

**Panhellenic Constitution**  
**University of Evansville**  
**Revised Spring 2009**

**Article I: Name**

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

**Article II: Object**

The object of this Panhellenic Association shall be to develop and maintain chapter life and inter-chapter relations at a high level of accomplishment and in so doing to:

- A. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
- B. Promote superior scholarship as basic to intellectual achievement.
- C. Cooperate with member chapters and the University of Evansville administration in concern for the maintenance of high social and moral standards.
- D. Act in accordance with National Panhellenic Conference UNANIMOUS AGREEMENTS and policies.
- E. Act in accordance with such rules established by Panhellenic Council as to not violate the sovereignty, rights, and privileges of member chapters.

**Article III: Membership**

There shall be two classes of membership: Regular and Associate.

- A. The REGULAR membership of the University of Evansville Panhellenic Association shall be composed of all undergraduate members of National Panhellenic Conference chapters at the University of Evansville who are in good standing with both the chapter and the university.
  - 1. In order for a Potential New Member to be eligible for recruitment and placement, she must meet the minimum GPA
    - a. If she is a Freshman, her High School GPA must have been at least 2.7
    - b. If she is an upper classman, she must have a college GPA of 2.5
- B. The ASSOCIATE membership of the University of Evansville Panhellenic Association shall be composed of all undergraduate members of National Panhellenic Conference colonies or local sororities who are in good standing with both the colony/chapter and the university and has been granted Associate membership status by the College Panhellenic.
  - 1. To be an associate chapter, an application must be filed with the Panhellenic Council. Membership will be reviewed every fall semester by the College Panhellenic.
    - a. Chapter membership must be at least 10 (ten) active members.
    - b. Chapters must be in existence at least 3 (three) calendar years prior to application.
    - c. Applications must be received in the fall semester to be considered for Associate Member status.

2. Any Associate member may NOT be a member of any other current Panhellenic Association group.
3. In order for Associate membership to be granted, a three fourths (3/4) vote must pass by College Panhellenic.
4. When Associate membership is granted, the chapter must comply with all requirements of National Panhellenic Conference Policies and Regulations as well as the University of Evansville's College Panhellenic Constitution and Bylaws.

#### **Article IV: Officers**

- A. The executive officers of the University of Evansville Panhellenic Association shall be President, Vice-President of Recruitment, Vice-President of Programming, Vice-President of Operations, and Vice-President of Scholarship and Community Service.
- B. In order to run for executive offices, sorority members must have attended a minimum of three Panhellenic Council meetings prior to elections.
- C. The officers shall serve for a term of one year, with the term of office to begin no later than January 31. Each office, in the order listed, shall be held in rotation by each National Panhellenic Conference chapter in order of its establishment on campus (i.e. Alpha Omicron Pi, Chi Omega, Phi Mu, Zeta Tau Alpha).
- D. The officers shall not serve as a Panhellenic delegate during their term as Panhellenic executive officer. The officers shall be active members of chapters holding regular membership in the University of Evansville Panhellenic Association.  
Members of chapters holding associate membership shall not be eligible to hold office.

#### **Article V: The Panhellenic Council**

The administrative body of the University of Evansville Panhellenic Association shall be the University of Evansville Panhellenic Council.

It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the University of Evansville Panhellenic Association and to compile rules governing the Panhellenic Association, including Recruitment, which do not violate the sovereignty, rights, and privileges of member chapters.

- A. **Membership.** The University of Evansville Panhellenic Council shall be composed of the executive officers of the Panhellenic Association, one delegate, one alternate delegate, and one alumna advisor from each National Panhellenic Conference chapter or colony, or national chapters at the University of Evansville as the Council may approve for membership in the University of Evansville Panhellenic Association.
- B. **Selection of Delegates and Advisors.** Delegates and alumnae advisors to the Panhellenic Council shall be selected by their respective chapters to serve for a term of one year commencing no later than January 31.
- C. **Delegate Vacancies.** When a delegate vacancy occurs, it shall be the responsibility of the chapter concerned to select a replacement within two weeks and to notify the Panhellenic President and Panhellenic Advisor of the replacement delegate's name, address, and telephone number. When a meeting of the Panhellenic Council occurs while a delegate

vacancy exists, the alternate delegate of the chapter concerned shall fulfill the duties of the delegate in all cases, save that of the President.

- D. Delegate Absences. If a delegate is unexcused for more than two meetings, the Panhellenic President can request a new delegate be appointed. If a delegate is not excused prior to the Panhellenic meeting, then she is considered unexcused and must notify the Panhellenic President by email or phone call no later than Monday at midnight in order to be excused.
- E. Officers. The officers of the University of Evansville Panhellenic Association shall serve as the Executive Board of the Panhellenic Council and shall have such powers and duties as are prescribed in the Bylaws of the University of Evansville Panhellenic Association. No Associate member can hold office.
- F. Meetings.
  - 1. The University of Evansville Panhellenic Association shall hold at least one regular meeting annually.
  - 2. Regular meetings of the Panhellenic Council shall be at a time and place established at the beginning of each semester.
  - 3. 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 any member delegate of the Panhellenic Council.
  - 4. The delegate from each regular or associate member chapter shall be responsible for notifying her chapter members of all regular and special meetings of the University of Evansville Panhellenic Association.
  - 5. Three fourths of the member chapters shall constitute a quorum for the transaction of business.
- G. Voting.
  - 1. The voting body of the University of Evansville Panhellenic Association shall be the Panhellenic Council.
  - 2. The voting members of Panhellenic Council shall be the delegate of each chapter holding regular membership. If a delegate is absent, the vote of her chapter shall be cast by the alternate delegate. If both delegate and alternate delegate are absent, the vote may be cast by an active member of the chapter, providing her credentials have been presented in writing to the Panhellenic President or Panhellenic Advisor prior to the meeting.
    - a. Associate members may have voting privileges ONLY on Constitution and Bylaw revisions.
  - 3. A majority vote (three-fourths) of the Panhellenic Council delegates shall be necessary to create and change policies and procedures regarding Recruitment.
  - 4. A unanimous vote of the Panhellenic Council delegates shall be required before any invitation to colonize may be issued. A three-fourths vote of delegates shall be required before a specific fraternity may be asked to colonize.
- H. Voice. The alternate delegates, Associate members, and chapter alumnae advisors to the Panhellenic Council shall have a voice but no vote, unless noted otherwise.
- I. Alumnae Advisor. The role of the chapter alumnae advisor shall be defined as an alumnae Panhellenic member, acting in a consulting role with the chapter delegate. It is not necessary for the advisor to attend meetings unless the delegate feels her presence and support is needed. It is important for the delegate and the advisor to establish a working relationship. The advisors shall meet with the Panhellenic Advisor as needed.

J. Panhellenic Advisor.

1. The Panhellenic Advisor shall be chosen by:
  - a. The Administration
2. He/She shall serve in an advisory capacity to the University of Evansville Panhellenic Association and its Council. It is desirable that he/she have experience as a Panhellenic Advisor or be a member of a National Panhellenic Conference group.
3. Role of the Panhellenic Advisor
  - a. Provide guidance, council, and support
  - b. Assist the College Panhellenic to function affectively in accordance with NPC and University Policy
  - c. Communicate business pertaining to women's Greek life and the College Panhellenic to the Panhellenic President

**Article VI: Standing Committees**

Such standing committees and special officers as may be necessary to carry out the work of the University of Evansville Panhellenic Council shall be appointed by its Executive Board to serve during the tenure in office of the Board which appoints them. Both regular and associate members are eligible to participate and serve on a standing committee.

**Article VII: Unanimous Agreements**

- A. All members of the University of Evansville Panhellenic Association shall act in agreement with the fundamental Panhellenic rules and policies established by the National Panhellenic Conference in the UNANIMOUS AGREEMENTS.
- B. All University of Evansville Panhellenic Association rules and policies shall be in harmony with those currently established by National Panhellenic Conference.

**Article VIII: Violations**

- A. Violation of any regulation of the Panhellenic Constitution or its related Bylaws, rules concerning recruitment or other matters pertaining to the Panhellenic Association, or regulations of the National Panhellenic Conference stated in the UNANIMOUS AGREEMENTS shall be the occasion for penalties established by the University of Evansville Panhellenic Council in conformity with those recommended by National Panhellenic Conference (see College Panhellenic Association Agreement, National Panhellenic Conference Manual of Information Fourteenth Ed.).
- B. Any dispute growing out of the violation of Panhellenic Association rules and regulations shall be adjusted through arbitration principles of the National Panhellenic Conference.
- C. Educational Sanctions. If found responsible, (following the judicial process) the sorority will be held accountable to (financially sponsor) pay for a speaker or a program to educate all chapters on the topic associated with the violation (for example theft, demonstrating Panhellenic spirit, etc).
- D. In the case of a stolen banner, all Panhellenic and its Associate's banners will be removed from the event within 24 hours.

## **Article IX: Amendments**

The Constitution may be amended by a three-fourths vote of the voting members of the University of Evansville Panhellenic Council provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

# Panhellenic Bylaws University of Evansville Revised Fall 2008

## **Article I: Finance**

- A. Fiscal Year: The fiscal year of the University of Evansville Panhellenic Association shall be from January 1<sup>st</sup> to December 31<sup>st</sup> starting in the year 2009.
- B. Contracts: The signature of the President or Vice President of Operations along with the Panhellenic Advisor shall be required to bind the University of Evansville Panhellenic Association.
- C. All checks issued on behalf of the University of Evansville Panhellenic Council shall be signed by **two** of the following individuals: Vice President of Operations, President, or Panhellenic Advisor.
- D. Payments: All payments due to the University of Evansville Panhellenic Association shall be given to the Vice President of Operations who will record them. Checks should be made to the University of Evansville Panhellenic Association.
- E. Membership Dues:
  - 1. Amount. Each member of the University of Evansville Panhellenic Association that is counted in her chapter's total, which includes actives and non-initiated members, will be assessed \$11.00 per semester. This total excludes those chapter members that are studying abroad for the semester. Associate chapters will be assessed half the amount of dues national chapters pay \$5.50 per semester per member including actives and non-initiated members starting the semester membership is granted.
  - 2. Time of Payment. The fee is due thirty (30) days after the beginning of each semester for active membership fees or thirty (30) days after each new member joins. There will be a flat fee of \$10.00 for every day delinquent.
- F. Chapter Dues:
  - 1. Amount. Each chapter of the University of Evansville Panhellenic Association will be assessed \$10 per academic year. This \$10 fee will be put towards the National Panhellenic Conference dues of \$35.
  - 2. Time of Payment. The fee is due thirty (30) days after the beginning of each fall semester.
- G. Recruitment Expenditures. The Panhellenic Council will pay for all expenses pertaining to Formal Membership Recruitment with the exception a \$30.00 fee per national chapter for toiletries used by Potential New Members and of those expenses incurred within the individual chapters pertaining to their chapter recruitment events.

## **Article II: Selection of Officers**

- A. The rotation of Executive Board officers shall be as stated in the Constitution. Other national groups established on campus shall be placed at the end of the rotation list.
- B. In the event an officer is not able to complete her term of office, the delegate or alternate delegate of that chapter shall replace the officer. The chapter shall appoint a new representative to replace either the delegate or alternate delegate. The only exception to this will be the office of President, in which case one of the Vice-Presidents, by vote of turn in the rotation system, will fill the vacancy.
- C. When at all possible, the chapter filling the office of President shall appoint a member who has served, in some prior capacity, on the Panhellenic Council.
- D. The chapter filling the office of Vice President of Recruitment shall appoint a member who will be available to come to the Evansville area during the summer of her term in order to most efficiently complete the duties of her office.
- E. In order to run for executive offices, sorority members must have attended a minimum of three Panhellenic Council meetings that year prior to elections as well as participated in formal recruitment in the suite in order to be eligible.

### **Article III: Officer Duties**

- A. The President shall:
  - 1. Have overall responsibility for the operation of the Panhellenic Council.
  - 2. Call and preside over all regular and special meetings of the University of Evansville Panhellenic Association, Panhellenic Council, and Panhellenic Executive Board.
  - 3. Review all Panhellenic Association checks and contracts involving the name of the University of Evansville Panhellenic Council.
  - 4. Serve as a member ex-officio of all Panhellenic Council Committees with a voice but no vote.
  - 5. Report as required to the National Panhellenic Conference Area Advisor.
  - 6. Provide copies of the Panhellenic Council agenda through email no later than midnight the night before the meeting to all delegates, chapter advisors, chapter presidents, executive board members and Panhellenic advisor.
  - 7. Maintain a complete and up-to-date file which will include a copy of the current University of Evansville Panhellenic Association Constitution, Bylaws, and Standing Rules; the current Panhellenic budget; the current NPC Manual of Information and related materials; current correspondence and materials received from the NPC Area Advisor; reports to the Area Advisor; and other pertinent materials.
  - 8. Perform all other duties usually pertaining to this office.
  - 9. Work with the Interfraternity Council and Greek Advisor to plan and execute the Greek Awards Banquet.
  - 10. Serve as the Rho Lambda President for two semesters after completing one semester of serving as Panhellenic President. This is to offset initiation of Rho Lambda to allow time to familiarize with the honorary organization.
  - 11. Will be disaffiliated along with the entire executive board, but will not serve as a Gamma Chi.
  - 12. Will assist the VP of Recruitment and the Panhellenic Advisor with Gamma Chi selections and training.
  - 13. Work with the Vice-President of Operations in the spring to develop a budget

14. Coordinate the New Member Health Education programs with the assistance of the University Health Educator and the University Director of Safety and Security.
- B. The Vice-President of Recruitment shall:
1. Be responsible for Gamma Chi selection, training, and supervision before and during Recruitment.
  2. Preside over and be responsible for all Recruitment functions, including room reservations, COB lists, official Recruitment reports, publicity, etc.
  3. Be responsible for the Recruitment Booklet and any other Recruitment publicity.
  4. Coordinate the Road Trip, SOAR and Welcome Week Greek Life sessions in coordination with the Greek Advisor and Interfraternity Council.
  5. Attend at least one SOAR session out of SOAR I and II as long as the other session is covered by the Panhellenic President.
  6. During the summer break, the VP of Recruitment will be expected to continue planning and communicating with the Panhellenic Advisor and President as well as the chapters regarding recruitment.
  7. Will be disaffiliated along with the entire executive board, but will not serve as a Gamma Chi.
  8. Submit an expected budget to the Vice-President of Operations at the beginning of each semester.
- C. The Vice-President of Programming shall:
1. Work with the Interfraternity Council in planning Greek Education Programs.
  2. Plan and execute Panhellenic Presentation.
  3. Plan and execute Greek Week in coordination with the Interfraternity Council.
  4. Coordinate any Panhellenic philanthropy activities with the VP of Scholarship & Philanthropy.
  5. Will be disaffiliated along with the rest of the executive board, but needs to fill out an application in order to serve as a Gamma Chi during formal Recruitment.
  6. Submit an expected budget to the Vice-President of Operations at the beginning of each semester.
- D. The Vice-President of Operations shall:
1. Keep current statistics concerning the number of initiated members, new members, and members off campus of each Panhellenic Association chapter.
  2. Keep full minutes of all meetings of the University of Evansville Panhellenic Association, the Panhellenic Council and a record of all action taken by the Executive Board.
  3. Provide copies of the Panhellenic Council minutes through email no later than Sunday at noon to all delegates, chapter advisors, chapter presidents, executive board members and Panhellenic advisor.
  4. Send copies of the Panhellenic Council minutes to the NPC Area Advisor on a regular basis; upon request from the NPC Area Advisor after the VP of Operations has initiated contact with the NPC Area Advisor.
  5. Maintain a complete and up-to-date file with the minutes of the meetings of the University of Evansville Panhellenic Association and its organization; copies of all contracts made by the Panhellenic Council; current correspondence; annual budget; and all financial records.
  6. Be responsible for the official correspondence of Panhellenic Council.

7. Oversee revisions to the Constitution, Bylaws, and Standing Rules as needed.
  8. Be responsible for the general supervision of the finances of the University of Evansville Panhellenic Association (receive payments, collect bills, pay bills, etc.).
  9. Be responsible for the preparation of the annual, itemized budget and following its approval by the Panhellenic Council, provide a copy to each University of Evansville Panhellenic Association member chapter.
  10. Give a financial report at the first meeting of each month of the Panhellenic Council meetings and an annual report at the close of her term of office.
  11. Will be disaffiliated along with the rest of the executive board, but needs to fill out an application in order to serve as a Gamma Chi during formal Recruitment.
  12. Direct activities of the Judiciary Committee and make regular reports to the Panhellenic Council.
- E. The Vice-President of Scholarship/Philanthropy shall:
1. Recognize scholastic achievement of all Panhellenic Association chapters and their members.
  2. Plan programs to promote and improve scholarship among all Greeks.
  3. Head a committee of the chapter Scholarship Chairs, which will meet at least once per semester.
  4. Plan Panhellenic philanthropic events.
  5. Will be disaffiliated along with the rest of the executive board, but needs to fill out an application in order to serve as a Gamma Chi during formal Recruitment.
  6. Submit an expected budget to the Vice-President of Operations at the beginning of each semester.
- F. The Delegate and Alternate Delegate shall:
1. Serve on a committee, if deemed necessary by the Panhellenic Executive Board and Panhellenic Advisor, of one of the Vice-Presidents assisting her with the duties of her office. Where at all possible Delegates and Alternate Delegates shall serve on a committee headed by an Executive officer from a member chapter that is not her own in order to foster Panhellenic Spirit, promote the sharing of ideas, and encourage positive communication within the Panhellenic Council.
  2. Represent the Panhellenic Association on Student Congress, the Homecoming Committee, Interfraternity Council, and any other University of Evansville organizations as needed.
  3. The delegate and alternate delegate should be the liaison between their chapter and the College Panhellenic.
- G. The Panhellenic Advisor shall:
1. Serve as a liaison between the University and the Panhellenic Council.
  2. Consult with the Panhellenic Alumnae Advisors regarding Recruitment, Bylaws, conflicts, etc.
  3. Advise the President in accordance with the NPC policy.
  4. Serve as a non-voting member of the Council.
  5. Assist the Vice-President of Recruitment to:
    - a. Make the arrangements for the use of campus facilities during Recruitment.
    - b. Coordinate summer mailings.
    - c. Collect and compile individual Recruitment statistics.

## **Article IV: The Executive Board**

The Executive Board shall:

- A. Appoint all standing and special committees and their chairpersons and, in making these arrangements, recognize representatives from all member chapters.
- B. Administer routine business between meetings of the Panhellenic Council when advisable and such other business as has been approved for action by Panhellenic Council vote.
- C. Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council through the Vice-President of Operations and record the action in the minutes of that meeting.

## **Article V: Membership Status**

- A. Eligibility for Membership. Greek women must maintain a GPA that at least meets the requirements of her chapter to be eligible to participate in campus activities (Musical Madness, Bike Race, etc.). All new members beginning with the Class of 1999 must participate in a series of Health Education programs designed by the University Health Educator. Associate members are permitted and encouraged to participate in all Panhellenic activities (Greek Week, Greek Awards, etc.) except recruitment.
- B. Chapter Membership Roll. When a termination of new member status or other change in membership is reported to the Center for Student Engagement, CSE, office so the member's name will be immediately removed from the chapter's membership list. The chapter may then fill the place provided the group is below chapter total.
  1. Vacancies in chapter total are not to be created by the granting of alumnae status to undergraduate members except when a member's group is recolonizing.
  2. If the any names of students no longer having membership have not been removed within a week of the beginning of a new semester, the chapter will then be obligated to pay the dues for those members.
- C. Transfers and Leave of Absence. If a chapter is at total and wishes to affiliate a transfer member, it may do so even though the addition of that member will put it over total. If a woman leaves the University due to illness and she plans to reenroll during the school year, she may return as an active member of her chapter.
- D. Up-to-date files and/or notebooks are maintained by each officer and committee chairperson. These files and/or notebooks contain information such as current copies of policies, procedures, and resources, copies of correspondence and budgets, and programming resources.
- E. The Panhellenic Council keeps record of necessary information in notebooks that are kept in the Panhellenic Council/Interfraternity Council office for the following topics: NPC, correspondence, recruitment, financial information, minutes and agendas, programming and publicity.
- F. Panhellenic Council files are maintained for five years.

## **Article VI: Judicial Board**

- A. Members of Judicial Board
  1. All Panhellenic Executive board members

2. Presidents from each sorority
3. Panhellenic delegates from each chapter
4. Panhellenic President will not vote, only give input.
5. Swing Vote Member will be the tie-breaking vote.

B. Choosing Swing Vote Member

1. One person will be elected from each sorority chapter and approved by Panhellenic through a three-fourths vote.
2. The Swing Vote Member to be on the judicial board will depend on which sororities are coming before the Judicial Board.

C. Sororities Brought To Judicial Board

	Swing Vote
AOΠ/Chi Omega	Phi Mu
AOΠ/Phi Mu	Zeta
AOΠ/Zeta	Chi Omega
Chi Omega/Phi Mu	AOΠ
Chi Omega/Zeta	Phi Mu
Phi Mu/Zeta	Chi Omega

1. Swing Vote Member's terms will run just as any other office term would run, from January to December.
2. Swing Vote Members will sit on all Judicial Board meetings and vote as any other Judicial Board member.
3. If three sororities are brought to the Judicial Board, the fourth sorority will represent the Judicial Board.
4. The Judicial Board will be called if there are any violations to the Panhellenic Constitution, Risk Management Policy, or Code of Ethics.

**Panhellenic Recruitment Procedures**  
University of Evansville  
Revised Fall 2008

**Article VII: Recruitment Program**

- A. The University of Evansville follows the NPC recommendation on a short, early Fall recruitment period. The Formal Recruitment period begins with orientation (roughly May until one (1) hour after receiving bids) for potential new members and extends one hour beyond the time designated for potential new members to receive bids.
- B. Dates for Formal Recruitment are set by Panhellenic Council and approved by the Administration during the spring semester for the following fall.
  - 1. Dates for Associate chapter's recruitment must be approved by the Panhellenic VP of Recruitment
- C. The Panhellenic Council will use Interactive Collegiate Solutions (ICS), an online recruitment program, for all aspects regarding Formal Recruitment.
  - 1. Each chapter will be trained on the system
  - 2. Chapters will use ICS for the following:
    - a. Accessing information for all registered potential new members.
    - b. Creating invitation lists for Theme and Preference events.
    - c. Creating bid lists.
- D. Recruitment Regulations:
  - 1. All potential new members must register for recruitment online and pay a recruitment registration fee set by the Panhellenic Council.
  - 2. All information regarding potential new members will be available online for each chapter to view.
  - 3. The recruitment registration fee must be received before the potential new member's information will be available for chapters to view.
  - 4. Individual pictures of the potential new members, in alphabetical order by last name, shall be taken by the Panhellenic Council and distributed to the chapters on the night of Introduction events.
  - 5. The Panhellenic Council will keep a current list of all interested women.
  - 6. Potential new members will rank chapters for invitational events.
  - 7. Potential new members will only rank the chapters they attended the previous night.
- E. If a potential new member decides to withdraw from the Formal Recruitment process, she must fill out an official withdraw form and have that form signed by a Gamma Chi. Chapters will be updated daily as information becomes available.
- F. Any group that feels help is needed with recruitment from outside sources may seek permission from the Panhellenic Council on an annual basis. Any visitors or alumnae must be introduced as such during all events.
- G. Chapter size: Chapter total is set by Panhellenic Council. Current chapter total is seventy (70) except when the number is exceeded during Formal Recruitment. NPC recommends that this total is reviewed periodically
- H. Quota-Total System: The NPC Quota-Total System will be followed.
  - 1. The NPC Release Figure specialist who is in constant communication with the Panhellenic Advisor will determine quota based upon numbers.

2. Quota is determined by the number of potential new members remaining after Preference invitations are accepted, divided by the number of participating chapters.
  3. Quota additions will be followed as stated on page MR-57 of the NPC Manual of Information Fourteenth Ed. Each chapter has the right to refuse quota additions before the start of bid matching.
- I. Recruitment Release figures: The success of Quota-Total System depends on chapters with regularly high rates of potential new member retention throughout the entire recruitment period releasing potential new members at the earliest stages of recruitment. This allows potential new members the opportunity to explore the many options of sorority membership available to them.
1. Recruitment release figures will be used to determine the number of invitations a chapter may extend for each invitational event.
  2. Recruitment release figures will be determined by the Panhellenic Advisor with advisement from a certified NPC Release Figure specialist and will be available to each chapter during the evening prior to the invitational round for which the release figures are needed.
    - a. All chapters will be asked to provide a flex list, which may or may not be used depending on advisement from the NPC Release Figure specialist
- J. A warning knock will occur one minute prior to the end of an event to allow for conversation closure except on Preference event.
- K. Door/window decorations of the individual suites provided by the sorority will be as follows:
1. Introduction, casual, and theme event decorations will support the individual chapter.
  2. Decorations will not be used during preference events.
- L. An equal number of pictures on each chapter composite will be covered during Formal Recruitment events. Pictures that must be covered included: all Gamma Chis and the Panhellenic executive board: the President, VP of Recruitment, VP of Operations, VP of Programming, and VP of Scholarship and Community Service. The number of pictures to cover will be set by the Panhellenic VP of Recruitment.
- M. All bids signed after bid night must be signed during a weekly Panhellenic Council meeting or in the presence of the Greek Advisor. If the bid is signed in the presence of the Greek Advisor, the signed bid will be announced during the next Panhellenic Council meeting.

### **Article VIII: Recruitment Events**

The number of potential new members will determine from year to year the number of events necessary to carry out the recruitment program. The following is a general outline that is to be followed each year.

#### **A. Introduction**

1. There will be four or five events for each chapter depending on the number of potential new members.
2. Potential new members must attend one event hosted by each of the chapters
3. The Panhellenic Council will provide nametags for potential new members.
4. The events will be thirty (30) minutes in length.
5. There will be a ten (10) minute break between each event.

#### **B. Casual**

1. There will be four or five events for each chapter depending on the number of potential new members.
2. Potential new members must attend one event hosted by each of the chapters.
3. The Panhellenic Council will provide nametags for potential new members.
4. Financial sheets will be handed out at this party, but must be pre-approved by the VP of Recruitment prior to the event.
5. The events will be forty (40) minutes in length.
6. There will be a ten (10) minute break between each event.
7. Potential new member will rank all four chapters with their Gamma Chi's using the ISC computer system.

C. Theme

1. There will be three events.
2. Potential new members' will be given a schedule of events to attend based on a mutual selection of the individual and the chapter's rankings.
3. Potential new members must attend all scheduled parties unless formally excused prior to the event.
4. The Panhellenic Council will provide nametags for potential new members.
5. A drink and/or snack (no sandwiches) may be served by the chapter during the events.
6. Entertainment is to be provided by initiated members/actives and new members only.
7. The events will each be sixty (60) minutes in length.
8. There will be a fifteen (15) minute break between each event.
9. Potential new members will rank only the chapters that they attended that night with their Gamma Chi using the ICS computer system.

D. Preferential

1. There will be two events.
2. Potential new members' will be given a schedule of events to attend based on a mutual selection of the individual and the chapter's rankings.
3. Potential new members must attend all scheduled parties unless formally excused prior to the event.
4. The Panhellenic Council will provide nametags for potential new members.
5. Entertainment is to be provided by initiated members/actives and new members only.
6. The events will be (60) minutes in length.
7. There will be a fifteen (15) minute break in between events.
8. There will be a five minute knock, indicating that each individual sorority may end their event and release the potential new members within the following five minutes.

**Article IX: Invitation to Membership**

A. Preferential Bidding System: The NPC Preferential Bidding System will be used.

1. Immediately following the second preference event, or the final preference event for those potential new member's only invited to one, the potential new member will go to the Center for Student Engagement to sign her Membership Recruitment Acceptance Agreement (MRAA) to indicate their first and second choices for membership. Strict silence applies at this time.

2. The signing of the Membership Recruitment Acceptance Agreement is final and binding, and must be completed within one hour of the last preference event. No changes may be made after it is signed.
3. Having expressed her willingness to accept a bid from any chapter listed in order of her preference, the potential new member must fully understand that refusal to accept a bid extended to her by a group she has listed makes her ineligible to pledge any other NPC chapter on UE's campus for one calendar year.

#### B. Bid Matching and Bid Lists:

1. Bid matching will be done by the Panhellenic Advisor using the ICS program.
2. Chapters will use ICS to enter their Bid Lists online. Bid lists should include all women invited to a chapter's preference event. Chapters will have two bid lists set up in the following manner.
  - a. Bid List A (Left hand column): List, in alphabetical order, up to quota.
  - b. Bid List B (Right hand column): List, in order of preference. This list may include as many potential new members as the chapter wishes.
3. The Panhellenic Council will supply 6x9 envelopes labeled with each potential new member's name. Bid cards can also be supplied by the Panhellenic Council.
4. Bid lists must be completed by 8:00 A.M. on the morning of bid day. The computer system will automatically lock at 8:00 A.M. making it impossible for chapters to submit a list after the deadline. Chapters not adhering to this deadline will risk being assessed a fine and must contact the Panhellenic Advisor immediately in order to extend the time so their bid list may be submitted.
5. Chapter Advisors will receive a list of new members via ICS or email as soon as possible on the morning of bid day. Chapter Advisors must turn in a completed bid card for each Potential New Member by 5:00 P.M. to CSE.
6. The Panhellenic Advisor will keep a sealed bid list from each chapter for a period of one year. It may not be opened without the consent of all the chapter advisors. At the end of one year, the unopened lists are destroyed.

#### C. Snap Bidding

1. Snap bidding is an option available to chapters that do not fill Formal Recruitment quota spaces during bid matching. Snap bidding is not intended to fill spaces in the chapter Total.
2. Snap bidding is limited to any woman who participated in the designated Formal Recruitment process. This would include all women who are formally withdrawn and released as well as women who did not get matched. Once a woman accepts a snap bid, she must sign an MRAA before she may be pledged if she has not done so already.
3. Snap bidding is to be under the direction of the Panhellenic Recruitment Committee, working with the chapters who have quota vacancies.
4. Each chapter should supply the Panhellenic Advisor with a snap bid list in preference order on the day of bid matching via a separate email attachment.
5. Snap bids will be carried out by the Panhellenic Advisor and Panhellenic President and chapters will be informed of the woman's acceptance.
6. Snap bidding will begin immediately after bid matching and end with the distributions of bids, at which time Continuous Open Bidding shall begin.

#### D. Bid Acceptance

1. When a potential new member picks up her bid in the designated place, she should sign her membership card indicating her acceptance of that chapter's bid.
2. Bids that are not accepted will be given to the Panhellenic Advisor.
3. The Panhellenic Advisor or the Vice President of Recruitment will notify a chapter if a bid is not accepted.

#### E. Bid Extensions

1. Bid extensions may occur when there is a vacancy in quota.
  - a. A vacancy in quota occurs when when a woman negates her MRAA and refuses to accept her matched bid at the conclusion of membership in recruitment and does not participate in the a ribbon or formal new member ceremony. This space in the chapter's pledge quota was not filled. Therefore, the chapter may immediately bid and pledge another woman, even if the chapter is over total.

#### F. Continuous Open Bidding (COB)

1. COB is an option to chapters that have spaces available in the Formal Recruitment quota and/or the Panhellenic Total.
2. COB is not intended to precede or take the place of the regular Formal Recruitment period. The events or gatherings held after each Formal Recruitment period should be informal with the emphasis on getting to know each other.
3. COB follows the Formal Recruitment period. It begins one hour after the time designated for bids to be picked up and continues throughout the regular school year.
4. Written bids may be extended to a prospective member.
5. It is not necessary that such bids be handled through the Panhellenic Advisor.
6. A COB must be reported within 24 hours of its acceptance. This is done by notifying the Panhellenic Vice President of Recruitment and the Panhellenic Advisor. A signed Grade Release form and Chapter Roster Update form must be turned into the Panhellenic Advisor.
7. An open bid, just as a Formal Recruitment bid, is binding for one calendar year.

### **Article X: Formal Recruitment Rules**

- A. All members (including alumnae) are responsible for knowing and observing the Recruitment Rules.
- B. The Formal Recruitment period will begin with the Orientation meeting and continue one hour after the acceptance of bids. The Formal Recruitment rules will apply from the time a potential new member has enrolled at the University until after the Formal Recruitment period.
- C. During the summer and until after the Formal Recruitment period, a potential new member is defined as any incoming freshman and any upperclassman or transfer student registered for Recruitment.
- D. Panhellenic strongly recommends and urges each chapter to use sound judgment, discretion, common sense, and maturity during Formal Recruitment. Any concerns or questions should be brought to the Panhellenic President or the Panhellenic VP of Recruitment.
- E. All recruiting will be done during designated recruitment events within each chapter suite. (If a suite is not available, a place will be designated by the Panhellenic Council.)

1. From the beginning of Formal Recruitment through the acceptance of bids, no potential new members shall visit a chapter's suite except during the designated Formal Recruitment events.
  2. Natural conversation will be allowed between potential new members and chapter members. The following rules will apply:
    - a. There will be no mention of specific sororities; all conversation is limited to "Go Greek."
    - b. If a chapter member initiates conversation with any potential new member about Recruitment, she is obliged to having at least one other chapter member from a different chapter present in the conversation. Recruitment may be discussed if it is brought up by the potential new member.
    - c. No chapter member shall buy anything for a potential new member (meal, soft drink, etc.) No potential new member may buy anything for a chapter member.
    - d. No chapter member shall invite a potential new member to visit in her room.
    - e. No chapter member may visit a potential new member in her residence hall room, apartment, or place of residence during the Formal Recruitment period. The only exceptions to this rule shall be when a chapter member and a potential new member are roommates, or when the potential new member or chapter member is a Resident Assistant.
    - f. No telephone, e-mail, or written contact will be allowed between any chapter member and any potential new member. This includes any online social networking sites i.e. Facebook, Myspace, Friendster, etc. The only exception to this rule is if the chapter member is under direction from the University to have email or phone contact for sports team, Orientation Leader and/or Residence Assistance's communication only. No personal discussion of greek life will be permitted.
    - g. No more than two (2) chapter members of the same or different chapters may speak to one potential new member. In other words, there may only be a 2:1 ratio of chapter members to a potential new member.
    - h. Orientation Leaders may associate with their small group members who may be considered a Potential New Member when necessary but will still have to abide by the above rules. ie staying in a public setting. Athletes may also associate with their team members who may be considered a Potential New Member.
  3. In the case that an event is sponsored by Panhellenic Council in a residence hall, chapter members will be permitted to have contact with potential new members in the residential area during the specified hours of the event only under the direction and permission of the Panhellenic President or the Panhellenic VP of Recruitment.
- F. Strict silence will be the period between the last preference event and the acceptance of bids. During this time, a potential new member may only discuss her decisions with her Gamma Chi. (Women who are eligible for snap bidding may be approached by the Panhellenic Advisor or the Panhellenic President not by Gamma Chis).
- G. No favors or gifts may be given to potential new members from the chapter and/or by individual members. This excludes nametags and financial sheets during the designated recruitment events.

- H. There will be no promising of bids directly or indirectly, including nonverbal communication, by any chapter member.
- I. No alcoholic beverages will be served during recruitment events.
- J. A factual current financial expense sheet shall be distributed by the chapters to each potential new member during the Casual events.
  - 1. Financial sheets will list all fees to be incurred by the potential new member during her collegiate membership.
  - 2. Financial sheets must be submitted to the Panhellenic Vice President of Recruitment during the previous spring semester and approved by the Panhellenic Council.
  - 3. The Panhellenic Vice President of Recruitment will supply each chapter with an outline to follow for the financial sheet.
- K. Only national headquarters members, house directors, alumnae, and members of the chapter may assist the chapter with Formal Recruitment. There should be no communication between non active members and any potential new member.
- L. Only new members and initiated members/actives of chapters on the University of Evansville campus may participate in actual recruiting. Alumnae may only assist the members; they may not participate in actual recruiting.
- M. No more than five (5) alumnae, including advisors, may be present at any one time during a recruitment event. National officers are an exception.
- N. Chapter members or alumna may come outside the suite during breaks in recruitment events only to use the restroom. They must notify the Vice President of Recruitment who will make sure that no Potential New Members are in the area.
- O. Men will not be involved in the Recruitment process at all. This includes any advertising, i.e. recruitment t-shirts (example: "Go XYZ", "XYZ Guy", or "I Love XYZ"). Men cannot wear any article of clothing that includes any NPC affiliation that does not also include their own fraternity letters.

### **Article XI: Recruitment Regulations for Recruitment Chairs**

- A. Prior to recruitment, each recruitment chair will receive the following information from the Panhellenic Vice President of Recruitment:
  - 1. A detailed schedule of Formal Recruitment week and all events associated with and leading up to the week
- B. Recruitment chairs are responsible for completing invitation and bid lists online within the designated time frame.
  - 1. Failure to complete lists within the designated time frame will result in a fine of \$5 for every minute late.
- C. Theme and Preference invitations:
  - 1. All lists should be completed online using the ICS program.
  - 2. Chapters must stay within their release figure number supplied by the Panhellenic Advisor. Failure to adhere to release figures will result in the ICS system not allowing a chapter to submit the invitation list until the number invited is correct.
  - 3. Invitation lists for Theme and Preference events must be received no later than 8:00am on the morning of the event.

### **Article XII: Violations**

- A. Violations of any Recruitment rules should be reported to the Panhellenic President, Panhellenic Vice President of Recruitment, and/or Panhellenic Advisor. .
- B. A Recruitment Infraction report must be filed by the complainant. Report forms can be obtained from the Panhellenic President, Panhellenic Vice President of Recruitment, and/or the Panhellenic Advisor as well as in the NPC Manual of Information.
- C. Violations will be dealt with according to the policies set in the University of Evansville Panhellenic Association Bylaws. Severity of the consequences will be dependent on the severity of the violation to be determined by the above mentioned persons.

### **Article XIII: Qualifications of a Gamma Chi**

In order to be selected as a Gamma Chi, a sorority woman must meet the following qualifications:

- A. Be a loyal and involved member of her own chapter.
- B. Have a complete understanding of the purpose and goals of the Panhellenic Council.
- C. Be perceptive to the feelings of each potential new member, yet remain entirely objective.
- D. Be able to disassociate herself from her chapter in order to promote the Greek system.
- E. Posses the ability to relate to and listen to individual potential new members, as well as project a positive image of herself and the Greek system.
- F. Be dependable, responsible, and available to the potential new member.
- G. Be able to respect the confidentiality of her position as a counselor.
- H. Carry at least a 2.5 cumulative grade point average.
- I. Be available at all times during the week of Recruitment and the week prior to Recruitment in order to fully complete the duties of her role, receive the necessary training, and participate in Recruitment publicity
- J. Have participated in at least one Formal Recruitment as an active member in the suites.

### **Article XIV: Selecting Gamma Chi Team**

- A. The selection of a Gamma Chi team will be handled by the Vice President of Recruitment, the Panhellenic President and the Panhellenic Advisor.
- B. The process will take place early during spring semester and will involve applications and personal interviews.
- C. Selections will be made during the spring semester preceding fall recruitment so that training can be done well ahead of recruitment week.
- D. All applicants will be asked to provide a letter of recommendation from either a chapter advisor or a UE faculty member.
- E. If a chapter member will be studying abroad in the spring semester, i.e. Harlaxton, then they must contact the VP of Recruitment to set up an interview prior to leaving for the semester. No exceptions.
- F. There will be no more than 15-20 potential new members per Gamma Chi.
- G. There will be a minimum of 14 to a maximum of 18 Gamma Chi's chosen.
- H. There will also be 2 Gamma Chi alternates chosen. The alternates will:
  1. Participate in all training and regular Gamma Chi activities.
  2. Receive a Recruitment group in the event that:

- a. another Gamma Chi cannot fulfill her duties
  - b. the number of potential new members is large enough to require another group after the VP of Operations, VP of Programming, and the VP of Scholarship and Community Service will receive a group before all alternates.
- G. In order to have the Panhellenic Executive Board available during all recruitment functions, the Vice-President of Programming, Vice-President of Operations, and Vice-President of Scholarship and Community Service shall serve the Panhellenic Council outside of the suite during Formal Recruitment as alternate Gamma Chi's regardless of attendance of Formal Recruitment as an active or cumulative grade point average. These women will receive a recruitment group prior to the two Gamma Chi alternates chosen through the regular Gamma Chi selection process. The Panhellenic Executive Board will participate in all Gamma Chi training sessions and related events.

### **Article XV: Specific Goals of the Gamma Chi Program**

- A. To provide support, friendship, and personal guidance to those going through the Recruitment process by sorority women who are well-trained in counseling techniques, chapter history and who possess Panhellenic attitudes.
- B. To provide an objective liaison between the chapters and the potential new members as an aid to communication.
- C. To provide objective, well-trained counselors capable of assisting the potential new members.
- D. To promote an understanding of the benefits of Greek affiliation and emphasize the similarities of goals and ideals of all women's sororities.
- E. To provide an understanding and explanation of the mutual selection process.
- F. To help achieve the maximum number of new members allowable at the conclusion of the Formal Recruitment period.

### **Article XVI: Gamma Chi Training**

It is important to have time to develop a good Panhellenic feeling among the Gamma Chi team, a good basic knowledge about all the groups and the National Panhellenic Conference, and a thorough understanding of the rules, policies, and procedures that effect recruitment.

- A. Training sessions:
  - 1. The Gamma Chi team will have at least four orientation sessions during the spring semester in order to become acquainted with each other and their role as a Gamma Chi.
    - a. At this time each Gamma Chi will receive a Gamma Chi manual, Gamma Chi rules, Recruitment rules, and a Recruitment schedule.
    - b. It is expected that each Gamma Chi will have read and studied this information by the end of the summer.
    - c. Gamma Chi's who are off campus (Harlaxton, co-op, etc.) during the spring semester will be excluded from this portion of the training.
  - 2. The weekend prior to Recruitment, the team will be trained in a two-day series of workshops.

3. Gamma Chi's must be aware of other obligations or prior commitments before applying. Failure to complete training may result in a Gamma Chi not being assigned to lead a group.

B. Training will involve the following:

1. **Chapter Identification:** Each Gamma Chi will receive information on the main distinctive characteristics of each University of Evansville chapter including each chapter's badge, philanthropy, number of chapters, University of Evansville chapter name, name of magazine, required grade point average for new and active members, length of new member program, and local and national founding locations and dates. This develops an awareness of the parallel structure between the groups. It also tends to dispel certain biases acquired from campus to campus experiences. Each group's strengths vary from campus to campus, as does size, local status, etc. Panhellenic feelings are fostered through better understanding of each group's program and history.
2. **Identification and discussion of National Panhellenic Conference and related policies and procedures:** Each Gamma Chi should be familiar with and understand the role of NPC. Gamma Chi's will review the Manual of Information, all UNANIMOUS AGREEMENTS and other information provided by NPC.
3. **Role-Playing:** The Gamma Chi team will work together to role-play difficult situations that may occur during recruitment and then discuss possible resolutions. Role-playing helps develop confidence when meeting difficulties later on.
4. **Outside Speakers:** Individuals from various university offices such as counseling, student life, and campus organizations will present techniques to effectively work with groups, build listening skills and counsel Potential New Member's on making decisions.
5. **Overview of the Recruitment Process:** Gamma Chi's will be familiar with the entire recruitment process and recruitment rules. A thorough training will be given on the ICS computer system. The process for filing infractions will also be covered.
6. **Benefits of Greek Life:** The team will discuss benefits of being Greek, how to dispel stereotypes, and how to encourage potential new members to investigate Greek Life and specifically joining a sorority.
7. **Team Building:** Gamma Chi's will participate in activities that will promote a feeling of teamwork and efficiency among the Gamma Chi's and teach them how to lead a diverse group of potential new members.

## **Article XVII: Implementation of the Gamma Chi Program**

- A. The Gamma Chi should be available to her potential new members at all times. It is important that the potential new members know how they can reach their counselor. The potential new members will be introduced to their Gamma Chi during the Recruitment Orientation meeting. The Gamma Chi will assemble her group in a designated place to get acquainted. Every attempt should be made to put potential new members at ease by projecting confidence about the upcoming experience. She should be equally friendly with every member of her group.
- B. The Gamma Chi should introduce the generalities of Recruitment, including the recruitment schedule, rules, and procedures during the first meeting with her Potential New Member

group. The potential new members' questions should be answered briefly without complicating the issues. As recruitment week moves on, an understanding of the process helps clarify many questions.

- C. The Panhellenic Code of Ethics should be strictly observed. A Gamma Chi is entrusted with privileged information. She must respect this role by keeping such knowledge confidential. This is important for the system as well as the success of the Gamma Chi program. The Gamma Chi must remain objective at all times, and consequently, she must not participate in her own chapter's recruitment procedures.

### **Article XVIII: The Mechanics of the Gamma Chi Program**

- A. Every Gamma Chi should perform the task she is assigned with care, bearing in mind that clerical mistakes can make a big difference in potential new members' retention. A potential new member will become disinterested and lose respect for Greeks if the clerical part of recruitment is inaccurate or disorganized. Appointments should be promptly met. If a problem is too difficult for the Gamma Chi to solve, she should know where to find additional help and information. Resource people such as the Panhellenic Advisor, N PC representatives, and chapter advisors should be contacted if rumors occur so that answers to questions are factual.
- B. The Gamma Chi will assist potential new members with invitation acceptances using the online ICS program. The Gamma Chi is expected to offer assistance only and should not look at the Potential New Member's choices without the consent of the potential new member.
- C. Gamma Chi follow-through
  1. Perhaps the most important aspect of the Gamma Chi program, as far as increasing the percentage of chapter women on campus is concerned, comes from good follow-through after Formal Recruitment. If a potential new member withdraws from recruitment or does not receive a bid, the Gamma Chi should continue to work through the Panhellenic Advisor, the Panhellenic Vice President of Recruitment, and the groups that still have openings to see if a mutually happy "match" can be made with a potential new member during continuous open bidding.
  2. Should a potential new member withdraw from recruitment, the Gamma Chi must have her complete a withdraw form and report the loss to the Panhellenic Vice President of Recruitment.