



## College Panhellenic Council

OFFICE OF FRATERNITY AND SORORITY LIFE

### BYLAWS OF THE UNIVERSITY OF TEXAS AT ARLINGTON COLLEGE PANHELLENIC COUNCIL

#### Article I. Name

The name of this organization shall be The University of Texas at Arlington College Panhellenic Council.

#### Article II. Object

The object of the College Panhellenic Council shall be to:

- Conduct the business of the College Panhellenic at The University of Texas at Arlington.
- Promote the growth of individual chapters and the sorority community.
- Organize and sponsor a women's-only membership recruitment program.
- Encourage the highest possible academic, social and moral standards.
- Coordinate activities, establish orderly procedures and provide programming in addition to recruitment.
- Adjudicate all matters related to the NPC Unanimous Agreements, College Panhellenic bylaws and/or other governing documents, College Panhellenic membership recruitment rules, College Panhellenic code of ethics and College Panhellenic standing rules.
- Actively support the mission of its host institution.
- Promote good public relations.
- Give service to the community and campus.
- Promote friendship, harmony and unity among members, chapters, faculty, administrators, and campus groups.

#### Article III. Membership

##### Section 1. Membership classes

There shall be two classes of membership: regular and provisional.

- Regular membership.** The regular membership of The University of Texas at Arlington College Panhellenic Council shall be composed of all installed chapters of NPC sororities at The University of Texas at Arlington. Regular members of the College Panhellenic Council shall pay dues as determined by the Panhellenic.
- Provisional membership.** The provisional membership of The University of Texas at Arlington College Panhellenic Council shall be composed of all newly established chapters of NPC sororities at The University of Texas at Arlington. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.

## **Section 2. Privileges and responsibilities of membership**

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

## **Section 3. Dues**

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. College Panhellenic Council 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.
  - Dues shall be a fee of \$50.00 per chapter and an additional \$10.00 per active member in both the fall and spring semesters, and \$18.00 per new member in both the fall and spring semesters. Dues shall be calculated for the fall based on the fall roster and for spring based on the spring semester.
  - Invoices for each College Panhellenic Council member sorority shall be provided before March 1 and October 1 of each year.

## **Section 4. Fees and assessments**

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

## **Article IV. Officers and Duties**

### **Section 1. Officers**

The officers of The University of Texas at Arlington College Panhellenic Council shall be president, vice president, vice president of recruitment, director of administration, director of programming, and director of marketing.

### **Section 2. Duties of officers**

- A. The president shall:
  - Primary contact and representative for the council and member chapters
  - Serves as the liaison between the council and the Office of F&SL and University Administration
  - Oversee all Executive Board, General Body, and any additional meetings of the council
  - Oversees Council Executive Board, meeting weekly/bi-weekly with each officer position
  - Meet with council advisor weekly to manage council activities and report on the needs of Executive Board positions
  - Meets with the Director of Fraternity and Sorority Life and Associate Vice President for Student Affairs monthly to share updates and advocate for the needs of the council
  - Attend monthly President's Roundtable and reports back to Executive Board, General Body, and Advisor on updates from the University Administration
  - Attend monthly F&SL Presidents Council and represent the council, reporting updates, programs, and events
  - Coordinate monthly meetings with member sorority presidents within the council to discuss needs of the chapters, concerns and build community among leaders
  - Serve on any ad hoc University committees

- Responsible for initiating and managing community relations, on and off-campus
- Serve as an ex-officio member of all College Panhellenic Council committees, except the Judicial Board.

B. The vice president shall:

- Perform the duties of the president in the elected/appointed president's absence.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Attend weekly F&SL Standards Committee Meetings, Pre-Hearing Conferences, and Trainings
- Oversee communication on assigned Pre-Hearing Conference meetings and prepare meeting notes before the Pre-Hearing Conference
- Responsible for the oversight of the council's Judicial Board
- Create Lunch and Learn programming for the council each semester that is focused on risk management and personal development
- Responsible for educating the council on institutional, Office of F&SL, and council policy through at least one program per semester and ongoing education
- Responsible for evaluating council governing documents, annually
- Responsible for revision and edits of council recruitment rules, education of members, and oversight of recruitment rules during council recruitment processes.
- Meet with the council President weekly
- Serve as the chair of the College Panhellenic Council Judicial Board

C. The vice president of recruitment shall:

- Responsible for oversight of primary recruitment efforts and planning.
- Facilitate recruitment meetings with the Membership Recruitment Committee.
- Present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics, recruitment style assessment and recruitment evaluations from new members, potential new members who withdrew, each member organization and chapter advisors.
- Recruit and train College Panhellenic Rho Gammas with assistance of Executive Board members.
- Facilitate feedback from council members, leaders, and UTA students to determine a year-round Council Recruitment Plan, facilitate the plan, and support chapters in recruitment efforts
- Ensure council visibility at campus hosted events (F&SL Open House, Involvement Fair, Maverick Experience, and New Maverick Orientation)
- Host events and opportunities to create visibility and engagement of the council.
- Provide ongoing recruitment education specific to the governing council
- Responsible for planning and overseeing the council orientation/recruitment processes
- Coordinates ongoing retention efforts, works to identify any gaps in retention, and create a plan to support retention efforts
- Meet with the council President weekly

C. The director of administration shall:

- Keep an accurate roll of the members of Panhellenic Council including updating the College Panhellenic officer roster on FS Central.
- Prepare all meeting agendas, taking meeting notes, and reporting out minutes to member chapter delegates, presidents, and advisors
- Responsible for keeping up to date record of chapter officers, advisors, and delegates
- Oversees the management of council channels within Microsoft Teams

- Create and manages the council budget, income, and expenditures throughout the year, working with the Administrative Assistant in the Office of F&SL when needed
- Communicates budgetary updates during General Body meetings
- Initiate and manages a council calendar to include all events of the chapters within the council
- Collaborate with the council President to create and facilitate training for chapter delegates (each semester) and serves as a primary contact to the delegates
- Contribute to the F&SL newsletter with council updates and spotlights
- Support Primary Recruitment by facilitating t-shirt orders, meal orders, and creating sign up opportunities for council marketing (tabling, New Maverick Orientation, etc..)
- Meet with council President, bi-weekly
- Send meeting minutes to the NPC area advisor.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

D. The director of programming shall:

- Responsible for creating programs/events each semester – focused on community building within CPH and on the UTA campus, service, and philanthropy. The Director should collaborate with university departments, student organizations, and off-campus organizations.
- Serve as a council representative collaborating with the F&SL Programming Team to produce a F&SL community program each semester.
- Provide council members Passive education/personal development coordinated with the vice president.
- Communicate campus involvement and service opportunities during general body meetings.
- Support Primary Recruitment through assisting with Rho Gamma training to develop team building activities, responsible for planning and implementing activities to support the PNMs building community and assist with the planning of Bid Day.
- Meet with council President, bi-weekly

E. The director of marketing shall:

- Manage all College Panhellenic Council social media platforms.
- Participate in Division of Student Affairs/Office of F&SL training on marketing and branding guidelines
- Serve as the representative for the council as it relates to marketing projects for the Office of F&SL.
- Develop a year-round marketing plan for the council, ensure focus on recruitment based off of council feedback.
- Collaborate with Executive Officers to create event-specific marketing
- Support Primary Recruitment by creating marketing plan to include digital and print items to be implemented by all member sororities and the council, design the day one shirt, branding shirt for the Recruitment Team.
- Responsible for printing and coordinating any print media and promotional items
- Coordinate photoshoots to ensure that council/office marketing is current and relative
- Develop and maintain council tabling materials (tablecloth, tri-fold board, postcards, etc..)
- Meet with council President, bi-weekly

### **Section 3. Eligibility**

- A. Members from women's-only sororities holding regular membership and meeting eligibility requirements in the University of Texas at Arlington College Panhellenic Council shall be eligible to serve as any officer.
- B. All applicants and officers must maintain a cumulative GPA of 2.5 during their term of office and shall be in good standing with the University and their member sorority.
- C. All applicants and officers must be in good standing with their member sorority and The University of Texas at Arlington at the time of application and for the entirety of their term.
- D. Officers may not hold the role of delegate, president, membership officer, or new member officer and serve as a College Panhellenic Council officer.
- E. Officers are required to attend all trainings outlined by the Council and the Office of Fraternity & Sorority Life.

### **Section 4. Selection of Officers**

- A. A Nominating Committee will review the applications, interview applicants, and consider the qualifications of all candidates for elected officers and shall nominate at least one name for each elected officer position.
- B. With a vote of two-thirds, the Nominating Committee will slate one woman for each officer position.
- C. The Nominating Committee chairperson will present the slate at the following General Body meeting.
- D. The offices of president, vice president, vice president of recruitment, director of administration, director of programming, and director of marketing. of The University of Texas at Arlington College Panhellenic Council shall be elected by ballot, except if there is only one nominee for an office that nominee shall be declared elected.

### **Section 5. Office-holding limitations**

- A. No more than three member(s) from the same women's-only sorority shall hold office during the same term.
- B. The president, vice president, and vice president of recruitment must have a minimum of one year of College Panhellenic experience prior to serving as an officer.

### **Section 6. Nomination procedure**

A Nominating Committee of five members shall be elected by the Panhellenic delegates during a general body meeting, outgoing officers and members are eligible to serve on the Nominating Committee.

The members of the Nominating Committee shall elect their own chairman. The Nominating Committee shall review the qualifications of all candidates for elected officers, interview applicants, and shall nominate at least one name for each elected officer position. The Panhellenic advisor shall serve as a nonvoting ex-officio member of the Nominating Committee.

### **Section 7. Term**

- A. The officers shall serve for a term of one year or until their successors are selected.
- B. The term of office will begin upon election.

### **Section 8. Removal**

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

### **Section 9. Vacancies**

In the event of a vacancy, the College Panhellenic Council Executive Board will open an electronic application to seek interests and then appoint applicants to any and all open officer positions.

## **Article V. The Panhellenic Council**

### **Section 1. Authority**

The governing body of The University of Texas at Arlington College Panhellenic Council shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of The University of Texas at Arlington College Panhellenic Council, including, but not limited to: an annual review of the parameters as adopted in the recruitment rules for the evaluation and/or adjustment of total every regular academic term, annual determination of dues, approval of the annual budget, consideration of extension, setting a calendar of events, determining programming and establishing recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the College Panhellenic Council that do not violate the sovereignty, rights, and privileges of the member sororities.

### **Section 2. Composition and privileges**

The University of Texas at Arlington Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate women's-only member organization at The University of Texas at Arlington 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 delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, a designated member of the specific sorority may cast the vote, provided the credentials of this individual have been previously presented to the Council president.

### **Section 3. Selection of delegates and alternates**

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

### **Section 4. Delegate vacancies**

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within two weeks and to notify the College Panhellenic Council director of administration of the name, email, and telephone number of the new delegate.

### **Section 5. Duties and responsibilities**

- A. Must attend all College Panhellenic Council meetings and actively share updates and concerns from their member sorority.
- B. Must support NPC Unanimous Agreements, policies and procedures.
- C. Must understand local College Panhellenic Council policies and procedures.
- D. Should know when to consult her sorority's chief panhellenic officer for assistance and advice regarding College Panhellenic concerns.
- E. Should be prepared and knowledgeable about College Panhellenic concerns, the views of the member sorority and chapter and how to voice concerns to the Panhellenic Council.
- F. Should present General Body meeting at chapter meetings.
- G. Attend College Panhellenic Council programming and events.

- H. Provide updates through chapter announcements and keep the council up to date with contact information of member sorority officers.

### **Section 6. General body meetings**

- General body meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term.
- Council meetings are to be held weekly, excluding weeks of university break and finals.
- In the event that a meeting is cancelled, delegates will be notified.

### **Section 7. Special meetings**

Special meetings of the College Panhellenic Council may be called by the College Panhellenic president when necessary and shall be called upon the electronic request of no fewer than two thirds of the member women's—only sororities of The University of Texas at Arlington College Panhellenic Council. Electronic notice of each special meeting of the College 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: Means of Communication**

The College Panhellenic Council may conduct business at any meeting (regular or special) through the use of any means of communication by which all delegates participating may simultaneously hear one another and participate in the proceedings during the meeting. Microsoft Teams and email will be utilized for electronic communication.

### **Section 9. Quorum**

Two-thirds of the delegates from the member sororities of The University of Texas at Arlington College Panhellenic Council shall constitute a quorum for the transaction of business.

### **Section 10. Vote Requirements**

- A. All other votes, unless specified in these bylaws, shall require a two-thirds vote for adoption.
- B. A two-thirds vote of the Panhellenic Council shall be required to approve a re-establishment plan and for all extension-related votes.
- C. 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.

## **Article VI. The Executive Board**

### **Section 1. Composition**

The composition of the Executive Board shall be the president, vice president, vice president of recruitment, director of administration, director of programming, and director of marketing.

### **Section 2. Duties**

1. The Executive Board shall administer routine business between meetings of the College Panhellenic Council and such other business as has been approved for action by College Panhellenic Council vote. At the next general body meeting of the College Panhellenic Council through the director of administration, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.

### **Section 3. Regular meetings**

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

### **Section 4. Special meetings**

Special meetings of the Executive Board may be called by the president when necessary and shall be called upon the electronic request of three members of the Executive Board. Electronic notice of each special meeting of the Executive Board shall be sent to each member of the Executive Board 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 5. Quorum**

A two-thirds of Executive Board members shall constitute a quorum for the transaction of business.

## **Article VII. The College Panhellenic Council Advisor**

### **Section 1. Appointment**

The College Panhellenic Council advisor of The University of Texas at Arlington College Panhellenic Council shall be appointed by the Office Fraternity and Sorority Life.

### **Section 2. Authority**

The Panhellenic advisor shall serve in an advisory capacity to The University of Texas at Arlington College Panhellenic Council. The Panhellenic advisor shall have voice but no vote in all meetings of the College Panhellenic Council and the Executive Board.

## **Article VIII. Committees**

### **Section 1. Standing committees**

- A. The standing committees of the University of Texas at Arlington College Panhellenic Council shall be the Judicial Board, Membership Recruitment Committee, Personal Development Committee, and Programming & Philanthropy Committee
- 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's-only sororities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board.

### **Section 3. Judicial Board**

The Judicial Board shall consist of the vice president as chairman and four members from the College Panhellenic Council member organizations. The Panhellenic advisor shall serve as a nonvoting, ex-officio member. The Judicial Board



members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, deliberations and sanctioning. The Judicial Board shall educate member sororities about the College Panhellenic judicial procedure.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Council Judicial Procedure, it shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the University of Texas at Arlington College Panhellenic Council that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless the College Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

#### **Section 4. Membership Recruitment Committee**

The Membership Recruitment Committee shall consist of the vice president of recruitment serving as the chairperson and the president, vice president for membership, and new member educator from each regular and provisional women's-only member organizations. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the primary membership recruitment period. After each primary membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member organization and chapter advisor.

#### **Section 5. Personal Development Committee**

Personal Development Committee shall consist of the vice president serving as the chairperson. This committee shall plan and execute all academic, personal growth, diversity, equity, and inclusion, and risk management programs.

#### **Section 6. Programming & Philanthropy Committee**

The chairperson of this committee shall be the director of programming. This committee shall plan and organize all College Panhellenic programming events and activities and philanthropy events to benefit Circle of Sisterhood and the Erica Hochmeister Memorial Scholarship.

#### **Section 7. Other committees**

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

### **Article IX. Finances**

#### **Section 1. Fiscal Year**

The fiscal year of the University of Texas at Arlington College Panhellenic Council shall be from January, 1 to December, 31 inclusive.

## **Section 2. Contracts**

Dual signatures of the president and director of administration shall be required to bind The University of Texas at Arlington College Panhellenic Council on any contract. Contracts must be reviewed by the College Panhellenic advisor before signatures of the president and director of administration.

## **Section 3. Checks**

All checks and electronic payments issued on behalf of The University of Texas at Arlington College Panhellenic shall be made utilizing the College Panhellenic Council organizational account and follow university business practices.

## **Section 4. Payments**

All payments due to The University of Texas at Arlington College Panhellenic Council shall be monitored by the director of administration, who shall record them. Checks for payments shall be made payable to The University of Texas at Arlington College Panhellenic Council and must be recorded in the Office of Fraternity & Sorority Life receipt book.

## **Section 5. Late Payments**

Member sororities missing payment deadlines will be assessed \$50.00 per week of the missed payment.

## **Article X. Extension**

### **Section 1. Extension**

Extension is the process of adding an NPC women's-only sorority.

The University of Texas at Arlington College Panhellenic Council shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the NPC Manual of Information.

### **Section 2. Voting rights**

Only regular members of the Panhellenic Council shall vote on extension matters.

## **Article XI. Violation Resolution**

### **Section 1. Violation**

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of The University of Texas at Arlington College Panhellenic Council 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**

The University of Texas at Arlington College Panhellenic Council shall follow all NPC Unanimous Agreements and NPC guidelines for the judicial process found in the NPC Manual of Information.

## **Article XII. Hazing**

Per the Unanimous Agreements, Texas State Law, and policies of The University of Texas at Arlington, Panhellenic member groups support all efforts to eliminate hazing.

## **Article XIII. Inclusion Statement**

University of Texas at Arlington College Panhellenic Council does not categorically deny membership to an individual, based on race, color, religion, sex\*, national origin, age, disability, marital status, military or veteran status or political affiliation.

\*Pursuant to 20 U.S.C. 1681(a)(6)(A), social fraternities and sororities may limit membership on the basis of sex.

## **Article XIV. Parliamentary Authority**

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

## **Article XV. Amendment of Bylaws**

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

## **Article XVI. Dissolution**

This College Panhellenic Council shall be dissolved when only one regular member exists at The University of Texas at Arlington. In the event of the dissolution, none of the assets of the Association shall be distributed to any members of the Association, but after payment of all debts, its assets shall be given to NPC unless otherwise required by state law.

## COLLEGE PANHELLENIC COUNCIL STANDING RULES

### Officer Applications and Selection Process

#### *Applicant Recruitment*

- In October, before distributing the applications, College Panhellenic officers will hold interest meetings and visit chapter meetings to review positions and communicate the election process and timeline.
- College Panhellenic officer applications will be posted on Mavorgs.uta.edu and distributed to chapter Panhellenic delegates to disseminate. Also, the application link will be posted on the College Panhellenic social media to promote the openings for applicants through social media.
- Following the application deadline, applicants will be reviewed to determine if the applicant meets prerequisites outlined by the bylaws.

#### *Nominating Committee*

- Applications will be distributed to the Nominating Committee for their review, at least one week before interviews.
- The Nominating Committee will oversee the interviews and ensure that each applicant is aware of important dates and time commitments during the interview.
- The Nominating Committee will score and review applicants to slate an applicant for each of the available positions.
- One member of the Nominating Committee will present the slate to the general body in the general body meeting immediately following interviews.
- Additional candidates may be nominated from the floor provided that they have been deemed eligible to hold office by the Nominating Committee at least 48 hours prior to the nomination from the floor.
- The delegates have the opportunity to discuss with their chapters the applicants slated to each position, and then vote during the following general body meeting.
- When the number of votes cast for two or more candidates results in a tie, then a second ballot will be taken.
- If the results of the second ballot still produce a tie, then the election will be decided by drawing a name from a hat or by the flip of a coin.

### Missed Deadlines

Member Sororities missing established deadlines will be fined \$50 per week the deadline is missed.

### Member Sorority Executive Board Retreat

The University of Texas at Arlington College Panhellenic Council Executive Board will host a retreat each spring within the first four weeks of classes. Each member sorority will be required to have the following officers in attendance: president, philanthropy, finance, recruitment, public relations, scholarship, risk management, judicial and social officers.

### Member Sorority Participation in Fraternity Events:

Member sororities will not participate in a men's fraternity event or philanthropy event lasting more than three days total. Fraternity philanthropy projects that involve sorority competition must also meet the following requirements before being communicated to College Panhellenic Council member sororities:

- A. If the competition engages member sororities in any type of fundraising, the fraternity must participate in raising proceeds in the same manner.
- B. All monies/items raised must be donated to a non-profit organization.
- C. An organization that wants Panhellenic to participate in their philanthropic activity must first meet with the Executive Board of Panhellenic three weeks prior to the event.

- G. Men's fraternities may not host beauty contests, auctions, or any event where College Panhellenic Council women may be bought or judged based on appearance, costume, etc. that is sponsored by any organization.

Fraternity representatives must schedule to meet with the College Panhellenic Council Executive Board to ensure that outlined requirements are met. During this meeting, the fraternity must have a scheduled outline of events, times, themes, and point schemes for sororities to take into consideration. This detailed proposal must include the name of the charity the money raised will be donated to. After Panhellenic approval, no changes can be made to the proposal. Once approved, the events are able to be presented to College Panhellenic Council member sororities.

Failure to adhere to the above guidelines including neglecting to obtain approval by the College Panhellenic Council Executive Board, marketing the event before approval and changes to agreed upon written terms could result in a \$500 fine assessed to the involved fraternity.



## College Panhellenic Council

OFFICE OF FRATERNITY AND SORORITY LIFE

### CPH CODE OF ETHICS

We, the members of sororities at the University of Texas at Arlington, 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 College Panhellenic members of The University of Texas at Arlington, 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 the institution.
- Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference (NPC).
- Avoid disparaging remarks about any sorority or collegiate woman and refrain from discussing Panhellenic matters with nonmembers.
- Provide an equitable and inclusive sorority experience for all women who are interested at the institution.
- Recognize friendly relations with all collegiate women, both sorority members and nonmembers, realizing the importance of creating and building friendships.
- Plan recruitment events that provide opportunities for the greatest possible number of women to become sorority members while protecting the rights and privileges of individuals and 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 a personal choice, including but not limited to: not joining the sorority community at a specific time, intentional single preference or preference all sorority chapters.

We, as College Panhellenic members of the University of Texas at Arlington, also agree on and commit to

- Respectfully adhere to the bylaws and recruitment rules of the College panhellenic council.
- Abide by all local and federal laws and NPC inter/national Unanimous Agreements, policies and best practices.
- Hold one another accountable to this code of ethics, remembering at all times that we represent not only our individual chapters but also the Panhellenic community as a whole.

As Panhellenic women of the University of Texas at Arlington, these are the tenets by which we strive to live.

Date adopted: November 8, 2021



**College Panhellenic Council**  
OFFICE OF FRATERNITY AND SORORITY LIFE

**RECRUITMENT RULES**

**Statement of Positive Panhellenic Contact and Promotion of the Sorority Experience:**

We, the women of the University of Texas at Arlington, hereafter referred to as UTA, will promote Panhellenic-spirited contact with all potential new members and with each other throughout the year.

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

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

All NPC member organizations represented at the University of Texas at Arlington adhere to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.

**Statement of Values-Based Recruitment**

All NPC member organizations represented at the University of Texas at Arlington will engage in the following practices that align with the Values-Based Recruitment (1989, 1991, 1997, 2003, 2015, 2019,2022) – POLICY during membership recruitment programs:

- Focus on conversations between chapter members and potential new members about organizational values and member organizations.
- Establish guidelines for membership recruitment budgets and set a cap on membership recruitment expenses, including the value of all donated goods and services.
- Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
- Eliminate the required purchasing of recruitment event attire for chapter members.
- Eliminate gifts, favors, letters and notes for potential new members.
- Eliminate all forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.
- Eliminate extraneous and costly performances. This includes, but is not limited to, recruitment skits and door stacks.

**Statement of Membership Recruitment Acceptance Binding Agreement (MRABA):**

The College Panhellenic Council will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member interested in joining a sorority, whether during primary recruitment or continuous open bidding.

### **Statement of Automatic Reset of Total:**

Total is the allowable chapter size as determined by the College Panhellenic and includes both new members and initiated members. A College Panhellenic should evaluate total every term. In the Fall semester, the total will be automatically updated with the distribution of the bids from the RFM Specialist, and in the spring semester, total must be reset within one week (no more than 7 days). In both semesters, Total is reset to the largest chapter size plus up to 5 new members.

Vacancies in the chapter membership can be filled to total, only if the chapter is below total. A chapter may exceed total due to its participation in Primary CPH recruitment when quota-total and a preferential bidding system are used. If at any time during the academic year a chapter falls below total, the chapter is eligible to Continuous Open Bidding (COB) to reach total again.

Members who are not present on campus for one academic term (i.e. participating in a study abroad program, student teaching, internship, etc.) are to be included in chapter total calculations unless inactive member status has been granted for the entire academic year.

### **Continuous Open Bidding:**

Each NPC sorority chapter has the ability to continue to recruit to reach quota or its total allowable chapter size during the regular school year as defined by the school calendar.

After Primary Recruitment, chapters who have met their total & quota and do not need to COB should refrain from recruitment style events as it creates the impression to PNMs that they are able to extend bids, and thus withholds PNMs from chapters who still need to meet total/quota and creates the potential for bid promising and/or takes the focus from chapters recruiting. Until at which point all chapters have express to CPH Exec and the CPH advisor, that the chapter has "finalized" the COB process.

Before starting COB, member sororities must follow the Office of Fraternity and Sorority Life office policies to register recruitment events and check the academic records of potential members. Once complete, the chapter may issue bids to potential new members, and the chapter will be responsible for having the COB MRABA completed.

### **Recruitment policies for member sororities**

All members, including alumnae and new members, are responsible for understanding and observing the following:

- Members are encouraged to meet PNMs in-person, through social media, or virtually to promote participation in primary recruitment or COB processes, members should promote Panhellenic friendly conversation, remaining positive and not talking negatively about member sororities or individual members.
- Members participating in primary recruitment or COB events, must be enrolled students at The University of Texas at Arlington and be listed on the member sorority's roster.
- Members cannot invite a PNM to any fraternity events and/or parties.
- No member, including new members and alumnae, may visit a potential new member in her place of residence during membership recruitment. The exception to this policy is existing family relationships or chapter members living with PNMs.
- No favors or gifts may be provided to potential new members (PNMs).
- There will be no promising of bids directly or indirectly by any member or alumna of a sorority.



- Members should not be scheduling to meet with any PNMs on or off campus unless the chapter is conducting COB.

### **Men's participation in Recruitment:**

- Men are permitted to assist member sorority's equipment load in/out, conversation practice, and logistical support.
- Men are not to participate in Bid Day activities.
- Men cannot recruit or promote member sororities through verbal, written, or electronic communication.

### **Recruitment Guidelines for Potential New Members (PNMs):**

#### **Eligibility of PNMs**

- To be eligible to join a College Panhellenic Council member sorority, a woman must:
- Meet the Office of Fraternity and Sorority Life requirements.
- Not be simultaneously enrolled in high school and attending college.
- Be an undergraduate student regularly matriculated in the institution to be eligible to participate in membership recruitment.
- Not be, or have ever been, an initiated member of an NPC organization and join another NPC organization.
- Any woman who signs an MRABA and receives a bid at the end of membership recruitment will be bound by it until the next primary membership recruitment period at the same college or university.

#### **Policies for PNMs**

- From the beginning of orientation through the end of primary recruitment, no PNM may visit members or a chapter facility unless outlined on the primary recruitment schedule.
- A woman must contact her Rho Gamma if she desires to withdraw from primary recruitment.
- A PNM cannot accept any gifts or invitations to meet from a member or alumna.
- A PNM will not give a promise, either verbal or written, inferred, or plainly stated, to join a sorority before bids are distributed by CPH.
- A woman must attend orientation and all events to which she has accepted invitations. In case of illness or an emergency, the woman will notify her Rho Gamma.
- PNMs will complete the membership recruitment acceptance binding agreement (MRABA) after the last event they attends. It is a binding agreement once it has been signed, no changes may be made.

#### **Social Media, Websites, and Publicity:**

- Member sorority websites and all social media should reflect a "Go CPH" message instead of messaging that promotes only the member sorority. Member sororities should not use phrases like "GO XYZ". This policy does not regulate individual member pages; however, members of CPH should encourage "GO CPH" message.
- Member sororities should direct PNMs to [cph@uta.edu](mailto:cph@uta.edu) for questions or concerns about the primary recruitment process.
- All publicity about primary recruitment shall be designed by the director of marketing.
- To promote primary recruitment, chapters should participate in CPH-hosted tabling, giveaways, and events, during these opportunities.

- Each member sorority is encouraged to participate in the New Maverick Orientation Involvement Fair, and each sorority can have up to two (2) members. Communication regarding New Maverick Orientation will be corresponded from the Student Organizations office to organizations. Members recruiting for their chapter should be dressed in casual clothing, preferably a letter shirt or t-shirt displaying their chapter name.

### **Recruitment Team:**

The recruitment team is comprised of Rho Gammas and the College Panhellenic Council Executive Board.

The recruitment team members are associated with their respective NPC chapters for the period immediately preceding recruitment (not to exceed 30 days), and during recruitment, so their actions and decisions support the welfare and best interests of the College Panhellenic Council community.

Women serving on the recruitment team are to follow all agreements set forth. Failure to abide by the agreement can result in dismissal at any point.

### **Recruitment Team Responsibilities:**

- Attend all training, primary recruitment events, and any additional events.
- Represent the College Panhellenic Council to support PNMs and member sororities, if recruitment team members are asked their chapter affiliation, they will acknowledge it, however indicating their role is one to be supportive of all member sororities.
- Remain unbiased and impartial in all dealings with the PNMs and chapters.
- Assist with the logistics and oversight of the primary recruitment process, including facilitation, leading small groups, and overseeing primary recruitment rounds.
- Recruit potential new members for the council during, F&SL-hosted events, Welcome Week Events, through social media, Council-hosted marketing events or additional recruitment opportunities. Recruitment members cannot assist with recruiting on behalf of their member sorority.
- Keep all information confidential, there should be no information shared nor implication given to the PNM about the recruitment team member's member sorority or its membership selection process and decisions.
- Thirty days from the start of primary recruitment, recruitment team members cannot wear organizational letters, jewelry, sportswear, etc. They cannot attend chapter meetings, ritualistic functions, or scheduled social events of their member sorority.
- During primary recruitment, there should be no direct connections, communication, or socializing between recruitment team members and their member sorority.
- During primary recruitment, recruitment team members cannot reside in the sorority facility, there will be housing available for any recruitment team member that needs alternative housing.

### **Primary Recruitment Logistics:**

#### **Communication with Member Sororities:**

The CPH Advisor and Executive Board will utilize the Microsoft Teams and Campus Director to update chapters on any schedule and/or registration changes.

#### **Member Sorority Budget Recruitment Budget:**

- Primary Recruitment expenses are not to exceed \$3,000. Day One shirt costs are not included in the overall budget, the CPH Recruitment Team will invoice organizations for the cost of Day One shirts. In addition,

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the Director of Administration will create an invoice for each member sorority for building costs from UC Operations.

Within one week of the conclusion or primary recruitment, each member sorority must upload to their channel within Microsoft Teams a detailed list of expenses, including donated items.

#### **Financial Transparency:**

- The College Panhellenic Council and member sororities are responsible for following NPC's financial transparency initiative.
  - o PNMs will be provided a fact sheet created by the recruitment team, including a list of fees to be incurred by members during collegiate membership, grade requirements and housing obligations will be provided to each potential new member during membership recruitment by each chapter, this information will be available online, included in registration confirmation, and provided during recruitment orientation.
  - o Member sororities will be responsible for completing the Financial Form by the established deadline.
  - o Member sororities should communicate financial expectations when recruiting PNMs and during the primary recruitment process.

#### **Primary Recruitment Schedule:**

- The number of events held each day will be decided upon by the college panhellenic advisor and vice president of recruitment in advance. This number will be based on the number of PNMs.
- It is the responsibility of each recruitment team member to ensure that each event begins and ends on time with strict adherence to the recruitment schedule.
- Events' time will officially start when the last PNM walks in the door.
- All PNMs will enter events in alphabetical order, to the best of the Rho Gamma's ability, in single files or pairs as determined by the chapter, except for House Tours, PNMs will enter at random.
- Recruitment team members will check in with the member sorority five minutes before the event begins, and during this time, they will provide any party updates/changes. They will then provide a one-minute knock before the event starts and a two-minute knock before the event ends.

#### **Refreshments During Primary Recruitment:**

CPH will provide refreshments PNMs throughout the recruitment process, during all events and rounds. The chapter cannot serve any food or beverages except the Preference Round. During the Preference Round, organizations may serve water with a simple garnish to PNMs.

## **Member Sorority Logistic Planning**

- Member sororities must have had at least an initial meeting with the vice president of recruitment, College Panhellenic Council advisor, and UC Operations staff member to discuss room set up details.
  - Member sororities be notified to schedule meetings.
  - Member sororities should be prepared with diagrams, a list of equipment needed, and any additional details.
  - Member sororities must submit all council planning documents through their Microsoft Teams channel and communicate any changes to planning.
  - The University Center Operations office will determine a deadline for any changes to the room set-up.

## **Role of Recruitment Team Members:**

- Recruitment team members will escort PNMs to events during primary recruitment.
- Recruitment Team members will remain outside the party unless the chapter wants to extend an invitation to come inside the room or foyer area and offer a chair, where she will remain unless her assistance is needed by a PNM.
- Recruitment team members will check in with the member sorority five minutes before the event begins, and during this time, they will provide any party updates/changes. They will then provide a one-minute knock before the event starts and a two-minute knock before the event ends.

## **Recruitment Rounds:**

- Primary Recruitment will take place in the University Center. Rooms will be assigned to each chapter and rotated each year.
- Chapter members and alumnae guests must remain in the assigned recruitment location until the scheduled time established on the CPH Primary Recruitment schedule.

## **Event Decorations:**

Decorations for Primary Recruitment should be kept at a minimum; in support of Values Based Recruitment, the following policies are to adhere:

- Chapters should not be highlighting recruitment team members through decorations during the primary recruitment process.
- Each display during Primary Recruitment events must be limited to 9 feet high by 20 feet wide; this does not include pipe and drape.
- Organizations may use any type of balloon with no limit on the number of balloons and within the display measurements.
- Room decor should be relevant to the chapter, events, and the values and/or sisterhood of the chapter. Small centerpieces (length: 12 inches, width: 12 inches, and height: 18 inches), table clothes, chapter composites, and crafts about philanthropy are all admissible.
- Signage is allowed outside of the chapter's room or house but cannot exceed 36" by 32".
- Banners or signs referencing the member sorority philanthropy are encouraged. All decor must be free-standing or hung from the decoration table or pipe and drape nothing is to be hung on the walls as per the University Center policies.
- A chapter cannot rent items (i.e., tables, chairs, etc.) from the University if the University Center does not have enough to provide for all chapters for a night. Example: If Zeta Zeta Zeta rents high-top round tables, and there

are not enough high-top tables for all other chapters on campus Zeta Zeta Zeta shall not rent these tables from the university and should go through an outside vendor instead.

During room checks, if the CPH Executive Officers find decorations, or the room set up to be outside the limits of these parameters or the initial planning documents, officers may ask the sorority to modify their decorations or set up. The CPH Executive Officers will then return to confirm that the sorority has complied with the directive given.

## House Tours (not intended to serve as a round)

- Each rotation will be 25 minutes maximum, with 25 PNMs randomly assigned per rotation.
- Each member sorority will be allowed a maximum of ten women to participate in house tours.
- Women who live in house that are not serving as one of the eight members hosting house tours should not be present.
- During the allotted time for the house tour, each chapter must present accurate financial, academic, and new member programming information. This presentation can be visual or verbal. Any visual presentation must be uploaded from the member sorority's channel in Microsoft Teams for approval.
- The PNMs would have received this information in print and there is not a need for chapters to produce a handout of any sort.
- Attire to be worn includes the chapter's stitched letter shirt and casual bottoms.
- The chapter house should look as it would for a parent's weekend or consultant visit. There may not be any themed decorations in the house. No balloons, decorations must be permanent to house décor. Minimal flower arrangement may be present.
- No skits, chants, or songs are to be performed during House Tours.
- College Panhellenic Executive Officers will perform house checks before the start of house tours.

## First Round Events (Values & Sisterhood)

- Each event will be 45 minutes long.
- Any visual presentation must be uploaded from the member sorority's channel in Microsoft Teams for approval.
- Clothing for chapter members for this day will be the community shirt issued by the College Panhellenic Council and casual bottoms of choice. Jewelry, etc. will be up to the discretion of the chapter.

## Second Round Events (Philanthropy)

- Each event will be 45 minutes long.
- Philanthropy will be the theme for Second Invitational. Each chapter must explain their national or local philanthropic cause during this round through a speaker, video, or project.
- Any visual presentation must be uploaded from the member sorority's channel in Microsoft Teams for approval.
- Clothing for chapter members for this day will be National Philanthropy Promoting attire including, but not limited to letters, outfits in sorority/philanthropy colors, etc. Footwear, jewelry, etc. will be up to the discretion of the chapter.

## Third Round Events (Preference)

- Each event will be 60 minutes long.
- Any visual presentation must be uploaded from the member sorority's channel in Microsoft Teams for approval.
- Appropriate cocktail attire or approved attire by the National Sorority to be worn for this night.
- Decorations relevant to the Preference Ceremony.

## Visitors during Primary Recruitment:

- Alumnae attending recruitment events may be introduced to PNMs, but they are not allowed to recruit the PNMs individually or in a group. They may only be silent participants and not have any contact with PNM's on social media sites, through email, or phone during the Primary Recruitment Period. A list of alumnae attending recruitment events should be provided during room checks on each day of the Primary recruitment process.

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Alumnae cannot dress in similar clothing as active chapter members. except during preference round when the same color can be worn but not same dress.

- If the chapter is hosting a national officer and/or headquarter staff member, the chapter must notify the CPH Advisor by the Thursday prior to Round One if staff member desires to attend other chapter's events.
- A maximum of 10 alumnae and/or non-UTA active chapter members may be present. Alumnae, national visitors, and non-UTA active chapter members must be clearly identified with name tags identifying them as alumnae.

### **Appendix:**

- During the time of Rho Gamma applications, each member organization must submit an equal number of applications representative of the recruiting size of the organization. The recruiting size of the organization is determined by how many eligible members are on the organization's spring roster minus the Spring and Summer expected graduates. Roster due by a date set by CPH. Each member submitted a number equivalent to 10% of their recruiting size. Failure to submit the minimum amount yields in a \$75 fine per application vacancy. This change promotes equality amongst the chapter recruiting sizes for submitting Rho Gammas while considering the differences between chapter sizes.
- Chapters shall abide by the times agreed upon for turning in recruitment paperwork. Failure to turn in these forms will result in a \$25 fine per day.
- Chapters needing to change a submission on Campus Director after submission will result in a \$250 fine per change.
- If a chapter runs over during Open House and/or during a round, the chapter will be charged a \$10 per minute fine.
- The vice president of recruitment must pre-approve any videos to be shown during Primary Recruitment prior to showing; failure to do so will result in a \$100 fine. Videos must be uploaded to the member sorority's channel in Microsoft Teams.
- If an individual member of a chapter is found responsible violating any Recruitment Policy, that chapter will be fined \$50 per incident; this includes in person or on social media.
- There will be a \$100 fine per incident if chapter members contact Rho Gammas or Exec members seeking information about a PNM or recruitment information concerning another chapter.
- If a Rho Gamma or Executive Board member shares recruitment information pertaining to a PNM or other chapters with a chapter without permission, there will be a \$100 fine if the chapter does not report within 24 hours.
- Chapters not following the apparel guidelines for a Primary Recruitment events will receive a \$250 fine.
- Any chapters found responsible for Bid Promising will receive a \$500 fine per incident.