Section X).
- E. "Bumping" is defined as an additional chapter member joining a conversation between a recruiter and a PNM is only allowed if:
 1. At no point should more than two chapter members speak to a PNM at a time.
 2. The conversation with the PNM and the two chapter members shall not exceed 3 minutes.
- F. Physical contact between PNM's and chapter members is discouraged unless initiated by the PNM.

1. Physical contact is defined as the intentional act of: handshakes, hugging, touching, high fives, or any other form of physical contact.
- G. During the week of Recruitment, there should be no contact between chapter members and PNMs, aside from cordial greetings in passing. This includes all forms of social media such as Facebook, Twitter, blogging and any communication through phone.
- H. From the conclusion of Preference events through the distribution of bids, absolutely no contact is permitted between chapter members and PNMs.

Section IV. Potential New Members (PNMs)

- A. PNMs and their parents are entitled to complete information regarding the costs and responsibilities of membership, as well as the recruitment structure and selection process.
- B. Chapters must provide PHC with specific information regarding chapter dues by Friday of week 9 in Spring Term. Spring Term dues must include:
 1. New member dues.
 2. Live-in dues.
 3. Live-out dues.
 4. Information regarding meals and other "extras" provided for members.
 5. Information regarding number of scholarships and amounts.
 6. All financial obligations, possible apparel purchases and philanthropic donations
- C. Registration for Recruitment:
 1. The cost of participating in Recruitment will be paid online prior to October 1.
 2. Scholarships will be available for those unable to meet the requirements on need basis.
 3. Women participating in Recruitment must be enrolled full time at the University of Oregon or have the majority of their credits at the UO if dually enrolled and in good academic standing.
 4. All women who wish to participate in Recruitment must attend an orientation session prior to Recruitment, or meet with a Rho Gamma or Recruitment staff member to discuss important information.
 5. There will be no GPA requirement to participate in recruitment. It is required that the most current GPA of the PNM is recorded in her application.
- D. PNMs must attend all events that they are invited to unless previously excused, overcome by illness, emergency or other extenuating circumstance. If they choose to not do so they are subject to being released from recruitment.

Section V. Recruitment Chairs

- A. Sorority Recruitment chairs will be responsible for educating members and alumnae about these policies in full detail and understanding.
- B. The sorority will assume responsibility for actions of any member affiliated with the sorority who intentionally or inadvertently violates the policies or intent of the policies.
- C. Recruitment chairs are expected to attend meetings and to assist in the planning and development of the formal recruitment structure and guidelines.
- D. Each Recruitment chair will have a dedicated phone line available from 12 p.m. the day before Recruitment begins to 12 p.m. the day after Bid Day and provide to UPR.

- E. At the start of Recruitment events, Recruitment chairs and one chapter officer may step outside to welcome PNMs.
- F. Each recruitment chair shall ensure an updated roster is on file with Fraternity and Sorority Life by Friday at 5:00 p.m. of Work Week.
- G. The PHC VP of Recruitment and/or PHC VP of Accountability must approve all speeches, slideshows and presentations by Friday at 5:00pm during Work Week.
- H. Bid cards are due at 12 p.m. before the start of Bid Day activities

Section VI. Panhellenic, Recruitment Staff and Rho Gammas

- A. Chapters will submit an even number of chapter members to be selected as Rho Gammas.
- B. The selection process will consist of every chapter meeting a minimal quota of chapter members applying to be Rho Gammas as set by the PHC VP of Recruitment. All applications from chapters will be taken into consideration, blinded, and anonymously sorted, followed with interviews at the PHC VP Recruitment's discretion.
- C. The PHC VP Recruitment chooses recruitment staff positions, and appoints women based off an application and interview process.
- D. Rho Gammas and Recruitment staff will be appointed by March 1.
- E. Rho Gammas must sign contracts at the beginning of their appointment, which will outline in detail all responsibilities, and consequences for breaking the contract.
- F. Recruitment Staff and Rho Gammas may not wear or promote chapter letters, insignia, or paraphernalia (e.g., shirts, pins, key chains, stickers on cars, license plate frames), and must disassociate from their chapters beginning no later than 30 days prior to Bid Day.
- G. Rho Gammas must be in good standing, full-time active members of their sorority, and maintain a 2.75 cumulative GPA.
- H. Rho Gammas, Recruitment staff and Panhellenic Officers will fulfill all requirements as stated in their job description, which includes but is not limited to Spring Term training and Work Week trainings.
- I. Memorabilia of Recruitment Staff (including disaffiliated PHC officers) and Rho Gammas may not be displayed and pictures must be covered from previous Approved Activities Section.

Section VII. Events

- A. Schedule
 - 1. Timeline: Fall Formal Recruitment will start at the date decided on by PHC Vice President of Recruitment and approved by 2/3 PHC Delegates' vote during fall term classes.
 - 2. Location
 - a. All Recruitment events should take place within the walls, porches, and balconies of chapter houses; or at a place designated by PHC in the event that a chapter does not have a house.
 - b. Only common areas are to be used when hosting PNMs.
 - i. There can be no less than two PNMs in any room at any time.
 - ii. Members are not allowed to be in a room alone with a PNM, whether the door is open or closed.
 - iii. Doors of rooms with PNM's in them are not to be closed at any time.

3. Leadership Days
 - a. Structure: 3 days of up to four events a day, no fewer than 10 events overall
 - b. Attendance: PNM's attend all NPC Sorority events
 - c. Length: 25 minute *events*, 15 minutes for walking time between events before the 5-minute knock, 30 minute break in the middle of the day
 - d. Focus: Standard Introduction to Sorority Life. Including: financial obligation, values, social life, commitments and benefits
 - e. Refreshments: Water
4. Philanthropy Day
 - a. Structure: 1 day of 8 events
 - b. Attendance: PNM's attend up to 8 events
 - c. Length: 25 minute events, 15 minutes for walking time between events before the 5-minute knock, 60-minute break in the middle of the day
 - d. Focus: Chapter's philanthropies, community service activities, and community events through a video and conversation
 - e. Refreshments: Water
 - f. Videos: Must be less than 5 minutes. Final video is to be submitted via email to PHC VP of Recruitment by Friday of Spirit Week at 5:00pm.
5. Sisterhood Day
 - a. Structure: 1 day of 6 events
 - b. Attendance: PNM's attend up to 6 events
 - c. Length: 40 minute events, 15 minutes for walking time between events before the 5-minute knock, 60-minute break in the middle of the day
 - d. Focus: Chapter Sisterhood
 - e. Refreshments: Water
6. Preference Night
 - a. Structure: 1 day of up to 3 events
 - b. Attendance: PNM's attend up to 3 events
 - c. Length: 60 minute events, 15 minutes for walking time between events before the 5-minute knock
 - d. Focus: Chapter sisterhood, values, and member experience
 - e. Refreshments: water
7. Bid Day
 - a. Events will be from 6:30 p.m. to 12:00am.
 - b. Chapters are not permitted to leave their facilities for Bid Day unless pre-approved by the PHC VP of Recruitment and VP of Accountability.
 - c. No fraternity men or alcohol can be present at any part of Bid Day.
 - d. Noise from Bid Day activities should remain at neighborhood appropriate levels.

B. Doorlines

1. PNM's will be lined up alphabetically for Open House, Philanthropy, and House Tour days. They can line up in any order for Preference Night.
2. At the beginning of a party doors will open and the chapter recruitment chair and one other chapter officer are allowed to step outside the threshold to introduce the

day and their chapter. The threshold is defined as the area designated by PHC VP of Recruitment in which chapter members cannot pass when welcoming a PNM in or walking her out.

3. PNM's will then file into the designated area one at a time, matching up with chapter members. As chapter members, there will be no "door calls" or speaking to the PNM until she is inside the threshold. This includes not stating your name, the PNM's name, the day or the chapter until the PNM is inside.
4. "Door calls" as defined by sorority women individually calling PNMs into chapter houses, this will only be allowed for Preference Night parties.

C. Clothing

1. All apparel must be approved by the PHC VP of Recruitment 20 days prior to recruitment
2. Matching T-shirts are only permitted during Leadership Days events, each sorority shall be prohibited from purchasing identical outfits and/or accessories to be worn during formal recruitment, no brand specific clothing or specific style numbers may be required.
 - a. Jewelry and foot wear are up to the individuals discretion
 - b. All members must abide by clothing guidelines for each round of recruitment as presented by VP of Recruitment.

D. Decorations

1. Limited to pieces directly used in the room of the Preference Ceremony.
 - a. Flowers, Christmas lights, and fake candles
2. Chapters will purchase and use solid collared napkins and clear plastic 9oz cups without chapter names, crests or emblems.
3. Only clear ice water will be served during all rounds of recruitment, all ice must be clear, real ice. Colored or fake ice is considered a frill.
4. No garnishes will be used in the main container of water.
5. Outdoor decorations that are not part of general (day-to-day) appearance of the house or lawn are not permitted during Recruitment week with the exception of Bid Day. On Bid Day no decorations may be present off of chapter property.
6. Any decorations not part of everyday décor are not allowed in the house with the exception of Bid Day. Rental furniture and technology, to be used for non-decorative purposes, are allowed with the approval of the Panhellenic VP of Recruitment.
7. Chalking on the sidewalk in front of the chapter property is allowed on Bid Day only and cannot interfere with street or sidewalk traffic.
8. No pictures of alcohol or anything that resembles alcohol (i.e. beer cans, bottles, etc.) are allowed on the walls or in a slide show. Stickers may not be used to cover beer cans, keg cups, bottles, or anything resembling alcohol.
9. Alcohol paraphernalia (cups, shot glasses, wine glasses, posters, bottle openers, etc.), either functional or not, shall not be used for decoration.

E. Food

1. No food will be served accepting Preference night and Bid Day
2. Preference night food is limited to: Either one appetizer, one dinner, and one dessert plate

3. Water is the only beverage to be served throughout the entire recruitment process.
- F. Entertainment
1. Videos of 5 minutes or less are permitted
 - a. No promotional videos/slideshows may be made public before Fall Formal Recruitment in/or outside the chapter house.
 - b. No pictures of alcohol or anything that resembles alcohol (i.e. beer cans, bottles, jugs, etc.) are allowed in a video or slide show. Stickers may not be used to cover beer cans, keg cups, bottles, or anything resembling alcohol.
 2. Speeches are permitted.
 3. Skits of any kind are not permitted.

Section VIII. Budgets

- A. Lists of purchased items and receipts shall be submitted to Recruitment Staff 20 days prior to recruitment:
 1. This list must include the total costs of: nametags, Preference ceremony decorations, water cups and napkins and any other items that have been bought for the chapter specifically for recruitment.
 2. This list does not have to include the costs of Preference Night food or Rho Gamma food.
- B. Chapter expenses for Recruitment may not exceed \$2,000.
 1. The market value of all donations by alumni, advisors, parents, chapter members or other persons must be included in the expenses of \$2,000.
- C. Chapter funds of any kind may not be set aside in anticipation of recruitment infraction fines of any kind.

Section IX. No Frills

- A. Nothing may be given to a PNM that she is not expected to return back to a given chapter by the end of the party.
- B. No gifts, letters or favors shall be given to PNM's until they have accepted their bids
 1. Giving or doing anything to a potential new member that could be construed as promising a bid violated recommended NPC recruitment procedures.
 2. Poems or letters given to PNMs during preference can easily be interpreted as promises of a bid; therefore they shall not be used.
 3. Symbolic items used as part of a preference ceremony; (i.e., a pearl or flower) are not considered gifts and are not to be taken from the recruitment event.
 4. The distribution of chapter financial information is permissible.
- C. No stomping, bopping or music is permitted during any party.
- D. "No Frills" is defined as an effort to eliminate high cost and time demands for decorating and entertaining. Recruitment focuses on quality communication with PNM's.

Section X. Unethical Recruiting

- A. It shall be noted that violation of the following rules shall be considered breaches of ethical recruitment and considered as major infractions subject to substantial penalty. Unethical recruiting includes, but is not limited to the following:

1. Excessive persuasion, defined by the PNM, of a PNM by one or more sorority member(s);
 2. Encouraging a PNM to reveal what other sororities she is returning to;
 3. More than two members talking to a PNM during an event at one time with the exception of bumping;
 4. Committing yourself, your chapter, or Panhellenic to a bid or invitation;
 5. Commenting negatively on another sorority chapter with the intent and/or potential result of harming or belittling reputation
 6. chapter members intentionally spending time or communicating with PNMs with the purpose of convincing them to join their chapter or giving the PNM reasons not to join another, while also refraining from formulating friendships with PNMs for the benefit of your personal chapter.
- B. PNM's will not visit a sorority house except during Recruitment event times listed in the Recruitment schedule and then by Panhellenic invitation only.
- C. Men: The participation of men in recruitment functions is prohibited and applies to fraternity and non-fraternity men. No men are allowed on sorority or member owned or controlled property; this includes annexes and live-outs. No sorority members are allowed on fraternity owned or controlled property; this includes annexes and live-outs. Chapters must gain approval by the Panhellenic VP of Recruitment for any exceptions.
- D. Alcohol: The use of alcoholic beverages in Fall Formal Recruitment is prohibited. There shall be no registered events with alcohol from 24 hours before recruitment until the 36-hours after Bid Day is over.

Section XI. Infractions/Accountability Process:

- A. If a sorority member believes she has witnessed an infraction, she is encouraged to fill out a violation report form.
1. The Violation Report Form must be completed and presented to the PHC VP of Accountability no more than 30 business after the alleged infraction occurred.
 2. The PHC Violation Report Form shall be delivered to the president of the accused sorority within one week of the PHC VP Accountability receipt of the Violation Report Form.
- B. Any infraction against a Rho Gamma or a Panhellenic Officer is considered to be against her own chapter.
- C. Infractions of the Recruitment Bylaws will result in mediation with the potential for a Accountability Council hearing. All other violations (such as of the Panhellenic Bylaws, and Unanimous Agreements) will result in a hearing with the Fraternity and Sorority Accountability Council
- D. Infractions for "unethical behavior" during recruitment will result in a violation report form. If a chapter is found responsible the sanction(s) created by the Accountability Council could result in:
1. Fines
 2. Public Apology
 3. Endorsements
 4. Any other sanctions the Accountability Council deems fit
- E. Sanctions shall not:

1. Forbid formal or informal recruitment activities or the observance of an inter/national fraternity event such as an educational program, ritual ceremony or historical celebration.
 2. Affect a fraternity chapter's quota or total.
 3. Affect the time of new member acceptance and/or initiation.
 4. Forbid the right of an NPC fraternity to vote in College Panhellenic meetings.
 5. Include removal from the College Panhellenic
- F. Duration of Sanctions
1. The duration of any penalty imposed shall not exceed one calendar year from the time the decision is final.

Section XII. Fines

- A. For every 15 minutes a chapter is late turning in their required computer updates, Bid Cards, any budgets, any apparel information, any decoration information, or rosters the chapter will be fined \$50, at a rate not to exceed \$500 per day.
- B. If a chapter is late returning PNM's at the end of an event, the chapter will be fined \$25 for each additional minute (not to exceed \$100 for the first offense). There is a one minute buffer time. If repeated, the chapter will go to the Fraternity and Sorority Accountability Council
- C. If a Recruitment chairwoman does not return a phone call from Panhellenic:
 1. After 10 minutes, the fine is \$10 per minute, until phone call is returned.
 2. After 15 minutes, the fine is \$25 per minute, until phone call is returned.

Section XIII. Continuous Open Bidding

- A. A chapter is eligible for COB if they are not at Total or did not reach Quota during Fall Formal Recruitment
- B. A chapter cannot bid above the number of spots available
 1. If your chapter attains quota from FFR and puts all new members through a pledging ceremony, then any space opened by a new member who withdraws their membership after that ceremony is not available to be filled through COB (unless the chapter is not at total)
- C. All chapters participating in COB will also follow the Panhellenic Social Policy and dry recruitment, beginning 24 hours prior to the start of their recruitment events till 36 hours after bids are distributed.
- D. Signed Continuous Open Bidding Acceptance Binding Agreements must be turned into the OFSL 24 hours after the new member accepts the bid.
- E. If a Chapter has only one spot to fill, the Chapter may only offer a bid to one PNM. If that PNM isn't sure if she would like to accept the bid, the Chapter must wait for her final decision to join and cannot extend a bid to a secondary PNM until such final decision is received from the first woman.
- F. Unethical behavior, as outlined in Section III, also applies to all COB events.

Section XIV. Total

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

- B. To allow groups to achieve parity as quickly as possible at the conclusion of primary recruitment, the University of Oregon Panhellenic Association shall automatically reset total with the timing as determined by the Panhellenic president as long as it is accomplished within 72 hours after the completion of the primary recruitment period.
- C. Total will be determined by the average chapter size (ACS) rounded down to the nearest whole number.

Section XV. Bylaw Suspension

- A. With a 2/3 majority vote by chapter representatives recruitment bylaws may be suspended
 - 1. Specific bylaws to be suspended must be clearly defined
 - 2. Bylaws may be suspended for one or all chapters to be defined before voting
 - 3. Amount of time said bylaws will be suspended will be defined before voting
 - 4. New laws for the chapter(s) during the period of suspension must be outlined before voting
- B. A chapter wishing to have a (some) bylaws suspended must present above information to the Panhellenic VP of Recruitment, VP of Accountability and President one week before the Panhellenic Delegates council where voting will occur.
 - 1. Presentation includes above information in a formal letter as well as a private meeting with either of the three above mentioned Panhellenic representatives