

Florida State University Panhellenic Association

Governing Documents

2/14/17

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Bylaws of Florida State University Panhellenic Association

Article I. Name

The name of this organization shall be the Florida State University Panhellenic Association (Hereafter referred to as the Panhellenic Association).

Article II. Object

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

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

Article III. Membership

Section 1. Membership Classes

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

- A. **Regular membership.** The regular membership of the Florida State University Panhellenic Association shall be composed of all chapters of NPC fraternities at Florida State University. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and one vote on all matters.
- B. **Provisional membership.** The provisional membership of the Florida State University Panhellenic Association shall be composed of all colonies of NPC fraternities at Florida State University. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC fraternity.
- C. **Associate membership.** Local sororities or national or regional non-NPC member groups may apply for associate membership of the Florida State University Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the College Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters and, if they are not participating in the formal recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for

cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

Section 2. Privileges and Responsibilities of Membership

- A. DUTY OF COMPLIANCE. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these Florida State University Panhellenic Association bylaws, code of ethics and any additional rules this Panhellenic Association may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.

Article IV. Officers and Duties

Section 1. Officers

The officers of the Florida State University Panhellenic Association shall be President, Vice President of Executive Affairs, Vice President of Finance, Vice President of Membership, Vice President of Delegates, Vice President of Member Education, Vice President of Programming, and Vice President of Communications.

- A. The President shall:
1. Have overall responsibility for the operation of the Panhellenic Association.
 2. Preside over all regular and special meetings of the Panhellenic Association and Panhellenic Executive Board.
 3. Serve as an ex-officio member of all Panhellenic Association committees, with a voice but no vote.
 4. Meet weekly with the Greek Advisor(s) and report, as required, to the NPC Area Advisor.
 5. Meet regularly and work cohesively and frequently with the other three council Presidents.
 6. Maintain a complete, updated President's file which will include the current Panhellenic Association Bylaws, Budget, NPC Manual of Information, materials received from the NPC Area Advisor, and other pertinent documents.
 7. Serve as the liaison between the Panhellenic Association and the FSU Fraternity and Sorority Leadership Council and chair of the Panhellenic President's Council.
 8. Serve as the Panhellenic representative on University committees.
 9. Serve as the CCWL voting delegate for FSU.
 10. Reside in Tallahassee during the summer. In the case that she cannot reside in Tallahassee for all or part of the summer, she must seek approval from the Panhellenic Executive board via a $\frac{3}{4}$ vote.
- B. The Vice President of Executive Affairs shall:
1. Perform the duties of the President in her absence, inability to serve, or at her call.
 2. Serve as the liaison between the Office of Student Rights & Responsibilities and the Panhellenic Association.
 3. Serve as Chief Justice and fulfill all requirements for the Greek Judicial Process.
 4. Serve as Chair of the Panhellenic Judicial Board, receive all infractions, and coordinate mediations and judicial board proceedings.

5. Revise and edit the Panhellenic Bylaws annually in conjunction with a bylaws revision committee.
6. Collect social registration forms and ensure the social proposals satisfy the FIPG guidelines.
7. Coordinate the Panhellenic Executive Board election process.
8. Maintain records of all Panhellenic and Greek Judicial Board actions for the past five years.
9. Plan the Risk Management Seminar at the beginning of every semester along with VP of Programming, VP of Finance, and VP of Member Education.
10. Meet with Risk Management and Social Chairs regularly to review FIPG guidelines.
11. Supervise and work collectively with the Director of Diversity and Inclusion.
12. Processes recruitment infarctions post-recruitment

C. The Vice President of Finance

1. Supervise the finances of the Panhellenic Association.
2. Prepare an annual budget and provide a copy for each chapter following a vote to approve the budget by the Panhellenic Council.
3. Receive all payments due to the Panhellenic Association: collect dues, distribute and collect fines, and give receipts.
4. Maintain updated financial records; give a financial report once a month and an annual report at the close of office.
5. Prepare a written report of the financial status of the Panhellenic Association and distribute it to all chapters as needed.
6. Meet with the accountant to file taxes.
7. Be responsible for having all Panhellenic officers complete and sign scholarship contracts.
8. Oversee Panhellenic Endowment for Sisters in Need.
9. Work with VP of Membership on recruitment budget and Panhellenic budget.
10. Work with chapter Scholarship Chairs and meet with them regularly.
11. Supervise and work collectively with the Director of Scholastic Achievement.
12. Prepare all scholarship applications, facilitate selection process and maintain effective communication with each respective party.

D. The Vice President of Membership shall:

1. Plan, implement, and evaluate all Recruitment activities for the chapters in with the Panhellenic Association.
2. Conduct revisions of the recruitment rules in conjunction with the Chapter Recruitment Chairs and, upon the approval of the Recruitment Rules by the Panhellenic Association, publish and distribute the rules to each chapter.
3. Communicate and meet regularly with the Recruitment Chairs from each chapter to go over plans and rules for Formal Recruitment.
4. Supervise and hold meetings with the Recruitment Leadership Team.
5. Reside in Tallahassee during the summer and observe a minimum of fifteen office hours per week.
6. Plan, implement, and evaluate all presentations made to Potential New Members, their parents, and any other interested parties.
7. Select, along with Greek Advisor(s), the Director of Recruitment Counselors, the Director of Recruitment Logistics, and serve as the Chair.

8. Meet weekly with the Panhellenic Advisor(s).
 9. Coordinate at least one meeting with Recruitment Chairs, Delegates, Presidents, and Advisors.
 10. Responsible for all marketing and social media related to recruitment.
- E. The Vice President of Delegates shall:
1. Make all arrangements for the FSU delegation at CCWL.
 2. Promote positive internal relations within the FSU Panhellenic Association.
 3. Compile and distribute all chapter officers contact information at the beginning of each semester.
 4. Supervise, plan, and implement regular programming for the Panhellenic Delegates, including a Robert's Rules workshop at the beginning of the term.
 5. Supervise, plan, and implement programming for the Junior Panhellenic Delegates.
 6. Meet individually with each chapter's Panhellenic Delegate at least once per semester.
 7. Update the Panhellenic Delegate manual.
 8. Supervise and work collectively with the Director of Council Relations.
- F. The Vice President of Member Education shall:
1. Meet with new member educators regularly to help with new member curriculum and education as well as serving as the chair of the New Member Educator Council.
 2. Oversee new member programming and senior programming in conjunction with VP of Programming.
 3. Oversee Ritual Celebration Week with the Director of Ritual Education
 4. Supervise and work with Director of Ritual Education to facilitate community awareness of ritual and organizational purpose.
 5. Serve alongside Director of Ritual Education as Chair of Ritual Chair Council in order to best facilitate Ritual Celebration Week and ritual education.
 6. Have a draft of new member programming to be turned in before spring semester ends.
 7. Create curriculum for New Member Educator Council meetings for Spring and Fall semesters to be used in regular meetings.
 8. Reside in Tallahassee for Summer C. In the case that she cannot reside in Tallahassee for all or part of the summer, she must seek approval from the Panhellenic Executive board via a $\frac{3}{4}$ vote.
 9. Approve bid day plans, apparel, activities, food, logistics, etc. with the chapters' New Member Educators.
 10. Facilitate community conversations and educational segments at Panhellenic meetings.
- G. The Vice President of Programming shall:
1. Oversee the planning, implementation, and evaluation of all programs of the Panhellenic Association throughout the year.
 2. Compile and manage the Panhellenic calendar and each semester.
 3. Coordinate selections of the Panhellenic Director positions.
 4. Meet with Philanthropy chairs at least twice a semester and manage dates for all Panhellenic Organizations Philanthropy events.
 5. Supervise all Panhellenic community service projects and proposals.
- H. The Vice President of Communications shall:

1. Responsible for all public relations efforts including, but not limited to, press releases, website, newsletter, social media, and all other marketing tools.
2. Serve as recruitment historian and publicist.
3. Plan and promote House Director events.
4. Responsible for writing, editing, and distributing the Panhellenic Post each month.
5. Keep full minutes of all meetings of the Panhellenic Association and a record of all action taken by the Panhellenic Executive Board, and provide a copy of the minutes to the FSU Greek Advisor(s) and the NPC Area Advisor.
6. Maintain a complete, updated file which will include the minutes of the meetings, all resolutions, copies of all contracts, and current correspondence of the Panhellenic Association.
7. Produce and distribute an agenda before each Panhellenic meeting, and meeting minutes after each Panhellenic meeting.
8. Call and maintain attendance at Panhellenic Association meetings.

Section 2. Eligibility

- A. Eligibility to serve as an officer shall depend on the class of membership:
 1. Regular membership. Members from women's fraternities holding regular membership in the Florida State University Panhellenic Association shall be eligible to serve as any officer.
 2. Provisional membership. Members from women's fraternities holding provisional membership in the Florida State University Panhellenic Association shall not be eligible to serve as an officer.
 3. Associate membership. Members from women's fraternities holding associate membership in the Florida State University Panhellenic Association shall not be eligible to serve as an officer.
- B. All officers must be initiated members of their chapters for a minimum of one semester before taking office.
- C. All officers must remain on active status and in good standing in their chapters throughout their term of office.
- D. All officers may not hold an elected office in their chapter, as it would interfere with her Panhellenic duties.
- E. All officers must be enrolled in nine credit hours in fall and spring semesters.
- F. All officers must hold and maintain a cumulative 3.0 GPA.
- G. All Panhellenic Executive Board Members must attend all regularly scheduled Panhellenic Association and Panhellenic Executive Board meetings.
- H. All Panhellenic Executive Board Members shall disassociate beginning on the date specified by the VP Membership until the distribution of bids in formal recruitment.
- I. All Panhellenic Executive Board Members shall prepare a written report for the Panhellenic President and OFSL Advisor at the close of their office, and compile and organize information to share with their successors.
- J. All Panhellenic Executive Board Members shall sign a contract committing to fulfill the following criteria to receive the officer scholarships:
 1. Complete office hours.
 2. Fulfill all duties set forth in the Bylaws.
 3. Attend all weekly general body and executive board meetings.

- K. If, for any reason, the officer does not fulfill the criteria stated in Article V, Section 1, for an individual month, the officer shall return the designated scholarship amount for that period to the Panhellenic Association and may potentially be removed from office.

Section 3. Selection of Officers

- A. APPLICATION PROCESS. Applications for all Panhellenic Executive Board positions are available in October. Candidates may apply for a maximum of three positions.
- B. INTERVIEWS. The nominating committee will interview all applicants meeting the minimum requirements. Interviews will be scheduled at least 48 hours after applications are due.
1. All Panhellenic Executive Board members currently holding a position will provide an overview of their position, including necessary skills and qualities, prior to interviews.
 2. Only the officer currently holding the respective position that is being interviewed for may be present in that interview, outside of the Vice President of Executive Affairs. Executive board officers will not be present for voting.
 - a. Should a member of the current executive board be selected to serve on the nominating committee, she may also be present for all interviews
 3. Advisor must be present in all interviews and deliberation and will not have a vote.
 4. Only participants that have been interviewed by the nominating committee shall be elected or run off the floor.
- C. CANDIDATE PRESENTATIONS. Candidate presentations with all nominated candidates will be held at a regularly scheduled Panhellenic meeting.
1. Each candidate will give a presentation, not to exceed 3 minutes, with an opportunity for questions to be asked after their presentation.
- D. VOTING. The offices of President, Vice President of Executive Affairs, Vice President of Finance, Vice President of Membership, Vice President of Delegates, Vice President of Member Education, Vice President of Programming, and Vice President of Communications shall be elected by ballot. Votes will be taken position by position.
- E. CAMPAIGNING. Campaigning shall be considered the solicitation of votes in any way. No applicant, candidate, or chapter members may campaign for Executive Office. Solicitation of votes includes but is not limited to:
- a) Spending money on any type of promotional activities
 - b) Meeting with chapter presidents and/or nominating committee after applications are due and before interviews take place
 - c) Making signs, posters, flyers or other promotional material, including posts on social media

In the event that a candidate is campaigning or soliciting votes, an infraction form must be filed and turned in to the Vice President of Executive Affairs or an advisor.

1. Panhellenic does not support negative comments directed towards slated candidates. This qualifies as a campaign violation.
2. Panhellenic will process all violations/infractions according to the Judicial Process stated in the NPC Manual of Information.
 - a. A candidate who is found to be soliciting votes in any way will no longer be able to run for a position on the Panhellenic Executive board for that year.

b. Cases requiring further penalties will be handled on an individual basis by the Panhellenic Judicial Board

Section 4. Office-Holding Limitations

- A. No more than one member from the same women's fraternity shall hold office during the same term.
- B. Chapters holding the following offices will be ineligible to hold the same position immediately following their term in office:
 - 1. President
 - 2. Vice President of Executive Affairs
 - 3. Vice President of Membership
 - 4. Vice President of Finance

Section 5. Nomination Committee Procedure

A nominating committee is comprised of a selected member chosen by each individual chapter in good standing with the Panhellenic Association. Members of the nominating committee must be present for all candidate interviews. The nominating committee may select up to two candidates for each position. The VP of Executive Affairs shall facilitate the election process without a vote.

Section 6. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin upon officer installation.

Section 7. Removal

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

Section 8. Vacancies

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

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the Florida State University Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the Florida State University Panhellenic Association including, but not limited to: annually review the parameters as adopted in the recruitment rules for the automatic adjustment of total; determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules and develop legislation governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of member women's fraternities.

Section 2. Composition and Privileges

The Florida State University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at Florida State University as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III 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, the vote may be cast by an initiated member of the fraternity, providing her credentials have been presented to the association president.

Section 3. Selection of Delegates and Alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's fraternity chapters to serve for a term of one year commencing upon selection by the chapter.

Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within two weeks and to notify the Panhellenic Association VP of Delegates of her name, and primary contact information.

Section 5. Regular Meetings

Regular meetings of the Panhellenic Council shall be held bi-weekly on Tuesdays at 7:00 PM, taking place at rotating chapter facilities, unless otherwise specified by the Panhellenic President and Panhellenic Advisor. Gift and favors should not be given by hosting chapter to those attending Panhellenic meetings.

Section 6. Annual Elections

The annual election of the Panhellenic Executive Board will occur during the month of November whereby the nomination, voting, and installment of the respective positions will take place in consecutive order in compliance with Article V Section 3.

Section 7. Special Meetings

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

Section 8. Quorum

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

Section 9. Vote Requirements

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

Article VI. The Executive Board

The administrative body of the Panhellenic Association shall be the Executive Board. It shall be the duty of the Executive Board to administer all business related to the overall welfare of the

Panhellenic Association and to compile rules governing the Panhellenic Association, including recruitment and new member education, which do not violate the sovereignty, rights, and privileges of NPC chapters in good standing with the Panhellenic Association.

Section 1. Composition

The composition of the Executive Board shall be the President, Vice President of Executive Affairs, Vice President of Finance, Vice President of Membership, Vice President of Delegates, Vice President of Member Education, Vice President of Programming, and Vice President of Communications.

Section 2. Duties

- A. The Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council through the VP of Delegates, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.
- B. The Executive Board shall appoint Standing and Special Committees and their chairmen.
- C. All officers must observe three office hours per week, with the exception of the President who will observe five office hours per week.
- D. All officers will participate in Pre-Recruitment and Formal Recruitment and perform all duties as required by their office.

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 by her upon the written request of three members of the Executive Board.

Section 5. Quorum

A majority of Executive Board members shall constitute a quorum for the transaction of business.

Article VII. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of the Florida State University Panhellenic Association shall be appointed by the Florida State University Office of Fraternity and Sorority Life.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Florida State University Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board.

Article VIII. Appointed Positions

Section 1. Standing Committees

A. The standing committees of the Florida State University Panhellenic Association shall be the Judicial Board, Recruitment Committee, President's Council, Recruitment Leadership Team, and Appointed Positions.

A. Term. The standing committees shall serve during the term of office of the board which appoints them.

B. Eligibility. Individuals who are in good standing with her chapter and maintain a GPA in accordance with her chapter's by-laws are eligible to serve.

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 fraternities 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 VP of Executive Affairs as chairman and eight members. The Panhellenic advisor shall serve as a nonvoting ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member fraternities about the Panhellenic 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 rules and addendum of the Panhellenic Association that are not settled informally or through mediation. The hearing shall 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. Recruitment Leadership Team

The Recruitment Leadership Team shall be responsible for the planning and implementation of Formal Recruitment. The Recruitment Leadership Team members shall reside in Tallahassee during the summer and must have been active in their respective sorority for a minimum of two semesters. They are expected to attend all Recruitment Leadership Team meetings and perform all other duties as assigned. The Recruitment Leadership Team shall be composed of the following positions: Vice President of Membership as chair, the Director of Recruitment Counselors, the Assistant Director of Recruitment Counselors, the Director of Recruitment Logistics, Director of Recruitment Operations, Director of Recruitment Marketing.

Section 5. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of the Vice President of Membership as chair, the Director of Recruitment Counselors, the Assistant Director of Recruitment Counselors, the Director of Recruitment Logistics, Director of Recruitment Operations, Director of Recruitment Marketing and one representative from each regular, provisional, and associate member. 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 formal membership recruitment period. After each formal 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 group and chapter advisor.

Section 6. President's Council

The President's Council shall consist of the Panhellenic President and the President from each regular, provisional and associate member group at Florida State University as identified in Article III. The committee shall meet no less than monthly to promote good relations among their chapters, discuss relevant issues, and exchange ideas. They will sponsor resolutions or pertinent issues to the Panhellenic Association.

Section 7. Recruitment Counselors

Recruitment counselors model the way for PNMs. They provide PNMs sound advice and counsel as the PNM searches for an organization that meets her needs and matches her values during recruitment. Recruitment counselors will be selected each Fall for the upcoming year. They must hold a 2.8 cumulative FSU GPA, be in good standing with their chapter and have participated in recruitment as a chapter member. The job description, candidate qualifications, and selection process is outlined below:

Section 8. Appointed Positions

Appointed Positions shall consist of six members. All members must be active in their chapter for at least one semester, attend all Panhellenic Meetings and present information from their respective position. The Appointed Positions shall be composed of the following:

1. The Director of Scholastic Achievement shall:
 - a. Work with the Vice President of Finance to develop a scholarship plan
 - b. Research and provide academic resources for Panhellenic women
 - c. Develop academic standards and coordinate educational programs
 - d. Host recognition activities to recognize academically excelling individuals
 - b. Other duties as assigned
1. The Director of Council Relations shall:
 - a. Work with the Vice President of Delegates and serve as the liaison between Panhellenic and IFC, NPHC, and MGC.
 - b. Be responsible for attending IFC, NPHC, and MGC Council meetings to implement new ways for stronger relations between councils
 - c. Communicate consistently with IFC, NPHC, and MGC Exec to keep all parties updated on events in their respective councils
 - d. Other duties as assigned
2. The Director of Ritual Education shall:
 - a. Work with the Vice President of Member Education and coordinate one ritual celebration week each semester
 - b. Host meetings with chapter Ritual Chairs monthly in conjunction with VPME
 - c. Begin to provide the understanding that ritual is relevant on a regular basis and on a community wide basis
 - d. Educate the community on ritual being an everyday practice through chosen programs or informational practices
 - e. Have an understanding of how one lives out their ritual every day and that ritual is what sets us apart from all other student organizations and why that is significant and what that means
 - f. Other duties as assigned

3. The Director of Diversity and Inclusion shall:
 - a. Work with the Vice President of Executive Affairs to develop, implement and monitor programs that promote diversity within our community.
 - b. Create and maintain a strong relationship with the Student Diversity and Inclusion Council (SDIC) and promote involvement within the Panhellenic Community.
 - c. Develop training and initiatives to create and foster an open and inclusive environment and on how to recognize and appreciate individual differences.
 - d. Network with cultural agencies within the Student Government Association.
 - e. Other duties as assigned
4. The Director of Program Logistics shall:
 - a. Assist the Vice President of Programming in planning various community events in addition to planning a sisterhood event each semester.
 - b. Other duties as assigned
5. The Director of Marketing shall:
 - a. Work with the Vice President of Communications to increase knowledge and awareness of events within the Panhellenic community.
 - b. Serve as the liaison between a committee of 17 women from each chapter to keep the Panhellenic community informed of happenings within each chapter.
 - c. Assist the Vice President of Communications in editing and publishing the printed Panhellenic Post, and will develop and generate innovative branding ideas.
 - d. Other duties as assigned

Section 9. Other Committees and Appointed Officers

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

Article IX. Finances

Section 1. Fiscal Year

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

Section 2. Contracts

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

Section 3. Checks

All checks issued on behalf of the Florida State University Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: President and Vice President of Finance. Any two of the following shall sign all checks issued from the Recruitment checking account: President, Vice President of Finance, or Vice President of Membership.

Section 4. Payments

All payments due to the Florida State University Panhellenic Association shall be received by the VP of Finance, who shall record them. Checks for payments shall be made payable to the Florida State University Panhellenic Association.

Section 5. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. Panhellenic Association membership dues shall be an assessment per member and new member based on the previous semester's totals at the roster due date.
 - Dues shall be \$15 per member/new member.
 - The dues of each Panhellenic Association member fraternity shall be payable on or before the third regular meeting of each semester.

Section 6. Fees and Assessments

- A. Chapters will be subjected to a fine of \$100 initially and \$50 any day thereafter for any payment that is late.

Section 7. Officer Scholarships

All Executive Board officers will receive a scholarship of \$50 every month in active office, with the exception of the President who will receive a scholarship of \$75.

- 1. The VP of Membership, VP of Member Education and President shall receive a scholarship of \$75 once per month during the months of May, June, July and August.

Article X. Extension

Section 1. Extension is the process of adding an NPC women's fraternity.

The Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

Section 2. Voting rights

At least once a year, members of the President's Council will discuss extension. Only regular members of the Panhellenic Council shall vote on extension matters.

Section 3. Extension Chair

The Extension Chair shall be appointed by the executive board, and is responsible for coordinating all extension activities including application packets, campus visits, and presentations. They will oversee the Extension Committee, which shall consist of one representative from each chapter in good standing with the Panhellenic Association. In addition, they shall attend Panhellenic Executive Board meetings every two weeks to provide updates and assist new chapters and national headquarters staff in the colonization process, including educating the new chapter on FSU and Greek policies and standards. This person will be appointed when the community determines there is a need for extension and will receive a stipend of \$50 every month in active office

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 Florida State University Panhellenic Association shall be considered a violation.

Section 2. Informal resolution

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

Section 3. Judicial Process

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

A. Mediation. Mediation is the first step of the judicial process. The Florida State University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.

B. Judicial Board hearing. When a violation is not settled informally or through mediation, a committee of the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Council in a Judicial Board hearing following guidelines as stated in the NPC Manual of Information that are consistent with the NPC Unanimous Agreements.

C. Appeal of Judicial Board decision. A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeals Committee. The Florida State University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

Article XII. Hazing

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

Florida State University's policy on hazing in the Student Conduct Code is stated below:

1.f.4(a): Hazing is defined as any group or individual action or activity that endangers the mental or physical health or safety or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

Although hazing is generally related to a person's initiation or admission into, or affiliation with, any group or organization, it is not necessary that a person's initiation or continued membership is contingent upon participation in the activity, or that the activity was sanctioned or approved by the organization, for a charge of hazing to be upheld. The actions of active, associate, new, and/or prospective members of an organization may be considered hazing. Hazing includes, but is not limited to:

- Unreasonable interference with a student's academic performance
- Forced or coerced consumption of food, alcohol, drugs, or any other substance

- Forced or coerced wearing of apparel which is conspicuous and/or inappropriate
- Forced or coerced exclusion from social contact
- Branding
- Creation of unnecessary fatigue (including but not limited to acts that stem from forced physical activity, such as calisthenics and deprivation of sleep)
- Deprivation of food
- Beating, whipping, or paddling in any form
- Line-ups and berating
- Physical and/or psychological shocks
- Personal servitude
- Kidnapping or abandonment
- Unreasonable exposure to the weather
- Any activity that would be viewed by a reasonable person as subjecting any person to embarrassment, degradation, or humiliation
- Expectation of participation in activities that are unlawful, lewd or in violation of University policy

Please refer to the Florida State University Hazing Policy and Section 1006.63, Florida Statutes, for more details.

Article XII. Parliamentary Authority

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

Article XIII. Amendment of Bylaws

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

Article XIV. Dissolution

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

Standing Rules & Policies

SWEETHEART RULES

For the purpose of this article, “sweetheart” can be defined as any name of recognition given to a woman on behalf of a fraternity that does not involve the participation in a philanthropic cause.

For sweetheart competitions that **are not** for the benefit of a philanthropic cause, documentation of all programming, rules, and regulations regarding the competition must be submitted to the Panhellenic Executive Board 3-5 weeks prior to the start of the event for documented review and make a recommendation to the Panhellenic Council for approval prior to the start of the competition.

For sweetheart competitions that **are not** for the benefit of a philanthropic cause, Panhellenic women are only able to participate in competitions in which the Panhellenic Council has given documented approval prior to the start of the competition.

For sweetheart competitions that **are not** for the benefit of a philanthropic cause, the Panhellenic Council will only approve Panhellenic women's participation in competitions that are entirely based on the brother's favorable vote, as outlined in the programming, rules and regulations of the competition.

For sweetheart competitions that **are not** for the benefit of a philanthropic cause, Panhellenic women are only able to participate in competitions that do not exceed 72 hours from the start of the competition to the announcement of the winner.

For sweetheart competitions that **are not** for the benefit of a philanthropic cause, absolutely **no gifting** will be tolerated if the gifts are alcoholic or illegal as defined in the FIPG Guidelines (i.e. bar tabs and restaurant tabs will not be tolerated). Additionally, no excessive gifting will be tolerated prior to the announcement of the Sweetheart competition winner. Excessive gifting will be defined as spending greater than \$100 on any and all gifts.

PHILANTHROPIC TITLE OF RECOGNITION RULES

For the purpose of this article, “philanthropic title of recognition” can be defined as any name of recognition given to a woman on behalf of a fraternity based on her participation in that fraternity's official philanthropy events.

Whereas any philanthropic title of recognition competition requests the participation of a Panhellenic woman, documentation of all programming, rules, and regulations regarding the competition must be submitted to the Panhellenic Executive Board 3-5 weeks prior to the start of the event for documented review and make a recommendation to the Panhellenic Council for approval prior to the start of the competition.

For title of recognition competitions that **are** for the benefit of a philanthropic cause, Panhellenic women are only able to participate in competitions in which the Panhellenic Council has given documented approval prior to the start of the competition.

For title of recognition competitions that **are** for the benefit of a philanthropic cause, the Panhellenic Council will not approve a competition where participation in events that do not raise any funds for the philanthropy will contribute to a candidate's score (i.e. events where profile pictures, car chalking, creation of a banner, painting of walls/tables, etc. count towards a candidate's score).

For title of recognition competitions that **are** for the benefit of a philanthropic cause, the only events that the Panhellenic Council will provide documentation of approval that contribute to the candidate's score are those which directly benefit the specified philanthropic cause (i.e. share it nights, shirt sales, etc.).

For title of recognition competitions that **are** for the benefit of a philanthropic cause, the Panhellenic Council will not approve Panhellenic women's participation in any event where the candidate's organization letters or name will be written, posted, or used to identify the woman. Approval will only be given for use of the individual candidate's name.

For title of recognition competitions that **are** for the benefit of a philanthropic cause, if the competition includes a pageant or talent component, the Panhellenic Council will only provide documentation of approval for Panhellenic women's participation in said pageant, if it is evaluated by an organized, professional panel of judges, none of which are collegiate Greek members.

For title of recognition competitions that **are** for the benefit of a philanthropic cause, the Panhellenic Council will not approve a Panhellenic women's participation in a competition that exceeds a total of seven days.

For title of recognition competitions that **are** for the benefit of a philanthropic cause, the Panhellenic Council will not approve a Panhellenic women's participation in a competition where there is an intent to serve or consume alcoholic beverages.

For title of recognition competitions that **are** for the benefit of a philanthropic cause, absolutely **no gifting** will be tolerated if the gifts are alcoholic or illegal as defined in the FIPG Guidelines (i.e. bar tabs and restaurant tabs will not be tolerated). Additionally, **no** excessive gifting will be tolerated prior to the announcement of the philanthropic title of recognition competition winner. Excessive gifting will be defined as spending greater than \$100 on any and all gifts.

SOCIAL EVENT POLICY

- A. All chapters must abide by the FSU policy on alcohol as well as all applicable state laws.
- B. **REGISTRATION OF EVENTS.** All chapter events where alcohol is present, both on and off campus, must be registered with the Panhellenic Association.
 1. Social Event Registration Forms must be turned in electronically at the designated registration website at least 72 hours prior to social functions.
 2. The guest list must be turned in electronically to the VP of Executive Affairs the first school day after the event by five pm.

3. Events between fraternities and sororities that take place at Panhellenic houses must be non-alcoholic functions.
 4. Events that are not registered on time by a chapter will have the following consequences:
 - a. For the first time an event is not registered or registered late, a written warning will be submitted to the chapter president by the VP of Executive Affairs.
 - b. For the second time an event is not registered or registered late, a documented meeting will commence including the following people: Chapter president, social chair, the VP of Executive Affairs and the Panhellenic Association president.
 - c. For the three or more than three times an event is not registered or registered late, the event will be cancelled, and a formal infraction will be filed.
- C. **VENDOR.** Events where alcohol is present must conform to FIPG guidelines
1. A state licensed, insured company caters and serves the function.
 2. Chapters are prohibited from entering into arrangements with the vendor to provide them a set amount of alcohol; the catering company must be paid for services only.
- D. **USE/PURCHASE OF ALCOHOL.** Alcohol may not be directly or indirectly purchased by chapter or Panhellenic funds. Common sources of alcohol such as kegs, alcoholic punch, unmonitored bulk containers of alcohol, etc. are prohibited.
1. No individuals under the legal drinking age will be permitted to bring alcohol to a function, consume alcohol at the function, or be allowed to remain at a function if found in possession of alcohol.
 2. Social events, which encourage drinking, drinking games, drinking contests, and/or drunkenness are prohibited.
 3. Alcohol is prohibited at the following events:
 - a. Any New Member event.
 - b. Any activities during Formal or Informal Recruitment events, including any activities or events within 72 hours of the Potential New Member Kick-Off and any activities within 24 hours of bid day during Formal and Informal Recruitment.
 - c. Any Philanthropic event.
 - d. Brotherhood/Sisterhood Events
- E. **PRE- AND POST-PARTIES.** Pre-Parties and Post-Parties for events are strictly prohibited and can be defined as:
1. An unregistered event with alcohol or other controlled substances, that occurs directly before or after registered event(s), including philanthropies, where a reasonable person would associate the event with the chapter.
- F. **GUESTS.** All social events where alcohol is present must be closed events.
1. The total number of guests at a social event may not exceed three times the membership of the sponsoring organization.
 2. Unrestricted invitational advertisement of social events where alcohol will be present is prohibited. The presence or reference to alcohol in any advertisement of functions is also prohibited.
 3. Host organizations are responsible for all guests at the function.
 4. There shall be a minimum of one security guard per 100 members at all functions, who is responsible for monitoring the function and checking identification of all attendees.
 5. All functions must end by 2:00 am.

G. MEMBER REPRESENTATION: All Panhellenic Members shall act becoming of a Panhellenic woman at all times, but specifically when wearing chapter-affiliated paraphernalia. This includes but is not limited to game day pins, articles of clothing, etc.

BROTHERHOOD/SISTERHOOD EVENTS

All member organizations of the Panhellenic Association must have one (1) brother/sister event per semester.

A. A brother/sister event will be defined as an event where no alcohol is to be consumed at an organizationally sanctioned event before, during or after the brother/sister event. Events including, but not limited to, dinner at sorority house, athletic activity, game night or trip to the Rez.

1. A brother/sister event will not take place at a bar.
2. This expectation would take effect during the semester directly after this ruling is passed.
3. The pairings would be randomized by the Panhellenic Vice President of Programming
 - a) Pairings can be repeated after 8 semesters or 4 academic years.
4. Pairings may have more than one event together per semester.
5. As a Panhellenic Community, we wish to hold members of the IFC community to a high standard of mutual respect. If an IFC chapter does not elect to attend a Brother/Sister Event with their random pairing for one concurrent semesters, with their two random pairings, we as a Panhellenic community will put their ability to pair with a Panhellenic chapter for the semester following their lack of attendance for any social event (i.e., socials where alcohol is present, tailgates, etc) up to a vote with the Panhellenic council. The IFC chapter will again be eligible for random pairing the following semester.
6. We as members of this Community wish to hold ourselves to a high standard of mutual respect. If a Panhellenic chapter does not have at least 70% of their chapter attend at least one brother/sister event during the semester, they will be seen as having not completed their brother/sister event requirement. They will not be eligible to select a new random pairing the following semester and will be required to plan another event at the Panhellenic chapter's expense, unless the Fraternity wishes to assist. The Fraternity will not be punished and will still be allowed to be randomly paired with a new organization to have a brother/sister event/s with. If that Panhellenic chapter does not have proper attendance for a second semester they will be fined \$250 that will be donated to the fraternity's philanthropy. This process will continue until they attend their brother/sister event/s with the appropriate attendance and then will be allowed to randomly be paired with a new fraternity

OTHER POLICIES

A. **HAZING.** Florida State University has a zero tolerance policy for hazing. Chapters are prohibited from engaging in any activities or behaviors that may be condoned as hazing. Please refer to Article XII.

B. **MANDATORY MEETINGS:** Each semester chapters are prohibited from having a social function until their Executive Board, as well as the required amount of the chapter's members, have attended the Risk Management Seminar. Each semester 20% of the chapter and chapter executive board, in addition to 80% of the fall new member class, or an amount designated by the VP of Executive Affairs, will be required to attend.

C. **PHILANTHROPIES.** All chapters must comply with Philanthropy registration and rules, as outlined by the VP of Programming. Chapters who violate these rules should be reported to the VP of Executive Affairs. Violations of these policies will be dealt with through the Panhellenic Judicial Procedures.

D. **MEN'S FRATERNITY RECRUITMENT:** No members of the Panhellenic Association shall participate in any capacity in men's fraternity recruitment. Chapter members who violate this NPC Resolution will subject their chapter to the Panhellenic Judicial procedures as outlined in Article XIV.

E. **STUDENT CONDUCT CODE:** All chapters and their members will be held to the standards set by the Florida State University Student Conduct Code.

F. The Panhellenic Association must be in good standing with the University, if not the Panhellenic Association shall be dissolved.

G. **STATEMENT OF PHILANTHROPY:** We, as undergraduate members of women's fraternities, support the Circle of Sisterhood as our official philanthropy of the Florida State University's Panhellenic Association.

RECRUITMENT COUNSELOR PROGRAM

Job Description

- Recruitment Counselors must be able to attend a mandatory class during the Spring semester.
- Recruitment Counselors must participate in a mandatory Retreat in the Spring.
- Recruitment Counselors must be able to begin work at the beginning of Spirit Week and work every day through Bid Day.
- Recruitment Counselors are expected to completely dissociate during the summer, Spirit Week, and Recruitment week.
- Recruitment counselors must properly follow social media requirements in accordance to class syllabus from date agreed upon until Bid Day.
- Recruitment Counselors must exemplify an unbiased, Panhellenic attitude at all times.

- Recruitment Counselors must maintain strict confidentiality at all times. No information concerning a potential new member will be relayed to anyone outside of Recruitment Leadership Team and the Office of Fraternity and Sorority Life Staff.
- Recruitment Counselors are required to sign a contract detailing their obligations. Violation of the contract will result in immediate termination.

Qualifications for Applying

- Must hold and maintain a minimum cumulative FSU GPA of 2.8.
- Must have participated in Recruitment as a member of your sorority.
- Must be in good standing within your chapter.
- Must complete a form of recommendation from chapter president.
- Must be dependable, responsible, objective, and impartial.
- Must not hold another leadership position that interferes with executing the position responsibilities, including, but not limited to Orientation Leader and FIG Leader
- Must be enthusiastic with a positive attitude towards all sorority experiences.
- Must represent the best qualities of a Panhellenic sorority woman.

Application and Selection Process

1. Attend an information session (REQUIRED)
2. Submit application and application fee prior to the deadline to the Office of Fraternity and Sorority Life.
3. Applications will be reviewed and candidates will be notified if they are invited back for a mandatory group interview. Sign up is required.
4. Following the group interview, candidates will be notified if they are invited to move on to the individual interview round. Sign up is required.
5. The number of Recruitment Counselors selected will reflect the current trends in recruitment enrollment.

RECRUITMENT CODE OF ETHICS

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

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

- Uphold and demonstrate the Panhellenic spirit in thought, word and action through our chapters as well as individual members.
- Demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the College Panhellenic, each inter/national organization and our university.
- Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference.

- Avoid disparaging remarks about any fraternity or collegiate woman and refrain from discussing Panhellenic matters with nonmembers, in accordance with the dignity and good manners of fraternity women.
- Recognize friendly relations with all collegiate women, both fraternity members and nonmembers, realizing the importance of creating and building friendships.
- Plan recruitment events that provide opportunities for the greatest possible number of women to become fraternity members while protecting the rights and privileges of individuals and the chapters.
- Provide a safe, positive and enriching recruitment experience, understanding that membership is a social experience arrived at by mutual selection.
- Strive to be truthful, honorable, open and friendly to all potential new members during all recruitment events.
- Be respectful of the rights of every potential new member to make her own choices, including the right not to join the women's fraternity community.
- Refrain from limiting a potential new member's chances of becoming a member of the Panhellenic community by encouraging her to make a single intentional preference or to limit her choices.

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

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

RECRUITMENT RULES

Florida State University Panhellenic Association

All persons involved in the recruitment process at Florida State University are to adhere to all of the expectations and rules that are found in the Student Conduct Code which may be found at the following link: <http://srr.fsu.edu/Student-Conduct-Code>

I. Statement of Positive Panhellenic Contact

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

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

All NPC member organizations represented at Florida State University believe in strictly adhering to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.

III. Statement of Values-Based Recruitment

All NPC member organizations represented at Florida State University will promote the following practices during membership recruitment:

1. Engage in values-based conversations.
2. Choose recruitment activities and behaviors that reflect the core values of our organizations.
3. Make informed choices, based on shared values, about potential new members.
4. Educate potential new members about the values, benefits and obligations of sorority membership.

In accordance with NPC policy, [name of institution] recruitment events do not include skits, elaborate decorations and costumes.

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

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

V. Statement of Automatic Reset of Total

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

To allow chapters to achieve parity as quickly as possible, total will be automatically adjusted every regular academic term. This is to be done no later than 72 hours following bid distribution in the academic term that primary recruitment is held and within one week (no more than seven days) from the start of the academic term(s) in which primary recruitment is not held. Total will be determined by median chapter size (MCS)

RECRUITMENT ADDENDUM

I. Formal Recruitment Dates

- A. August 20th through 27th, 2017
 1. Sunday: Potential New Member Orientation
 2. Monday & Tuesday: Scholarship Round
 3. Wednesday & Thursday: Investment Round (Financial Presentations)
 4. Friday: Leadership/ Service Round
 5. Saturday: Sisterhood Round
 6. Sunday: Bid Day

II. Clothing

1. Each sorority is expected to not purchase identical outfits and/or accessories to be worn during Formal Recruitment except for scholarship and service round shirts. There is expected to be no style numbers, no brand specific clothing, and jewelry and footwear is expected to be up to the individual's discretion!

2. ALL members are expected to abide by clothing guidelines for each round of recruitment.
3. All recruitment outfits MUST be approved by the Vice President of Membership according to the timeline provided each year.

III. *Restriction Expectations*

1. No food may be served at any Recruitment Event.
2. No awards or rankings shall be spoken of unless brought into conversation by the PNM.
3. No pictures of fraternity related social events or tailgating partners posted throughout your recruitment establishment.
4. No more than two sorority women shall talk to a Potential New Member at any given time during an event.
5. No chapter member will stand at the door or in the foyer just to stand. The only chapter members in the foyer are the women actually picking PNM's up at the door. The President and (1) Recruitment Chair are the *only* chapter members allowed to stand in the foyer.

IV. *Chapter Member Expectations*

1. All members, both who are and not participating in Recruitment, are expected to deactivate their Facebook pages and place their Twitter and Instagram on Private for the duration of Spirit Week and Recruitment Week: August 11th, 2017 at 5:00pm through August 27th, 2017 after all bids are distributed, including members who are not recruitment (R.A.s, orientation leaders, women studying abroad, etc.)
2. All Sorority Members are expected to refrain from discussing other sororities during the Recruitment period, including during songs and conversations.
3. At no point during the day is every chapter member expected to be on the chapter premises or in the chapter facility for the duration of recruitment parties.

V. *Panhellenic Chapter Expectations*

1. Sorority Walls are to be painted with only the Recruitment Theme message from the end of the Spring Semester until the end of Formal Recruitment week.
2. Each Individual Sorority is expected not to give events (i.e. teas, informational events, etc.) for any Florida State Potential New Member(s).
3. The following are the individuals who are allowed in the recruitment establishments during Recruitment Events: Chapter Members, Chapter Members' Mothers, Alumnae Members, House Directors, Recruitment Counselors, Panhellenic Executive Board, Panhellenic Recruitment Leadership Team, and the Office of Fraternity and Sorority Life Staff and/or any official visitors who are escorted by Recruitment Leadership Team or Office of Fraternity and Sorority Life Staff. All of the above must be designated by name tags during Recruitment events.
4. Each chapter is expected to have one phone line open and a person to answer the phone during Pre-Recruitment (8am-10pm) and Recruitment week (at all times). A back up number may be supplied; if both calls are missed fines will be assessed (see designated fine list).
5. All Chapters are expected to spend less than \$5,000.00 on its expenditures (excluding tent rental) for Recruitment. All budget forms, receipts, and donations will be turned into Panhellenic using the template provided by Panhellenic the week following Recruitment at a date specified by the Vice President of Membership. Chapters need to consult with VP Membership if they are expecting to incur an unexpected cost.

6. Potential New Members are expected to remain with the main group throughout the chapter's party. No Potential New Member shall be taken off alone, or away from the main group, by any Sorority Member(s) during Spirit week and Formal Recruitment week.
7. It is expected that no gifts, favors, alcoholic beverages, or purchases of any kind for Potential New Members will be allowed until they have accepted bids. No Member, New Member, or alumnae may spend money on any Potential New Member at any time.
8. The Panhellenic Vice President of Membership will host 3 Recruitment Computer Training meetings that are required to attend by the Recruitment representative, Chapter President and computer specialist from each chapter.
9. The Public Relations Chair from each chapter is required to attend a Panhellenic Recruitment Marketing Meeting hosted by the Panhellenic Vice President of Membership in the Spring Semester.

VI. *Conversation Expectations*

- A. There should be no discussion on the following topics:
 1. Alcohol
 2. Drugs
 3. Fake ID's
 4. Bars
 5. Specific or inferred discussion of fraternity men and/or their chapters
 6. Negative conversation of other chapters
 7. Individual chapter awards
 8. Conversations should align with the specified value for each round.
 9. Conversations should never ensure or hint at a PNM being invited back to the next round or being extended a bid.
 10. In accordance with NPC policies, chapters should eliminate gifts, favors, letters or notes for potential new members.

VII. *Individual Round Expectations*

- a. **Scholarship Round (Monday and Tuesday)**
 1. Activity Expectations:
 - i. All Panhellenic Members are expected to remain on the living floors of their given establishment, while accompanying a Potential New Member, throughout the duration of the event.
 - ii. All Scholarship Day events are expected to last 20 minutes with 15 minutes between events.
 2. Conversation Expectations:
 - i. See general conversation expectations
 3. Attire Expectations:
 - i. All Panhellenic women are expected to wear a shirt that is designed by the Recruitment Committee, casual bottoms, a flat shoe, and simple jewelry.
- b. **Investment Round (Wednesday & Thursday)**

1. Activity Expectations:
 - i. All Investment Day events are expected to last *30 minutes with 15 minutes* between events.
2. Conversation Expectations:
 - i. All Panhellenic organizations are expected to allocate a minimum of 5 minutes to the individual organizations chapter finances during the 30 minute event.
 1. Including a PowerPoint or Prezi
 - ii. All Panhellenic women are expected to address financial concerns and questions that the potential new members may inquire.
3. Attire Expectations:
 - i. All Panhellenic women are expected to create a modest Panhellenic approved casual shirt only displaying material pertinent to their individual organization.
 - ii. All Panhellenic women are expected to wear casual bottoms and a flat or wedge shoe with simple jewelry.

c. Leadership/ Service Round (Friday)

1. Activity Expectations:
 - i. Presentation:
 1. Any type of presentation must only depict the philanthropic services they support, and leadership opportunities and experiences, with no display of men (besides those participating in *their specific* philanthropy), fraternity letters or other organization's philanthropies (Cheers for Children, Line Dance, etc.).
 - a. Option 1: Create a video, no longer than 6 minutes long depicting philanthropic services they support in addition to holding a leadership presentation or activity addressing opportunities and experiences.
 - b. Option 2: Create a video that is no longer than 8 minutes, that incorporates both philanthropic services they support and representation of leadership opportunities and experiences
 - ii. All Service Day events are expected to last 40 minutes with 15 minutes between events.
2. Conversation Expectations:
 - i. All Panhellenic women are expected to converse on topics related to service and philanthropic events and leadership opportunities and experiences. These conversations should not include fraternal specific events.
3. Attire Expectations:

- i. All Panhellenic women are expected to wear casual bottoms or dresses, with a flat, wedge or heel shoe.
- d. **Sisterhood (Saturday)**
- 1. Activity Expectations:
 - a. In accordance with the policies of the NPC Manual of Information, there is expected to be no preference letters distributed to potential new members. Chapters should *eliminate gifts, favors, letters or notes for potential new members.*
 - b. Including, but not limited to: writing a preference letter to a PNM, reading a letter to a PNM, or giving a letter to a PNM to read herself.
 - c. Decorations are expected to be minimal to include only those items needed for ceremony.
 - i. Each item used in the ceremony is expected to have a direct purpose.
 - ii. Ceremonies are expected to be prepared 2 hours prior to the first party for inspection by the Panhellenic Executive Board/Recruitment Committee.
 - d. All Sisterhood Day events are expected to last 50 minutes with 20 minutes between events.
 - 2. Conversation Expectations:
 - a. All Panhellenic women are expected to converse on topics related to the values of the individual organization.
 - 3. Attire Expectations:
 - a. All Panhellenic women are expected to wear formal attire.
- e. **Bid Day (Sunday)**
- 1. All Panhellenic chapters are expected to abide by the Bid Day logistical guidelines set by the Recruitment Committee. This includes, but is not limited to, location and schedule of events leading up to Bid Distribution.
 - 2. All chapters are required to submit their Bid Day Plans in writing to the Vice President of Member Education by April 1st, 2016.
 - 3. Attire Expectations:
 - a. All Panhellenic women are expected to create a modest Panhellenic approved t-shirt only displaying material congruent with the approved Bid Day theme.

- b. The Vice President of Membership and Vice President of Member Education will approve all outfits and themes.
- c. All Panhellenic women are expected to wear appropriate/casual shorts, pants or skirts with a flat shoe.
- d. All New Members and Chapter's Receiving Party will wear shirts designed and provided by the Recruitment Committee at the Civic Center. New Members and the Receiving Party must remain in these shirts until arriving at the individual chapter house.

VIII. Recruitment Sanctions

- a. Violations of any of the above guidelines, the Panhellenic Code of Ethics, NPC Policies and the NPC Unanimous Agreements may result in a mediation and/or Panhellenic judicial hearing resulting in sanctions including, but not limited to the following:
 - 1. Public apology by President, Recruitment chair, and the violating chapter member(s)
 - 2. Contacting the National Panhellenic Delegate and your National Headquarters
 - 3. Holding an educational event for the entire Panhellenic community
 - 4. Social probation for a period of time not to exceed one year following hearing
 - 5. Conduct and disciplinary probation not to exceed one year following hearing
- b. Finable Offenses
 - 1. Late computer list: An initial \$500.00 for being late, and an additional \$50.00 for each additional minute late.
 - 2. Recruitment Hotline Phone calls: (the phone line designated by the Recruitment Chairwoman and submitted to the Membership Director): If phone call is not answered within 30 minutes, a \$60.00 fine will be assessed. Hot lines and back-up lines must be active at the start of Pre-Recruitment week.
 - 3. Late Presentation Materials (i.e service video, financial presentation, etc.): \$20 for every day late.
 - a. This includes turning in last year's video posing as this years.
 - 4. The chapter will receive 2 warnings for each round of recruitment, except when the time exceeds the over under limits outlined in Article VII, section b (5). For the fine schedule related to the over under limits refer to Article VIII, section b (5).
 - 5. Exceeding time allotted to each party: \$10 for each minute:
 - a. Scholarship Round: Over or under by 5 minutes
 - b. Investment Round: Over or under by 5 minutes

- c. Leadership/ Service Round: Over or under by 5 minutes
- d. Sisterhood Round: Over or under by 8 minutes

IX. PR Guidelines

PURPOSE:

1. To create a brand identity through the use of multimedia and potential new member engagement.
2. To showcase the scholarship, service, leadership, and sisterhood of each FSU Panhellenic organization.

GENERAL EXPECTATIONS:

1. Each Panhellenic organization is expected to have a social media presence that is in line with their organizational values. These social media platforms should support the values based recruitment process. This includes, but is not limited to Facebook, Twitter, Instagram, Tumblr, Websites, Snapchat, YikYak, Yeti, and PR Videos. Positive PR should include:
 - a. No photographs of an individual woman in a bathing suit (facing or not facing the camera)
 - b. Removal of all women involved in the planning of the recruitment process including Recruitment Counselors, Panhellenic Executive Board members and Recruitment Leadership Team
 - c. No reference to fraternity letters in any way
 - i. Men shall not appear in any form of social media. (Special case: philanthropy events)
 - d. No pictures shall reference alcohol in any way (including clothing)
 - e. No pictures should be taken place in a bar setting
 - f. Pictures of individuals should be kept to a minimum
 - i. Social Media should be exemplifying your ENTIRE chapter, not just specific women
 - ii. Social Media should also be exemplifying your chapter members through group photos, not just an array of individuals
 1. Ex: Pictures of women studying abroad is great, but create a mix of both group and individual photos. There should be no individual “high school senior year photo” type pictures, as that does nothing but showcase one woman.

SUMMER PR PLATFORMS:

1. Each Panhellenic organization is expected to use Summer PR material for the purpose of displaying scholarship, service, leadership and sisterhood.
 - a. This includes, but is not limited to Facebook, Twitter, Instagram, Tumblr, Websites, Snapchat, YikYak, Yeti, and PR Videos.
2. All social media and publicity leading up to formal recruitment should adhere to the NPC Manual of Information, Panhellenic Bylaws, and the 2017 Formal Recruitment expectations.
 - a. This is including, but not limited to: videos, slideshows, t-shirts, Twitter, Facebook, and Instagram or contacting a potential new member on any social media platform with the intent of promoting your individual organization.

2017 RECRUITMENT SCHEDULE

August 20th through 27th, 2017

August 20	Potential New Member Orientation
August 21	Scholarship Round I
August 22	Scholarship Round II
August 23	Investment Round I
August 24	Investment Round II
August 25	Leadership/Service Round
August 26	Sisterhood Round
August 27	Bid Day