

**Standing Rules of *University of North Carolina at Chapel Hill*  
Panhellenic Association**



Adopted by the 2015 Panhellenic Council

Standing rules pertain to the administration of the association

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## Article I. Forms and Award Applications due to the Office of Fraternity and Sorority Life and Community Involvement

### Section 1. Forms due to OFSL-CI

- A. All forms requested by Panhellenic or OFSL-CI shall be turned in by the requested due date. A \$50 fine will be incurred for each week a form is late. Fines will accumulate even over school holidays.
- B. Forms include, but are not limited to Initiation Acknowledgment, Rosters, and Chapter Officer Contact information.

## Article II. Code of Ethics

Each Executive Board and Panhellenic Recruitment Team member is required to sign an affirmation and code of ethics agreement at the beginning of their term.

Affirmation and Code of Ethical Standards – See Appendix A

## Article III. Recruitment Rules and Code of Ethics

Recruitment is defined as one or more sorority members meeting together with potential new members to promote the interest of a particular sorority according to the National Panhellenic Unanimous Agreements.

Section 1. All recognized Panhellenic chapters must abide by all National Panhellenic Conference Unanimous Agreements. It is in accord with the dignity and good manners of fraternity women to:

1. Avoid disparaging remarks about any fraternity or college woman
2. Create friendly relations between fraternity and non-fraternity women
3. Avoid negative publicity on Panhellenic matters

Recruitment Code of Ethics – See Appendix B

### Section 2. Recruitment Rules

Fall Recruitment Rules Document – See Appendix C

Spring Recruitment Rules Document – See Appendix D

## Article IV. Judicial Procedures

The Judicial Procedures are outlined in Appendix E.

## Article V. Social Events

### Section 1. Alcohol Policy and Risk Management Best Practices

- A. All chapters shall adhere to the UNC-CH Fraternity and Sorority Alcohol Policy- See Appendix F/
- B. The University of North Carolina at Chapel Hill Panhellenic Association's Risk Management Best Practices Plan is advocated by the Panhellenic Council as the highest level of risk management- See Appendix G.

### Section 2. Social Event Approval

- A. In order to ensure appropriate timing and event attire, social events must be submitted to and approved by the Vice President of Standards as per the following process:
  1. Event forms should be submitted to the VP Standards no later than seven days in advance. For each day an event submission is late, the chapter will incur a \$10 fine. An unapproved event will incur a \$100 fine.
  2. In order for an event to be approved, both a social request form and a theme approval form should be submitted.
    - Social Request Forms can be found at [uncpanhellenic.com/forms](http://uncpanhellenic.com/forms)
    - Theme Approval Forms can be requested from the VP of Standards
  3. The VP Standards will reply within 48 hours requesting additional information or approving the event

## Article VI. Panhellenic Calendar Requests

- A. Before attempting to reserve a date, please check the calendar here:  
[www.uncpanhellenic.com/calendar/](http://www.uncpanhellenic.com/calendar/)
- B. Panhellenic Calendar Policy
  - a. There may be no more than one Panhellenic event per time slot. An event will be defined as any event hosted by a Panhellenic chapter.
  - b. The calendar will be reserved on a first come, first serve basis

- c. The VP of Communications must be notified about an event AT LEAST two weeks in advance
  - d. Failure to follow these policies will result in the following fines:
    - i. Failure to notify Panhellenic within 14 days: \$15
    - ii. Scheduling an event on the same time as another Panhellenic event (and not moving the date of that event): \$15
    - iii. Failure to notify Panhellenic of an event in order to avoid fines: \$30 and possible mediation by the Panhellenic President or VP of Standards
- C. Reservation Procedure
- a. Check the Panhellenic calendar for date availability
  - b. Submit a request through the following Google Document:  
<http://tinyurl.com/uncpanhelleniccalendar>
  - c. If a confirmation email is not received within 72 hours, please email VP of Communications at [uncpanhelcommunications@gmail.com](mailto:uncpanhelcommunications@gmail.com)
  - d. When you receive the confirmation email, double-check that the details are correct on the Panhellenic calendar.
  - e. In the case of any date changes, let the VP of Communications know ASAP. Failure to notify the VP of Communications within a reasonable amount of time may result in additional fines.
  - f. It is the responsibility of the chapter to make sure that event details are correct on the calendar.
  - g. The correct email for VP of Communications is [uncpanhelcommunications@gmail.com](mailto:uncpanhelcommunications@gmail.com). Sending information to the wrong email address will not be an acceptable as an excuse for violations of calendar policies.

## Article VII. Events and Programming

### Section 1. Greek Groove

- A. Greek Groove is an annual dance competition between all chapters will be held annually in the spring semester. The date will be determined by the Panhellenic Council based upon availability of venues.
- B. Rules for this event will be distributed by the Vice President of Special Events to the chapters once the date of the event has been determined.
- C. Each chapter will designate a captain who will act as the point of contact between the chapter and the Panhellenic Council on all matters related to Greek Groove.

- D. Funds raised from this event will be donated to the UNC Center of Excellence for Eating Disorders; however, the Panhellenic Council reserves the right to allocate some portion of the funds raised to other causes as deemed necessary.

Greek Groove Rules- See Appendix G

## Section 2. New Member Education Program

- A. The New Member Education Program will be held each year during the fall semester after Recruitment. The purpose of this program shall be to educate the New Members on topics pertinent to joining Greek Life as well as living in a university community.
- B. The New Member Education Program will be coordinated by the Vice President of Internal Affairs.
- C. New Member Chairmen and 80% of the New Members from a chapter should be in attendance at each event of the New Member Education Program. Chapters will be fined \$1 for each percentage point under 80% attendance if these requirements are not met.

## Section 3. 4.0 Event

One 4.0 event will be held each semester with the purpose of honoring the women in the Panhellenic Community who achieved a 4.0 grade point average the previous semester.

- A. The 4.0 event will be coordinated by the Vice President of Finance and the Academic Excellence Committee.
- B. Grade reports will be sent from OFSL-CI to the President of Panhellenic to determine invitees. Panhellenic will invite women with a 4.0 grade point average the previous semester to the event.

## Article VIII. Recruitment Counselor Coordinator and Recruitment Counselor selection, requirements, and expectations

### Section 1. Recruitment Counselor Coordinators

- A. In order to be a Recruitment Counselor Coordinator (RCC) applicants must:
  - a. Have previously been a Recruitment Counselor or a member of the Panhellenic Judicial Board.
  - b. Be in good academic standing with the University.
  - c. Be in good standing with their individual chapter.
- B. Selection Process
  - a. The application, made by the Vice President of Recruitment, will be emailed to all previous Recruitment Counselors and PJB.

- b. The Vice President of Recruitment will set a due date for the application and the application will be submitted by handing in three hard copies and an email to the VP Recruitment and President.
- c. Two applicants will be chosen to work together as Recruitment Counselor Coordinators based on their application, interview, ability to work as a team and with the rest of the Panhellenic Recruitment Team.

C. Expectations

- a. Recruitment Counselor Coordinators will:
  - 1.Help choose the Recruitment Counselors.
  - 2.Organize all training and information for the Recruitment Counselors.
  - 3.Fully disaffiliate during recruitment.
  - 4.Organize the Recruitment Counselors during formal recruitment including, but not limited to, buying supplies for Recruitment Counselor group boxes, ensuring all Recruitment Counselors are following all rules etc.
  - 5.Assist the Vice President of Recruitment with any aspect of the recruitment process as needed.
- b. If at any point the Vice President of Recruitment or any member of the Panhellenic Recruitment Team feels a Recruitment Counselor Coordinator is not fulfilling her duties or following proper rules and procedures, she may be removed from her position.

Section 2. Recruitment Counselors

A. In order to be a Recruitment Counselor applicants must:

- a. Have gone through the recruitment process as a member of a chapter at UNC.
- b. Be in good academic standing with the University.
- c. Be in good standing with their individual chapter.

B. Selection Process

- a. The Vice President of Recruitment will decide how many Recruitment Counselors she would like to have as part of the Panhellenic Recruitment Team based off the advice of the previous VP Recruitment and trends in Potential New Member registration numbers.
- b. The Vice President of Recruitment will create an application for the Recruitment Counselors.
  - i. A letter of recommendation from the President of the applicant's chapter or an Advisor for that chapter will be required.
- c. Submission of applications
  - i. The applicant must submit three hard copies of their application to the Office of Fraternity and Sorority Life.
  - ii. The applicant must email a copy of their application to the VP Recruitment.
  - iii. The letter of recommendation must be emailed to the Vice President of Recruitment directly from the President or Advisor.

- d. The Vice President of Recruitment and the Recruitment Counselor Coordinators will review all applications together and select applicants to interview. The number of applicants selected for an interview is at the discretion of the VP Recruitment and the RCC. Applicants will be notified by email if they have been selected for an interview or not.
  - e. If selected, applicants will sign up for interview times. Applicants will be interviewed, and interviews will proceed no longer than 15 minutes. The RCC and a member of Panhellenic Executive Council must be present at all of the interviews.
    - i. If an applicant is abroad she must notify the RCC and make arrangements to Skype or have a phone interview.
  - f. After interviews the RCC and the VP Recruitment will make final decisions. Applicants will be notified by email if they have been chosen for the position or not.
  - g. Applicants will have 72 hours to accept their position as a Recruitment Counselor. If they do not accept the position within this time frame their spot will be given to another applicant.
- C. Expectations
- a. Recruitment Counselors must attend all training sessions and required activities unless a valid excuse is approved by the Recruitment Counselor Coordinators.
  - b. Recruitment Counselors must follow all rules for disaffiliation and be unbiased during the recruitment process as referenced in the Recruitment Rules (Appendix B).
  - c. Recruitment Counselors must be willing to assist Potential New Members at all times during formal recruitment.
  - d. Recruitment Counselors must be willing to assist the VP Recruitment and Recruitment Counselor Coordinators during formal recruitment in any way needed.
  - e. If at any point the Vice President of Recruitment, Recruitment Counselor Coordinators or any member of the Panhellenic Recruitment Team feels a Recruitment Counselor is not fulfilling her duties or following proper rules and procedures, she may be removed from her position

#### Article IX. Amendment of Standing Rules

These Standing Rules may be amended at any regular or special meeting of the *University of North Carolina at Chapel Hill* Panhellenic Council by a two-thirds vote, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting two weeks prior to the proposed vote.



## Appendices A-H

Appendix A – Executive Board and Panhellenic Recruitment Team Code of Ethics

Appendix B – Fall Recruitment Code of Ethics

Appendix C – Fall Recruitment Rules

Appendix D – Continuous Open Recruitment Guidelines

Appendix E – UNC – CH Panhellenic Judicial Board Procedures

Appendix F – UNC – CH Fraternity and Sorority Alcohol Policy

Appendix G – UNC – CH Panhellenic Association Risk Management Best Practices Plan

Appendix H – Greek Groove Rules

## Appendix A

### **Panhellenic Executive Board and Panhellenic Recruitment Team Affirmation and Code of Ethical Standards**

Adopted 2013

As a member of the Panhellenic Executive Board or Panhellenic Recruitment Team, I understand that:

1. I am expected to adhere to all provisions of the University Honor Code, the Panhellenic Bylaws and Standing Rules, and Codes of Conduct and all other university regulations and local, federal, and state laws. If I am charged with any violation of the University Honor Code, or with a criminal offense, I may be suspended or removed from the Panhellenic Executive Board or Panhellenic Recruitment Team by VP Standards while the charges are pending. If I am found responsible for any offense, I may be removed from the Panhellenic Executive Board or Panhellenic Recruitment Team. It is also my responsibility to inform the VP Standards of any situations listed above in which I may be involved.
2. I understand that my grades will be reviewed at the beginning and end of each term by the Panhellenic President and Panhellenic Advisor. Should my cumulative grade point average fall below a 2.70, I understand that I will be asked to attend a mediation arranged by the Panhellenic President.
3. I am expected to attend all scheduled training sessions and meetings of the Panhellenic Executive Board or Panhellenic Recruitment Team when called to do so. I am also expected to represent Panhellenic at events in the community, especially those put on by Panhellenic and member organizations.
4. The meetings of the Panhellenic Executive Board or Panhellenic Recruitment Team require that all confidential topics that are discussed remain confidential. I am not exempt from this when interacting with roommates, fellow students, significant others, spouses, parents, friends and any other individuals not directly involved with the Panhellenic Executive Board or Panhellenic Recruitment Team.
5. Each action taken by the Panhellenic Executive Board or Panhellenic Recruitment Team reflects the integrity of the University and the Panhellenic Council; therefore, I am expected to act in accordance with the decisions made by the Board. Decisions of the Panhellenic Executive Board or Panhellenic Recruitment Team are assumed to be that of the Board as a *whole*. I am expected to support all decisions made by the Executive Board even if I am of a dissenting opinion.
6. I should at all times be conscious of my status as a representative of the University and should avoid involvement in situations that may tend to lessen the perceived credibility or objectivity of the Panhellenic Executive Board or Panhellenic Recruitment

Team.

7. Should I ever be contacted by a news media representative regarding Panhellenic Executive Board or Panhellenic Recruitment Team business, I may not answer any questions or make any statement other than directing the media to contact the Office of Fraternity and Sorority Life and/or the Panhellenic President. I will promptly contact the Panhellenic President to inform them of any media contact.

8. Failure to fulfill my responsibilities as outlined above may result in my dismissal from the Panhellenic Executive Board or Panhellenic Recruitment Team.

9. This oath of confidentiality is a continuing affirmation and will remain effective for any information learned during my association with the University of North Carolina's Panhellenic Executive Board or Panhellenic Recruitment Team.

I have received a copy of this affirmation.

\_\_\_\_\_  
Signature of Board Member

\_\_\_\_\_  
Date

## Appendix B

### **UNC Panhellenic Recruitment Code of Ethics**

*Recruitment is defined as a period of time during the school year in which events are held by each fraternity for the purpose of selecting new members. The recruitment period is organized and implemented by the College Panhellenic. The purpose of values-based recruitment is to focus on meaningful conversations with potential new members, who will have a positive impact on the Panhellenic community. Nonessential features should be removed from the process, and the focus of membership recruitment should be on the values, benefits and obligations of membership for each organization. UNC Panhellenic abides by a fully structured recruitment process held in the fall of each academic year. All recognized Panhellenic chapters must abide by all National Panhellenic Conference Unanimous Agreements.*

**The following expectations are in place for all sorority members, current and alumnae. The following defines a PNM as any incoming first-year woman or any registered upperclassman woman. All violations of this code of ethics will result in the initiation of the judicial process.**

1. We, as Panhellenic women of University of North Carolina at Chapel Hill, also agree on and commit to:
  - a. Respectfully adhere to the bylaws and recruitment rules of the Panhellenic Association.
  - b. Uphold and demonstrate the Panhellenic spirit in thought, word and action through our chapters as well as individual members.
  - c. 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 institution.
  - d. Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference.
  - e. Avoid disparaging remarks about any sorority or collegiate woman and refrain from discussing Panhellenic matters with nonmembers, in accordance with the dignity and good manners of sorority women.
  - f. Recognize friendly relations with all collegiate women, both sorority members and nonmembers, realizing the importance of creating and building friendships.
  - g. Plan recruitment events that provide opportunities for the greatest possible number of women to become sorority members while protecting the rights and privileges of individuals and the chapters.

- h. Provide a safe, positive and enriching recruitment experience, understanding that membership is a social experience arrived at by mutual selection.
- i. Strive to be truthful, honorable, open and friendly to all potential new members during all recruitment events.
- j. Be respectful of the rights of every potential new member to make her own choices, including the right not to join the women's sorority community.
- k. 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.

2. Statement of Values-Based Recruitment

- a. All Panhellenic organizations will promote the following practices during membership recruitment:
  - i. Engage in values-based conversations.
  - ii. Choose recruitment activities and behaviors that reflect the core values of our organizations.
  - iii. Make informed choices, based on shared values, about potential new members.
  - iv. Educate potential new members about the values, benefits and obligations of sorority membership.

## Appendix C

### **Recruitment Rules Fall 2016 Panhellenic Recruitment**

*Recruitment is defined as a period of time during the school year in which events are held by each fraternity for the purpose of selecting new members. The recruitment period is organized and implemented by the College Panhellenic. The purpose of values-based recruitment is to focus on meaningful conversations with potential new members, who will have a positive impact on the Panhellenic community. Nonessential features should be removed from the process, and the focus of membership recruitment should be on the values, benefits and obligations of membership for each organization. UNC Panhellenic abides by a fully structured recruitment process held in the fall of each academic year. All recognized Panhellenic chapters must abide by all National Panhellenic Conference Unanimous Agreements.*

**The following expectations are in place for all sorority members, current and alumnae. The following defines a PNM as any incoming first-year woman or any registered upperclassman woman.**

#### I. Recruitment Dates

- A. Recruitment shall be held beginning September 1st, 2015 and concluding on Bid Day, September 7th (Bid Day).
  1. The four recruitment rounds will be held on the following days:
    1. Round 1.1 - Open House: September 1st 6:00 - 10:00 PM
    2. Round 1.2 - Open House: September 2nd 5:00 - 9:00 PM
    3. Round 2 - Philanthropy: September 4th 2 PM - 10 PM
    4. Round 3 - House Tours/Sisterhood: September 5th 12 PM - 6 PM
    5. Round 4 - Preference: September 6th 6 PM - 8:45 PM
    6. Bid Day - September 7th 6 PM
  2. Sorority Recruitment Chairs shall abide by the times agreed upon for turning in party lists and ending parties.
- B. No sorority may require their membership to return to campus before noon on Wednesday, August 17th, 2015.
- C. Sorority social events can begin at 5pm the day after Bid Day.

#### II. Form Dates:

- i. **March 15** – A standard list of membership financial responsibilities due
- ii. **March 29** – An initial plan for Bid Day as well as a Theme Approval Form signed by an (Inter)national Representative must be submitted to

the VP Recruitment no later than 5:00 pm on March 29. Bid Day themes can be submitted no earlier than 12:00 pm on March 29.

- iii. **March 31, 5:00pm** – Initial Party Plan due
  - 1. Chapters shall submit a plan for each round outlining round themes, activities, song lyrics, videos/slideshows, decoration plans, and outfits to PRT.
  - 2. PRT can request additional information to be included in these plans. Plans will be submitted in accordance with the UNC Panhellenic Recruitment Rules.
  - 3. All party plans are subject to approval by PRT.
- iv. **June 1, 5:00pm** - Sizes for Round 1 shirts.
- v. **August 1, 5:00pm** – Updated Roster, Final Party Plan due, Final Bid Day Plan due
- vi. **Day before Recruitment Kickoff** – Special request form for chapter members living with PNM(s) due, chapters will submit a hazing statement signed by President, New Member Educator, and Advisor.
- vii. **5:00 the day before Round 1** –Expense report for money received by donations due
- viii. **10:00am the day of each round** –Expense report for each round due
  - 1. A form for all theme submissions will be provided at least two weeks prior to their due date. They will be considered on a first come, first serve basis.
- ix. **24 hours after Bid Day** - Chapters will submit updated rosters that include the new member class. Chapters should also submit a hazing statement signed by each new member.

### III. Panhellenic Recruitment Rounds

#### A. General Round Guidelines

- 1. All rounds will be hosted by the Chapters at their chapter house, or other approved facility in the event the chapter does not have a house, during the agreed upon round times as outlined in the Recruitment Rules.
- 2. Prior to the round beginning, all doors and windows shall be closed and chapter members shall not be visible to PNMs. No noise shall be heard from outside the house. Once noise is heard or chapter members are seen the round has begun. All noise heard outside the house shall be “natural noise” (i.e. no stomping, opening/closing windows/blinds, noisemakers of any type).
  - i. The only members allowed outside the house prior to bringing the PNMs inside are the Chapter President and

Recruitment Officers.

- ii. There shall be no lawn chants, songs, door stacks, or formations.
  - iii. Chapters may chant their pre-approved lyrics as PNMs enter the house.
  3. There will be no skits during any round.
  4. Philanthropy, Sisterhood or Preference Night videos are allowed and must be pre-approved by PRT.
    - i. Videos must align with values based recruitment goals. Guidelines and examples will be sent out. Videos must be no more than 10 minutes long.
    - ii. Production costs are included in the respective round budget.
  5. There will be a blackout party (break) during Round 2, times to be determined by VPR. Chapter members may not be seen or heard outside of the house from the end of the prior round to beginning of the next round.
  6. Round 1 costumes must consist of cotton t-shirts or tank tops of the chapter's choosing.
  7. Matching outfits, specifically bulk ordering or encouraging purchase of specific brand or style, are not encouraged during Rounds 2 and 3.
    - i. During Recruitment 2017, all costuming and matching outfits will be prohibited, except for on Preference Night.
  8. Only Panhellenic representatives, house directors, alumnae, and initiated members of the sorority may assist with Recruitment during the Formal Recruitment process.
  9. National sorority representatives and alumnae must be identified as so by their nametag.
  10. Chapters are allowed to serve water in clear plastic cups with a napkin. No food may be served.
  11. No preference letters or forms of written communication are allowed during any of the rounds.
- B. Round times, party length and number
1. Round 1: 20 minute rounds, 12 parties, PNMs attend 11
  2. Round 2: 30 minute rounds, 9 parties, PNMs attend up to 8
  3. Round 3: 40 minute rounds, 6 parties, PNMs attend up to 5
  4. Round 4: 45 minute rounds 3 parties, PNMs attend up to 2
- C. Party Length
1. Chapters will be given a two-minute "knock" by PJB two minutes



- prior to the official party start time.
- 2. Parties started more than 15 seconds early will be fined.
- 3. Parties started more than 1 minute late will be fined.
- 4. Parties ending more than 1 minute early will be fined.
- 5. Parties ending more than 15 seconds late will be fined.

#### IV. Greek Promo Day

- A. All chapters are required to attend Greek Promo Day in the Pit, Friday, August 25th, 2016.
- B. Chapters can bring four people, including President and Recruitment Chair, and accompanying trifold.
- C. Chapters cannot hand out anything (i.e., candy or buttons) to PNMs. Violations of this will be considered gifting.

#### V. Bid Day

- A. Bid Day themes must be approved by the process outlined in Section II.
- B. Chapter members may not bring any accessories to the Bid Day location that were not provided by the chapter and approved in the Bid Day plan submitted to the VP Recruitment.
- C. No feathers, glitter, fur, or balloons will be permitted at the Bid Day location.
- D. Two representatives from each chapter must remain behind and clean up their chapter's area. They will be dismissed by a member of PRT when their area is deemed acceptable.

#### VI. Budget

- A. Chapters will record all expenses related to recruitment.
- B. Chapters will submit expense report budgets by the beginning of the first party of that specific round.
- C. Each chapter may spend up to \$300 per round.

#### VII. Summer Recruitment Efforts Guidelines

- A. **Summer Party** - Chapter members shall not host or invite PNMs to summer parties outside the regular recruitment rounds
  - 1. A summer party will be defined as a social event based on the University of North Carolina at Chapel Hill's social policy with three or more chapter members and one or more PNMs present.
  - 2. Parties will be deemed summer parties when they are hosted outside of the UNC Fall and Spring Academic Semesters.
  - 3. Summer parties can be reported up to 30 days after the event.

## VIII. Panhellenic Contact Guidelines

- A. Chapters shall promote the spirit of Panhellenic to PNMs through friendly contact and answering questions regarding Panhellenic. Chapters shall encourage PNMs to participate in recruitment. All contact shall promote sorority membership in general and not a particular chapter.
- B. Chapter social media campaigns are appropriate.
- C. No favors or gifts may be given to PNMs. This does include trash (i.e., cups/napkins).
- D. No sorority members may visit PNMs in her place of residence during the time period of membership recruitment activities
- E. **Strict Silence Period**
  - 1. Time from the end of the PNM's last party during Preference Round until after bids have been extended by Panhellenic. During this period, there shall be no contact with PNMs by chapter members or alumnae at all.
- F. **Hot Boxing**
  - 1. There shall be no "hot boxing" of a PNM, defined as three or more chapter members talking to one or more PNM at the same time.
- G. **Chapter Bid Promising**
  - 1. There will be no promising of bids, directly or indirectly, verbally or written, by a member or alumnae of a Panhellenic group.
  - 2. PRT can request evidence of communication for Bid Promising allegations.
  - 3. A PNM that approaches any member of the Panhellenic Community and feels as if she was bid promised will be enough evidence for a College Panhellenic Violation Report and initiate the judicial process.

## IX. Recruitment Risk Management Procedures

- A. The University of North Carolina at Chapel Hill's Panhellenic Association prohibits the participation of men, alcohol, and illegal drugs in membership recruitment parties and Bid Day activities.
- B. **Hazing**
  - 1. Hazing is never tolerated regardless of the recruitment period.
  - 2. The University defines hazing as "hazing that causes or permits an individual, with or without consent, to engage in activities that subject that individual or others to risks of physical injury, mental distress, or personal indignities of a highly offensive nature, in connection with recruitment, initiation, or continued membership of a society, fraternity or sorority, club, or similar organized group

whether or not recognized by the University.”

3. No sorority is allowed to discriminate against a PNM on the basis of race, religion, national origin, disability, age, veteran status, or sexual orientation.
- C. Substance free period begins 9am the day round one and ends 5pm the day after Bid Day.
- D. Use of illegal drugs is prohibited. Subsequent violations will result in the initiation of the judicial process for the chapter as well as an Honor Court referral for the individuals.

X. Language

- A. Chapter members and PNMs shall use appropriate and positive language during recruitment, refraining from using curse words and derogatory language. There shall be no reference to drugs, alcohol, bars, or partying. There shall be no “name-dropping” of individuals or campus organizations, including fraternities except when discussing philanthropic events or campus involvement.
- B. Chapter members shall not ask PNMs their legacy status.

XI. Recruitment Counselors, Panhellenic Judicial Board, and Panhellenic Recruitment Team Expectations

- A. The Panhellenic Recruitment Team, PRT, shall include:
  1. Panhellenic President
  2. Panhellenic VP Recruitment
  3. Panhellenic VP Standards
  4. Recruitment Assistant
  5. Gamma Chi Coordinators
  6. Panhellenic Recruitment Liaison
  7. Panhellenic Advisors
    - i. All other members of the Panhellenic Executive board will be Recruitment Counselors and will not participate on PRT.
- B. PRT will plan the educational programming for the Recruitment Counselors to prepare them for their role, including the Gamma Chi Retreat.
- C. PRT will plan Recruitment Kickoff. This event will provide PNMs with information about the recruitment process, PNM rights, and financial/academic information.
  1. PRT will communicate with PNMs about Strict Silence, Bid Promising, Hot Boxing, and appropriate conversations during recruitment parties, and signing the MRABA.
  2. PRT will facilitate the communication between PNMs,

Recruitment Counselors, and chapters regarding PNMs attendance at recruitment events and GPA concerns (upperclassmen).

- D. Recruitment Counselors, PJB, and PRT shall abide by all NPC rules and shall perform their duties as unbiased counselors, acting always in the spirit of Panhellenic.
  - 1. All Recruitment Counselors and PJB are required to pay the Gamma Chi dues, sign the Gamma Chi contract, attend the Gamma Chi Retreat, and attend all informational meetings hosted in the Spring prior to recruitment.
  - 2. Recruitment Counselors, PJB, and PRT shall not participate in Recruitment practice or Recruitment parties.
- E. Members representing Panhellenic shall be able to live in their chapter house, eat at their chapter house , and shall only represent Panhellenic until Bid Day.

## XII. Logistical Information

### A. Quota

- 1. UNC Panhellenic participates in a dual quota system with a unique quota for the first-year students and upperclassmen. UNC Panhellenic also participates in the Release Figure Method.

### B. Quota Additions

- 1. Chapters who do not reach quota during regular bid matching are eligible to receive quota additions.
- 2. PNMs who maximized their options throughout recruitment including on their MRABA, and who attended all parties that their schedule could allow, will be eligible to be added as a quota addition.

### C. Snap Bidding

- 1. Chapters that do not pledge quota, after regular bid matching and quota additions, may offer bids to women who have participated in at least one event (i.e. one recruitment party) during Formal Recruitment through “snap bidding.” The purpose of “snap bidding” is to allow a chapter to extend an invitation to membership prior to the time when bids are extended. Chapters may only “snap bid” up to quota.
- 2. Women listing Intentional Single Preference are qualified for “snap bidding.”
- 3. Snap bidding occurs after bid matching and before Bid Day activities. “Snap bids” are not allowed after bids are distributed by Panhellenic.

#### D. Chapter Total

1. Chapter total will be automatically calculated to median chapter size 72 hours after Bid Day.
2. Chapter total will be readjusted at the beginning of every semester.
3. All chapter members, including inactive, associate, or abroad members, are counted towards total. Only chapter members away from campus for two semesters are not counted in total.
4. Chapters dropping below total at any point during the academic year are eligible and expected to participate in Continuous Open Bidding. See the Continuous Open Recruitment Guidelines for expectations.

### XIII. Infractions of the Recruitment Rules

A. Any violations of these recruitment rules not stipulated below as fines will result in the initiation of the judicial process.

#### B. Consequences associated with Infractions of the Recruitment Rules

1. Turning in budgets late: \$50 per day
2. Not following round budget: \$250 per round
3. Holding practices on a Blackout day: \$250 per practice
4. Blackout round violations: \$50 per incident
5. Gifting anything to a PNM: \$20 per incident
6. Violations of substance free period on Bid Day will result in the initiation of the judicial process.
7. Bid Day debris: Any debris left in the Bid Day location after bid day will necessitate a fine equal to the amount of the deposit that the Panhellenic Council loses as a result of the debris.
8. Late party lists: \$3 per minute for the first hour, \$4 per minute after that
9. Party Time Length Infractions (starting parties early/late, ending parties early/late): \$30 per party
10. Use of a preference letter or written form of communication to individuals: \$50
11. Any late forms stipulated in Section II: \$50 per day.

## Appendix D

### **UNC Panhellenic Continuous Open Recruitment Guidelines**

*UNC Panhellenic abides by a fully structured recruitment process held in the fall of each academic year. Outside of the fully structured recruitment period in the fall, UNC Panhellenic participates in Continuous Open Recruitment. These guidelines go into effect starting the day after Bid Day of Formal Recruitment and continue throughout the academic year. Chapters may not participate in Continuous Open Recruitment during the summer. The following expectations are in place for all sorority members, current or alumnae. The terms Continuous Open Recruitment and Continuous Open Bidding refer to the same process and are used interchangeably.*

#### **I. Chapter Expectations**

- A. Chapters whose membership falls below campus total shall participate wholeheartedly in Continuous Open Recruitment with the goal to bring chapter membership up to campus total.
  - 1. Any women registered as a full-time student in good standing with the university is eligible to be considered for a COB invitation as long as she was not matched with a chapter on Bid Day during Formal Recruitment of that academic year.
  - 2. A PNM shall not be, or have ever been, an initiated member of a National Panhellenic Conference group at UNC-Chapel Hill or on any other campus.
- B. Throughout the academic year, chapters shall positively promote the Panhellenic community as a whole. Promotion of a particular chapter is appropriate, though not at the expense of another chapter. (i.e. “Alpha Beta Chi is great” = acceptable, “Delta Eta Phi isn’t great” = unacceptable).
- C. Chapter social media campaigns are appropriate.
- D. Chapters may disclose their participation in Continuous Open Bidding at their choosing.

#### **II. Extending Invitations**

- A. Bid Promising
  - 1. There will be no promising of bids, directly or indirectly, verbally or written, by a member or alumnae of a Panhellenic group.
- B. All PNMs who accept bids must immediately begin their New Member period and must be initiated no later than 8 weeks after the acceptance of

their bid. All New Members must be initiated by the final day of classes in the spring semester.

- C. Once an invitation for membership has been extended, the chapter must turn in the Continuous Open Bidding Membership Binding Agreement to the Panhellenic Office within 24 hours.
- D. All new members, once initiated, will complete a grade release form and acknowledgement of initiation form to be submitted it to the Office of Fraternity & Sorority Life.

### III. PNM Respect

- A. There shall be no hazing during Continuous Ongoing Recruitment/Bidding.
  - 1. The University defines hazing as: “Hazing that causes or permits an individual, with or without consent, to engage in activities that subject that individual or others to risks of physical injury, mental distress, or personal indignities of a highly offensive nature, in connection with recruitment, initiation, or continued membership of a society, fraternity or sorority, club, or similar organized group whether or not recognized by the University.”
  - 2. The Panhellenic Council does not tolerate hazing, regardless of the recruitment season or academic term.
- B. No sorority is allowed to discriminate against a PNM on the basis of race, religion, national origin, disability, age, veteran status, or sexual orientation.

### IV. Panhellenic Council Expectations

- A. Panhellenic will provide a form on their website under Recruitment > Continuous Open Recruitment that interested women can fill out with their contact information.
  - 1. This contact information will be shared with Recruitment Chairs to be used as a resource during Continuous Open Recruitment. Chapters are not limited to extending invitations to women on this list; it is merely a resource.
  - 2. Panhellenic will update the list once women have accepted bids.
- B. The Panhellenic Council does not require a minimum grade point average as a condition for participation in recruitment. Each chapter has its own scholarship requirements for joining and being initiated into its chapter.

1. Chapters can contact the Office of Fraternity & Sorority Life to check Potential New Member's grades to see if they meet the chapter's GPA requirement.

V. Panhellenic Information Session

A. All chapters will attend the Panhellenic Informational Session in January of each year, regardless of their eligibility to participate in Continuous Open Recruitment.

1. Chapters can bring four people, including President and Recruitment Chair, and accompanying accessories at the chapters choosing (example: tshirts, tri-fold, scrapbook).
2. Chapters cannot hand out anything (i.e., candy or buttons) to PNMs.
3. Chapters may have a sign-in sheet.



Appendix E

**PANHELLENIC JUDICIAL BOARD PROCEDURES**

OF

**THE PANHELLENIC COUNCIL**

AT

**THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL**

JANUARY 2015

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We, the members of women’s fraternities and sororities at the University of North Carolina at Chapel Hill, hereafter referred to as “sororities,” in order to facilitate the governing of said sororities, do hereby obtain and endorse the Judicial Board Bylaws for our representative body, the Panhellenic Council at the University of North Carolina at Chapel Hill.

**I. Object and Purpose**

In accordance with the University of North Carolina at Chapel Hill Panhellenic Council Bylaws and Constitution, the Panhellenic Council hereby establishes the Panhellenic Judicial Board to oversee all matters of dispute relating to the sorority community and its NPC chapters at the University of North Carolina at Chapel Hill, including allegations of misconduct and violations of governing policies.

The Panhellenic Council shall establish a Panhellenic Judicial Board for the limited purpose of handling member group infractions of NPC Unanimous Agreements and Panhellenic Council policies and procedures regarding Bylaws, Standing Rules, Membership Recruitment rules/guidelines, Panhellenic Code of Conduct, and University of North Carolina at Chapel Hill Standing Rules.

**II. Organization**

1. The Vice President Standards shall serve as the Chair of the Panhellenic Judicial Board.
2. Panhellenic Judicial Board members are chosen by the Panhellenic Vice President Standards through an application and interview process.
3. No Panhellenic Judicial Board member may serve simultaneously as a Chapter Representative or Chapter President.

**III. Standards Powers**

1. All judicial powers are vested in the Panhellenic Judicial Board.
2. The Panhellenic Judicial Board will have the power to adjudicate alleged

violations of all Panhellenic Bylaws and Standing Rules policies and procedures and NPC Unanimous Agreements.

3. Upon completion of a judicial hearing, the Panhellenic Judicial Board has the power to impose any sanction/penalty it deems appropriate and necessary; in line with NPC sanctioning guidelines.

#### **IV. Duties of the Judicial Board**

The Panhellenic Judicial Board shall:

1. Resolve all alleged violations of NPC Unanimous Agreements and Panhellenic Council policies and procedures regarding Constitution, Bylaws, Membership Recruitment rules/guidelines, Standing Rules, and University of North Carolina at Chapel Hill Standards of Conduct
2. Handle all alleged violations of NPC Unanimous Agreements and the College Panhellenic constitution, bylaws, code of ethics, membership recruitment rules/guidelines and standing rules (required by the NPC Unanimous Agreements) that are not settled in the mediation process.
3. Educate member fraternities about the Panhellenic judicial procedure.
4. Participate in training designed to educate judicial board members 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.
5. Conduct a fair hearing with impartial judicial board members following the NPC UA VII, College Panhellenic Association Judicial Procedure.
6. Maintain confidentiality throughout and upon completion of the judicial process.
7. Create and maintain proper documentation. Documentation should be retained by the VP Standards and the Panhellenic advisor for three years.
8. The NPC Judicial Forms shall be used to ensure proper documentation and adherence to the NPC Unanimous Agreements. The forms are:
  - i. College Panhellenic Violation Report Form
  - ii. College Panhellenic Notice of Infraction Form
  - iii. College Panhellenic Record of Mediation of Judicial Board Hearing Form
  - iv. College Panhellenic Mediation or Judicial Board Hearing Minutes Form
  - v. College Panhellenic Notice of Appeal Form

#### **V. Membership**

1. In accordance with the Panhellenic Council Bylaws, the Panhellenic Judicial Board is composed of collegiate members and the Panhellenic Council Advisor (non-voting, ex-officio member). Members include:
  - i. Vice President Standards, who shall be an elected voting member
  - ii. Director of Risk Management, who shall be an appointed voting member
  - iii. Remaining members will be of NPC Panhellenic Chapters and Associate Member Chapters

- iv. Panhellenic Council Advisor (non-voting, ex-officio member)
- 2. Vice President Standards shall select the board by:
  - i. Vice President Standards will interview potential members after a preliminary application process is completed to determine if they exhibit the skills requisite to be a good board member, etc.
  - ii. Students chosen to become members shall be required to complete basic training and to devote a specified amount of time to the Board
  - iii. Members will be chosen on merit, with no sorority over represented (i.e. one member from each particular chapter on the Board excluding the Director of Risk Management and VP Standards). All chapters must be represented.
  - iv. A Panhellenic Judicial Board member must:
    - Be in good standing at The University of North Carolina at Chapel Hill
    - Be in good standing with her individual sorority
    - Have a minimum cumulative GPA of 2.7
    - Not be a graduating senior before the one year term expires
    - Must have participated in fall recruitment as an active member of her individual sorority.
- 3. Duties of the Vice President Standards:
  - i. Coordinate the training of the Judicial Board members with advisement by the Office of Fraternity and Sorority Life and Community Involvement and the Office of Student Conduct
  - ii. Implement the NPC Unanimous Agreement VII, the Panhellenic Council Judicial Procedure
  - iii. Determine if any collegiate Panhellenic Judicial Board members need to be excused (recused) from serving because of a conflict of interest
  - iv. Provide involved chapter(s) with a copy of the “Panhellenic Judicial Board Procedures”
  - v. Preside at judicial hearings
- 4. Duties of the Director of Risk Management
  - i. Assume the duties and responsibilities of the Vice President Standards in cases where the Vice President Standards must be recused because of a conflict of interest
  - ii. In cases where both the Vice President Standards and Director of Risk Management must be recused, the remaining members of the Panhellenic Judicial Board will select a member to preside over the hearing.
- 5. Duties of the Panhellenic Judicial Board Members
  - i. All Panhellenic Judicial Board members will be required to complete a basic training process.
  - ii. The Panhellenic Council or OFSL-CI will budget the necessary funds to provide basic training for selected members
  - iii. All Panhellenic Judicial Board members must follow all rules for disaffiliation during the recruitment process as referenced in the Recruitment Rules (Appendix B of The University of North Carolina

at Chapel Hill Panhellenic Association Standing Rules.)

6. Duties of the Panhellenic Council Advisor
  - i. Serve as an ex-officio member of the Panhellenic Judicial Board
  - ii. If the Panhellenic Council Advisor is unable to attend a meeting, a non-collegiate representative will be chosen by a majority vote of the Panhellenic Judicial Board

## **FILING A JUDICIAL COMPLAINT**

### **I. Timing**

1. The College Panhellenic Violation Report Form shall be completed and presented to the President in a timely manner, but not more than 30 calendar days from the date of the alleged infraction (including university breaks). If the College Panhellenic president is unavailable or the violation is against her fraternity, the report shall be presented to the Panhellenic Advisor.
2. The Panhellenic Council President, the Vice President Standards and the Panhellenic Council Advisor shall review the College Panhellenic Violation Report Form to ensure it has been filled out completely, including proper signatures and indication of rule/policy violated. An incomplete form shall be returned to the reporting party for completion prior to proceeding.
3. Once a Violation Report Form has been received, an informal discussion will be held. The Violation Report will be filled out prior to an informal discussion for record keeping. Depending on the results from an informal discussion with the accused chapter, a Notice of Infraction may be filed.

### **II. Proper Reporting Authority**

1. Infractions, excluding recruitment infractions, must be reported and signed by the President of a member group on behalf of her chapter. No anonymous reports will be accepted except in regards to anonymous tips from the Hazing Hotline. Any infractions, excluding Recruitment infractions, may be reported and signed by either:
  - i. The president of a chapter on behalf of her chapter
  - ii. Executive officer/board member of a chapter
  - iii. College Panhellenic officer
  - iv. Panhellenic Advisor
2. Recruitment infractions may be reported and signed by either:
  - i. President of sorority chapter on behalf of her chapter
  - ii. Panhellenic Council Vice President of Recruitment or Recruitment Counselor
  - iii. Potential New Member
  - iv. Panhellenic Council Advisor

### **III. Notice**

1. Based on the outcome of an informal discussion, if a Violation Report Form is properly received by the Panhellenic Council, the accused sorority chapter shall be given formal notification in writing via a Notice of Infraction. The

Panhellenic Council President shall notify the member group using the College Panhellenic Notice of Infraction Form. The College Panhellenic Violation Report Form is retained by the Panhellenic Council President or Panhellenic Council Advisor and is available on request from the accused sorority chapter. A copy of the College Panhellenic Violation Report Form shall be given to the NPC Area Advisor.

2. The College Panhellenic Notice of Infraction Form shall be delivered to the President of the accused sorority chapter within one week of the Panhellenic Council President's receipt of the College Panhellenic Violation Report Form. If the President of the accused sorority chapter is unavailable, delivery may be made to another appropriate sorority chapter officer or advisor. The record of delivery shall be documented on the form. A copy of the College Panhellenic Notice of Infraction Form shall be given to the Panhellenic Council Advisor and the NPC Area Advisor within the same time period.
  - i. If the College Panhellenic Notice of Infraction Form is delivered during a university break, the mediation/judicial hearing may be scheduled after classes resume or held during the break if all parties are available
3. Upon receipt of the College Panhellenic Notice of Infraction Form, the accused fraternity shall contact the Panhellenic Council President within one week to schedule mediation or choose to proceed directly to a judicial board hearing.

## **JUDICIAL PROCESS**

### **I. Informal Discussion**

The purpose of an informal discussion is to follow up on the merit of a Violation Report Form.

1. After receiving a Violation Report Form, an informal discussion will be held between the reporting party and the accused chapter.
2. The outcome of the informal discussion will decide whether or not a Notice of Infraction will be filed. If a Notice of Infraction is filed after an informal discussion, an investigation will occur.

### **II. Investigation**

The Panhellenic Council reserves the right to investigate alleged violations of NPC Unanimous Agreements and Panhellenic Council policies and procedures including Bylaws and Standing Rules, Membership Recruitment rules/guidelines, and policies of the Office of Fraternity & Sorority Life and Community Involvement.

1. Investigation of Panhellenic Chapter violations must begin within seven calendar days after a Notice of Infraction has been filed.
2. Investigations are organized by the VP Standards and conducted by the Director of Risk Management and/or selected members of the Panhellenic Judicial Board. Investigations never include the Panhellenic Judicial Board

- representative from the accused chapter.
3. The Panhellenic President will be the custodian of any evidence collected. Such evidence must be well-documented and includes:
    - i. Written or interview statements including the witnesses' full names and contact information
      - Student witnesses that are alleged victims of violations of Panhellenic New Member Policies may have their identities remain confidential.
      - Non-student witnesses may not be Confidential Witnesses.
      - In order for a Confidential Witness statement or statements to be used as evidence at a Panhellenic Judicial Board hearing, the specific nature of the allegations must be corroborated by documentary or tangible evidence, and/ or non- Confidential witness testimony.
    - ii. Questionnaires
  4. Witnesses rights and responsibilities:
    - i. During the investigative process, all witnesses must be treated with respect at all times and not intimidated or threatened. Each witness must be provided with a copy of the Panhellenic Judicial Board Bylaws prior to interview.
    - ii. Witnesses are permitted to refuse to answer some or all of the questions posed by a member of the Panhellenic Judicial Board.
    - iii. Witnesses are on their personal honor to provide accurate information.
  5. In concluding an investigation, the Director of Risk Management shall promptly notify, in writing, the VP Standards that the investigation has concluded. The Director of Risk Management shall provide all investigative materials and evidence to the Panhellenic President for safe-keeping until mediation or a Judicial Hearing.
  6. The Director of Risk Management and the selected Panhellenic Judicial Board members will refrain from discussing the substance of the investigation, the evidence, or the charges with the VP Standards in order to protect the VP Standards' objectivity in case a hearing should be scheduled. The purpose is to have a "neutral" chair running the hearing who has not been involved in the development of the evidence or case.
  7. In the case of an investigation involving the VP Standard's affiliated chapter, the Director of Risk Management will act as chair of the Panhellenic Judicial Board hearing, and therefore, will be the organizer of an investigation, but not a participant. A member of the Panhellenic Judicial Board will be appointed by the Director of Risk Management to conduct the investigation.
  8. In the case of an investigation involving the Panhellenic President's affiliated chapter, the Vice President: Internal Affairs will serve as the custodian of any investigative materials and evidence collected during the investigation until mediation or a Judicial Hearing.

### **III. Mediation**

The purpose of mediation is to find a solution satisfactory to both the complaining party and the accused sorority chapter that is appropriate under NPC Unanimous Agreements and the Panhellenic Council's Constitution, Bylaws and policies and procedures.

1. A successful mediation preserves confidentiality, settles differences without the formal process of a hearing, and provides a solution acceptable to all without involving multiple witnesses and time consuming discussions.
2. The secondary purpose of Panhellenic Council mediation will be to educate members about the methods, skills, and attitudes fundamental to mediation and its uses both formal and informal to reduce conflicts in our community.
3. The Vice President Standards shall appoint a neutral party to serve as the mediator. The mediator shall not be an undergraduate student. The Panhellenic Advisor may serve as a mediator if she/he has not filed the violation.
4. Mediation shall be closed to the public.
5. The participants in the mediation shall be three representatives from each opposing party involved including:
  - i. For Panhellenic Council
    - Panhellenic Council Advisor,
    - Panhellenic Council President,
    - And in cases of recruitment infraction, the Panhellenic Council Vice President Recruitment
  - ii. For sorority chapters
    - A chapter advisor,
    - The chapter president,
    - And in cases of recruitment infraction, the chapter recruitment position

#### **IV. Form of Mediation**

1. Set a time frame for the meeting (to last no longer than one to two hours). If the mediation is not completed at the end of the two hours, the disputants may choose to continue for a longer interval, to reschedule, or to terminate the mediation process, in accordance with the availability of the mediators. In both the options of continuing the session or rescheduling it, the mediator on the case must remain the same.
2. Set the time of the meeting for the convenience of all who attend.
3. Provide pertinent materials for everyone; a copy of the infraction report, copies of the Unanimous Agreements, the Panhellenic Council's Bylaws and Standing Rules, Recruitment Rules, and the Code of Ethics, as needed.
4. Identify the problem.
5. The nature of mediation process will be explained as well as the role of the mediator and participants.
6. The mediator sets the ground rules, and each party tells their side of events, uninterrupted with ample time for each participant to explain her position.
7. Appropriate sanction will be determined through discussion with both parties.

These sanctions should consist of a fair and reasonable course of action, specific and doable.

8. Before the meeting closes, be sure everyone knows the results of the discussion, and be sure to agree to keep the mediation discussion private.
9. Be sure questions by all parties are answered satisfactorily.

## **V. Completion**

1. Both parties must agree and sign the College Panhellenic Mediation Summary Report, which includes the written agreement reached, or if no agreement can be reached, a list of issues to be carried over.
2. Documentation will be maintained using the Mediation Summary Report and the Mediation/Judicial Board Hearing Minutes Form.
  - i. Both forms are to be completed by the mediator.
  - ii. Both original forms are to be kept on file by Panhellenic for three years. A copy of the Record Form will be distributed to the Accused Chapter, NPC Area Advisor, and Panhellenic Council Advisor.
  - iii. Minutes will be approved by all parties before a final copy is submitted and distributed.
3. Vice President Standards is responsible for seeing that any agreements made are fulfilled.

## **VI. Evaluation and Debriefing**

After the mediation session is over, Panhellenic Council Vice President Standards will aid the mediator in evaluating the process and course of action.

### **JUDICIAL BOARD HEARING**

A judicial board hearing will occur as the result of an unsuccessful mediation or if the accused party chooses to go directly to a judicial hearing instead of mediation.

#### **I. Overview**

1. The Vice President Standards will serve as the hearing officer unless she has been recused. In such an event, the Director of Risk Management will serve as the hearing officer.
2. Three members including a chapter advisor shall represent each chapter involved.
3. Chapters involved in a hearing have the right to consult with a representative from her inter/national organization.
4. Witnesses will be called one at a time and may remain in the hearing room only during their testimony.
5. Following the completion of the hearing, the Judicial Board members hearing the case and the Panhellenic Council Advisor will go into executive session for deliberations.
6. Deliberations are confidential and comments are not to be reported outside of the room, with the exception of the official written decision recorded on the College Panhellenic Judicial Board Summary Report and the official oral statement given by Vice President Standards to the parties.



7. Panhellenic Judicial Board hearings shall be closed to the public.
8. The participants in the Panhellenic Judicial Board Hearing shall be representatives from each party involved including:
  - i. For Panhellenic Council
    - Panhellenic Council Advisor,
    - Panhellenic Council President,
    - And in cases of recruitment infraction, the Panhellenic Council Vice President Recruitment
  - ii. For sorority chapters
    - A chapter advisor,
    - The chapter president,
    - And in cases of recruitment infraction, the chapter recruitment position
9. Written minutes must be taken at the time of the Panhellenic Judicial Board Hearing.
10. All parties must sign a summary of the hearing proceedings on the Judicial Board Hearing Summary Report indicating the outcome of the hearing. A copy of the report should be retained by the FSA for three years. Within 24 hours of the completion of the judicial hearing, the College Panhellenic officer responsible for the judicial process shall send a copy of the College Panhellenic Judicial Board Hearing Summary Report to the parties designated on the form.

## **II. Order of Events**

1. Call to order by Vice President Standards
2. Introductions
3. Charges read by Vice President Standards
4. Opening statement by complaining party (may limit time)
5. Opening statement by accused party (may limit time). This statement, at the option of the accused, may be deferred until the complaining party completes the presentation of witnesses.
6. Complaining party calls witnesses one at a time – accused may cross-examine any witness.
7. Accused calls witnesses one at a time – complaining party may cross-examine any witness.
8. Panhellenic Judicial Board members may, at any time, ask questions of the witnesses.
9. Closing statement by the complaining party (may limit time)
10. Closing statement by the accused (may limit time)
11. Panhellenic Judicial Board members enter executive session for deliberation (only members of the Panhellenic Judicial Board hearing the case and the Standards Council Advisor remain in the hearing room).
12. Vice President Standards restates charges.
13. Vice President Standards requests motion(s) from members of the Panhellenic Judicial Board Discussion of motion(s)
14. Vote on motion(s)

15. A verdict of guilt requires a majority vote of the Panhellenic Judicial Board members.
16. If a chapter is found guilty of the charges, the VP Standards will decide if an administrative hearing (see: Administrative Hearing) shall occur immediately after the hearing or at a future date to determine the appropriate sanctions following the guidelines established in the Panhellenic Council's Judicial Procedures.
17. The verdict must be put in writing on the Judicial Hearing Summary Form and signed by the parties listed on the form. If the chapter is found guilty, the sanction must be put in writing on the College Panhellenic Record of Mediation at the Administrative Hearing.
18. Information regarding the appeals process must be provided using the College Panhellenic Notice of Appeal form at the time the decision is read.

### **III. Sanctions**

1. The Panhellenic Judicial Board shall strive to achieve a fair and reasonable resolution for infractions. Sanctions should be assessed to fit the nature and degree of the offense.

### **IV. Guiding Principles**

1. In determining an appropriate sanctioning package, the Panhellenic Judicial Board shall have available a broad range of sanctions which may be imposed alone or in combination so as to do justice in a particular case. Relevant Factors may be:
  - i. The nature and gravity of the violation(s)
  - ii. The harm or risk of harm to members of the University community or others;
  - iii. Any relevant recurrent patterns of misconduct;
  - iv. Any opportunity to deter the organization or other organizations committing the same or other violations in the future;
  - v. The importance of equitable treatment for similar violations and a perpetual awareness; and,
  - vi. The opportunity for organizational development and education, including fostering a sense of responsibility for actions.

### **V. Guidelines of Sanctions:**

1. Monetary fines shall be acceptable only for measurable recruitment infraction (i.e., late invitation lists, late events, etc). The amounts shall be predetermined by a vote of the Panhellenic Council and stated in membership recruitment rules.
2. Sanctions shall not forbid formal or informal event that is part of membership recruitment or the observance of an inter/national sorority chapter celebration.
3. Sanctions shall not affect a sorority chapter's Quota or Total.
4. Sanctions shall not affect the time of new member acceptance and/or initiation.
5. Sanctions shall not forbid the right of an NPC sorority chapter to vote in

Panhellenic Council meetings.

6. The duration of any sanction imposed shall not exceed one calendar year from the time the decision is final.
7. NPC Notification of Sanctions:
  - i. Within 24 hours of the successful completion of mediation or the Panhellenic Judicial Board hearing, the Panhellenic Council Advisor shall send a copy of the College Panhellenic Judicial Board Hearing Summary Report (not including the minutes) to the NPC Area Advisor, the NPC Delegate and the Inter/National President.

## **VI. Failure to Comply**

1. Failure to comply with the sanctions set forth by the Panhellenic Judicial Board will automatically result in mediation.
2. All communication regarding the hearing process, including questions about sanctions, must be handled through Vice President Standards or whoever sits in her place. Representatives of the organization who contact individual board members may be further sanctioned or sent to Honor Court.

## **VII. Order of Sanctions**

The Panhellenic Judicial Board reserves the right to administer a sanction it deems appropriate given the seriousness of the infraction.

If the same offense is committed within the same university year (Fall semester to Spring semester), the Panhellenic Judicial Board reserves the right to administer a sanction more severe than the one given previously.

1. Warning
2. Vice President Standards will have an informal meeting with the officer(s) responsible for preventing such incidents to discuss more effective methods of prevention and the issues surrounding the incident. For example, she will meet with the Social Chair(s)/Risk Manager(s) for social infractions and House Manager(s) for incidents occurring in a sorority residence.
3. Special Projects
4. Letter of Apology
5. Letter and/or phone call to Inter/national organization
6. Community Service Project
7. Social probation

## **VIII. Previous Record:**

In levying sanctions, and determining their appropriate severity and scope, the Board may consider the organization's previous record of offenses on this campus for the preceding two years.

## **APPEALS**

### **I. Procedure**

1. The decision of the College Panhellenic Association Judicial Board may be

appealed by any involved party to the NPC College Panhellenics Judicial Appeals Committee.

- i. An appeal shall be filed with the College Panhellenic president on the NPC Notice of Appeal form, within seven days of the decision.
  - ii. The Judicial Appeals Committee shall reverse or uphold the decision of the College Panhellenic Association Judicial Board. The Judicial Appeals Committee may also dismiss or modify sanctions as the committee deems appropriate.
  - iii. Any penalty shall begin only after all properly filed appeal(s) decisions have been rendered. If a sanctioned fraternity wants to fulfill all or part of the sanctions pending the outcome of a filed appeal(s), the fraternity shall have that option.
2. If the NPC College Panhellenics Judicial Appeals Committee is unable to resolve the appeal, the Judicial Appeals Committee chairman shall be responsible for the further conduct of the case. All data regarding the appeal shall be submitted in the following order, as needed, until resolution can be determined:
- i. Inter/national presidents of the fraternity(s) involved.
  - ii. NPC Executive Committee.
  - iii. NPC Board of Directors. The decision of the NPC Board of Directors shall be final

## **AMENDMENTS**

### **I. Amendment**

These Judiciary Bylaws may be amended by a majority vote of the Representative Body provided that notice of the proposed amendment has been given in writing at the preceding Representative Body meeting.

## **Panhellenic Judicial Board Member Affirmation and Code of Ethical Standards**

*Materials and concepts originally found in American College Personnel Association Commission XV (1993). Model training and selection manual [Manual]. Publication location unknown: Author.*

As a member of the Panhellenic Judicial Board, I understand that:

10. I am expected to adhere to all provisions of the University Honor Code, the Panhellenic Bylaws, Standing Rules, and Codes of Conduct and all other university regulations. If I am charged with any violation of the University Honor Code, or with a criminal offense, I may be suspended from the Panhellenic Judicial Board by VP Standards or the Assistant Dean of Students while the charges are pending. If I am found responsible for any offense, I may be removed from the Panhellenic Judicial Board.
11. I am expected to attend all scheduled training sessions and meetings of the Panhellenic Judicial Board when called to do so, including an initial training session and on-going in-service sessions, as scheduled.
12. I am expected to attend all scheduled hearings for which I am assigned unless alternate arrangements are made in advance with the VP Standards. I need to contact the VP Standards 48 hours in advance if I am unable to attend a hearing.
13. I am expected to inform the VP Standards if I have any personal interest in or knowledge about a case or if I am personally acquainted with any party involved. I understand that I may be disqualified from hearing a case by majority vote of the remaining Board members. I am expected to dismiss myself from a hearing if I feel that I may be prejudiced (i.e., unable to make a decision based solely on the information presented in the hearing) for any reason.
14. I must immediately report to the VP Standards any effort by any person to influence the recommendation of the Board or the vote of any Board members.
15. I understand that the purpose of the Board is to be educative by redirecting behavior and increasing student awareness of the behavioral expectations of the University community. I further understand that the Board must appreciate the rights of the parties. Accordingly, hearings should be conducted in an atmosphere of respect, with only enough emphasis on formal procedure to maintain dignity and decorum and provide an appropriate atmosphere for conducting an official university hearing.
16. The policies of the Panhellenic Judicial Board require that all hearings before it be confidential while the matter is proceeding. The names of all parties in a case,

including names of all witnesses, and information, both written and verbal, pertaining to the case, whether pending or completed, must not be revealed until the completion of the case. The vote of each member of the Board is confidential as well and should not be discussed outside of the hearing. I am not exempt from the aforementioned policies when interacting with roommates, fellow students, significant others, spouses, parents, friends and any other individuals not directly involved with the Panhellenic Judicial Board.

17. Each decision made by the Panhellenic Judicial Board reflects the integrity of the University, the Panhellenic System, and the Board; therefore, I am expected to reach decisions keeping in mind the welfare of all parties involved. Decisions of a Panhellenic Judicial Board are assumed to be that of the Board as a *whole*. I am expected to support all decisions made by any Board of which I am a part, even if I am of a dissenting opinion.
18. I should not make any accusations or statements that cannot be supported. I should attempt to gain necessary information without appearing to pry into personal matters of those questioned, without showing personal feelings, without showing prejudice, and without showing hostility.
19. I should at all times be conscious of my status as a representative of the University and should avoid involvement in situations that may tend to lessen the perceived credibility or objectivity of the Board.
20. Should I ever be contacted by a news media representative regarding Panhellenic Judicial Board business, I may not answer any questions or make any statement other than directing the media to contact the Office of Fraternity and Sorority Life. I will promptly contact the VP Standards and the Assistant Dean of Students to inform them of any media contact.
21. Failure to fulfill my responsibilities as outlined above may result in my dismissal from the Panhellenic Judicial Board.
22. This oath of confidentiality is a continuing affirmation and will remain effective for any information learned during my association with the University of North Carolina's Panhellenic Judicial System.

I have received a copy of this affirmation.

\_\_\_\_\_  
Signature of Board Member

\_\_\_\_\_  
Date

## Appendix F

### **The University of North Carolina at Chapel Hill Fraternity and Sorority Alcohol Policy**

The fraternities and sororities at The University of North Carolina at Chapel Hill who are members of the Interfraternity Council and Panhellenic Council voluntarily created this policy and adopted it for their own governance. It was reaffirmed in 1997, revised and approved by IFC and Panhellenic in November 2003, and revised and approved by IFC and Panhellenic in April 2006. It was adopted by the National Pan-Hellenic and Panhellenic Alliance Councils in 2007.  
North Carolina Law

In North Carolina the legal theory of Social Host Liability is that, if you serve alcohol to someone that you know (or should know) is under the influence of alcohol, you may be held liable if he injures someone while intoxicated.

N.C. law prohibits providing alcohol to those under 21 (usually 75% of the chapter).  
N.C. law prohibits providing alcohol to those "noticeably intoxicated" (this equals 1 beer, or

1 drink per hour).

#### Fraternity and Sorority Alcohol Policy

The fraternities and sororities at The University of North Carolina at Chapel Hill who are members of the Interfraternity Council and Panhellenic Council voluntarily promulgated this policy and adopted it for their own governance. It was reaffirmed in 1997, revised and approved by IFC and Panhellenic in November 2003, and revised and approved by IFC and Panhellenic in April 2006.

1. Common-source containers, defined as alcoholic sources/containers available for consumption by more than one individual, are prohibited. This includes brothers' kegs, sisters' kegs, alcohol in vending machines, cases of beer, alcoholic punch, liquor bottles, wine bottles, etc. (Kegs and trash cans containing alcohol will be considered common sources in all circumstances.)
2. No alcoholic beverages may be purchased through chapter funds nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. (no bar tabs, no slush funds, no passing of the hat for a keg, no side checking accounts, no side social accounts, no giving bands alcohol, etc.).
3. All social events are BYOB (bring your own beverage) with the exception of events where alcoholic beverages are sold by or held at a third party vendor. Individuals are responsible for bringing their own, individual consumption

- beverages. No members, collectively or individually, shall purchase for, serve to, or sell these alcoholic beverages to others.
4. Security guards required for chapter events: At least one (1) security guard must be present for the entire event. Third Party Vendor security is acceptable.
  5. \*During recruitment, all chapter events and activities will be dry functions for all members and non-members at the event, regardless of age. (i.e. No alcohol should be present nor consumed at any chapter event during recruitment.)
  6. Groups must have a guest list for all chapter events where alcohol is likely to be present, including formals, cocktails, mixers, recruitment events, and band parties. A guest list contains the names of all persons expected to attend an event. Guests may be added to the list during the course of the event. The guest list applies to the interior of the social event facility.
  7. Mixers between fraternities & sororities are prohibited in fraternity houses unless the event is totally alcohol-free.
  8. Walk-out policy: If you co-sponsor an event and you discover a violation of any element of this alcohol policy, then either everyone in your group must completely leave the event within 20 minutes or the Panhellenic Judicial Board will hold your group partially responsible for the violation.

\*All alleged Panhellenic sorority violations of this policy will be handled in mediation as per National Panhellenic Conference policy. If mediation fails to achieve a resolution, the Panhellenic Judicial Board will hold a hearing on the matter.

Definition of a "Chapter Event" (if the event can be defined as a chapter event then typically a violation has occurred)

1. The chapter pays for any part of the event, through chapter account or collection of funds from individual members
  1. property rental/cleaning
  2. security guards/DJ/band

c. transportation
2. The event is advertised by or associated with the chapter in any way a. flyers/handouts
  2. announcements at chapter meetings
  3. email/listserv distributions
  4. website calendar of events
3. Attendance of the members (regardless of how many there are) present at the event is based on their affiliation rather than individual initiative (i.e., is it more likely that they attended because of their affiliation?).
4. The event can be held at any location, in or out of the chapter house.

(The bullets under each heading are meant to offer some examples and are not to be interpreted as the only way an event can be considered a chapter event. National



organizations generally have more strict rules than the above. Please also check with national headquarters as to their requirements for an event to be a chapter event. Remember that if you violate your national policy you have no liability insurance.)

**Panhellenic Council Mixer Policy (passed on 4-4-2000)**

Panhellenic Sororities will no longer participate in any functions, held on fraternity property, where alcohol is present at any time during the event.

Monetary support and/or significant sorority member attendance (generally 40% of the chapter membership) at any event on fraternity property at which alcohol is present is in direct violation of this policy. All existing UNC-Chapel Hill and Fraternity and Sorority Alcohol Policies are applicable to any chapter events that may occur subsequent to this policy (see definition of "chapter event" above).

**Social Host/Risk Management Training**

Alcohol and hazing policies are reviewed and students are asked to sign statements in which they agree to abide by all local, state and federal laws. Representatives from the Chapel Hill Police and Fire Departments attend to review Town of Chapel Hill Ordinances and give tips on how to provide safe and healthy living environments for fraternities and sororities.

All chapter presidents are also thoroughly explained the alcohol policies at chapter presidents meetings. The Office of Fraternity and Sorority Life works closely with the Chapel Hill Police Department to monitor fraternity and sorority social events.

**Town of Chapel Hill Noise Ordinance**

[http://www.townofchapelhill.org/noise\\_ordinance.htm](http://www.townofchapelhill.org/noise_ordinance.htm)

## Appendix G

### **The University of North Carolina Panhellenic Association Suggested Social Event Risk Management Best Practices Plan**

Adopted 2013, Revised 2015

This best practices plan was voluntarily created with the input of representatives from all regular and associate member chapters of the Panhellenic Association in order to promote the safety and well being of all Panhellenic women. These measures are highly recommended for all chapters to implement in order to minimize risk at functions. The Panhellenic Association recognizes that chapter's national policies take precedent over the recommendations in this document. Because the Panhellenic Association recognizes potential differences in chapters' risk management plans, the chapter Social Chair and Risk Manager, or officers of the like, will meet with the VP Standards to discuss their risk management plan for social events each January following officer transitions.

#### Wristbands

##### Purpose:

- Reducing risk for chapters and members
  - Protecting liability of chapters and council
  - Best interests of all parties involved
- Process:

1. Wristbands will be provided to chapters by the Panhellenic Council for all members over 21 for mixers and for all members/members' dates over 21 for cocktails. They will be paid for using the Panhellenic Safety Fund. Wristbands will not be provided for anyone under 21.
2. The wristbands will be ready at least the day before the event. They should be picked up from OFSL by Social Chair, President, Standards/Risk Chair, or Panhellenic Delegate.
3. The number of wristbands needed for an event should be submitted to [uncpanhelwristbands@gmail.com](mailto:uncpanhelwristbands@gmail.com) no later than 3 days before the event. It should be noted that the earlier the request is made the earlier Panhellenic will have the wristbands ready.
4. Chapters are expected to write the member's names and the member's names on the date's wristband.

- a. Wristbands should be plastic/vinyl and will have a snap to fasten them
- I. At the event, the risk team is responsible for putting on each member's wristband as she enters the function. No member should put on her own wristband.
- II. If a member is not wearing a wristband provided by the chapter she should not be consuming alcohol at the event.
- III. When checking out, wristbands will be cut off and stored in a plastic bag which will be dated and kept by the chapter for at least one month. This is to ensure that the chapter has accurate records of attendance and status of the members should any issues arise.
- IV. Unused wristbands need to be turned back into Panhellenic within 3 days of the event.

### **Best Practices**

1. Check-In Window – Only allow members to check-in until a certain pre-determined time, 30 minutes to an hour is suggested and a maximum of two hours. For events with other organizations chapters are expected to coordinate with the other participating chapters to have the same check-in window for all guests. This will help to reduce pre-partying.
2. Sign In/Out – Members and their guests should sign into the event upon their arrival and receive their wristband if they are 21. Members and their dates should sign out when they leave. The sign in list should include birthdays for members and dates, but indicating the sign in/out time is optional and up to the chapter's discretion.
3. Guest List of Chapter Members – Have members sign up that they will be attending the event at least 24 hours in advance, members should also sign-up dates if applicable. Guest lists should be closed 24 hours prior to the event.
4. IDs – All members and guests will have their ID's checked at the door by the venue's security team.
5. Buddy System – Members will sign-up for each function with a buddy. Should a member or their date be removed from the function, their buddy and their buddy's date will be required to leave with them. This will hold members accountable to each other when at an event, and will also reduce pre-partying.
6. Risk Team – 5-6 sober members of the chapter who will check-in/out members as well as be available to walk members home in pairs if that is the chosen transportation home. Having members available to monitor the function and walk sisters home

will reduce risk and keep chapter members safer.

7. Third Party Security, with at least one female security guard – Chapters should hire a third party security vendor which can work in conjunction with bar security. This will help to monitor the function and decrease underage drinking in the function.
8. Giving rules to Security Team – Chapters should provide a list of their policies and rules to the security at each function. This will ensure that the security team is able to support the Risk Team in enforcing these rules/policies.
9. Coat and Bag check – Security should check bags and coats to ensure that no outside alcohol is being brought into the function.
10. Transportation HOME from the event:
  - a. Group walking – When a chapter member leaves the function, 2 members of the Risk Team should escort her home and return to the function. This will allow a member to get home safely and never have anyone walking alone.
    - I. Taxis – Chapter should provide taxis for chapter members to take home. A Risk Team member should ride in the taxi to ensure that each member is taken to their residence.
    - II. P2P or other safe campus transportation – These options will allow large groups of members to travel home together.

### **Suggestions to Reduce Pre-Partying**

1. Pre-determined meeting time at the house – chapter will walk together to the function after meeting at the house beforehand
2. Check-in window – explained above
3. Holding events earlier – starting events earlier in the evening will allow members less time during which to hold organized pre-parties
4. Buddy System – explained above

## Appendix H

### **Greek Groove Rules Spring 2016**

#### I. General Rules

##### A. Members

1. Each house is allowed between a minimum of 15 and a maximum of 24 dancers on their team.
2. Each dance is allowed to be a maximum of 3 minutes.

##### B. Glitter

1. ABSOLUTELY NO GLITTER
2. If a chapter is found to violate this rule, the chapter will be unable to participate in Greek Groove 2016 (per the request of Memorial Hall).
3. If a chapter violates this rule in anyway, the chapter will pay a \$2000 fine for the cost of repainting the stage floor.
4. All chapters will sign a waiver in understanding of this rule.

##### C. Music

1. All music will be clean; no profanity, no alcohol/drug references, and no graphic or offensive language. The Executive Board has the right to approve or disapprove of any music.
2. If the chapter does not make changes per the Executive Board recommendations, the chapter will perform without music.

##### D. Budget

1. Chapters will not exceed a budget of \$720.
2. The budget will include costs for costumes, props, makeup, and anything used in the performance.
3. Chapters will turn in receipts for documentation of expenses. Expenses must be turned in to the VP Special Events within five days following the event. Exceeding the budget or turning in expenses late will result in a \$50 fine.

##### E. Outfit Restrictions

1. At least 3 dancers and the Captain must come to Captain's meeting to review costumes for tastefulness.
  1. Tops
    - a. Tops must have straps of at least 3 fingers wide.
    - b. Tops may not expose breasts or stomachs.
    - c. Tops must be tasteful.
    - d. The Executive Board has the ability to approve or disapprove any top that does not follow these guidelines.
  2. Bottoms
    - a. Appropriate bottoms include leggings, sweatpants, or shorts.

- b. Bottoms of costumes must cover each dancer's behind.
    - c. Bottoms must be tasteful.
    - d. The Executive Board has the ability to approve or disapprove any bottoms that do not follow these guidelines.
  - 3. Shoes
    - a. Tennis shoes or bare feet.
    - b. No heels.
- F. Props and Accessories
  - 1. All costumes, props, and accessories must be approved by the Executive Board. The Executive Board has the right to approve or disapprove of any accessory.
  - 2. Props must be approved by Memorial Hall.
  - 3. No use of confetti or glitter.
  - 4. No fog lights or strobe lights
- G. Stunting and Choreography
  - 1. There will be no use of outside choreographers. A current chapter member must choreograph the performance.
    - 1. Chapters who are believed to have violated this rule in any way will be subject to investigation and Panhellenic judicial procedures.
  - 2. All choreography must be original work. It cannot be copied from other dance groups and/or videos.
  - 3. Lifted students and tumbling are permitted in the performance.
  - 4. Thrown stunts – basket tosses, full downs, half downs, etc.—will not be permitted in any performance.
    - 1. Failure to follow this rule will result in a \$50 fine for each performance of an illegal stunt.
  - 5. The Executive Board has the right to approve or disapprove of any stunt or distasteful choreography.
- H. Background
  - 1. Each Chapter will select their own colors, image, or theme.
  - 2. The Executive Board has the right to approve or disapprove of any themes.
  - 3. Any images or video used must be approved by Memorial Hall.
  - 4. There will be no explicit language or imagery used in the backgrounds.

## II. Seating in Memorial Hall

- A. Chapters can reserve tickets in advance. Chapters with the highest amount of members in proportion to chapter size of tickets purchased by the date set by VP Special Events will get first pick of block seating in Graham Memorial. Multiple tickets purchased by one member of the chapter does

not count towards the proportion size. Seat picks will move down from highest proportion of members purchasing tickets down to lowest proportion.

### III. Judging

#### A. Selection

1. Selection of judges will consist of an employee of The University of North Carolina's Center of Excellence for Eating Disorders and up to four additional community and/or university members.

#### B. Criteria for Judging

1. Criteria for performance will be scored on a scale of 1-10.
  1. Costumes
  2. Cleanliness of Routines
  3. Creativity
  4. Presentation
  5. Energy
  6. Overall Performance

### IV. Scoring and Prizes

#### A. Additional points towards overall score

1. There will be at least one benefit night at a local business on Franklin St. prior to the event.
  - a. The chapter with the highest proportion of chapter members in attendance will receive 1 point towards their total score.
2. There will be a health event prior to Greek Groove for chapters to attend.
  - a. The chapter with the highest proportion of chapter members in attendance will get first choice for the performance lineup. Choice for order of appearance will move down from highest proportion of members attending down to lowest proportion.
  3. Chapters have the opportunity to fundraise for the event.
    - a. For every \$250 raised a chapter will receive 1 point to their total score.
    - b. Chapters may only receive a total of 4 points through fundraising.
  4. Chapters have the opportunity to buy T-shirts from the Panhellenic Council for the event. The chapter with the highest proportion of purchased T-shirts per chapter size will receive 1 point to their total score.

#### B. Scoring

1. Vice President of Standards will be responsible for collecting and tallying final scores for each chapter.

### C. Prizes

1. There will be a donation to the respective philanthropies of the top three winning chapters.
  - A. 1st place: \$1,000
  - B. 2nd place: \$500
  - C. 3rd place: \$250
2. In the event of a tie between chapters for a winning position, the chapters will split the prize money to their respective philanthropies.

## V. Deadlines and Delegate Roles

### A. Deadlines

1. Chapters must turn in theme, costumes, props, music, lighting, background video, and donation checks by the dates set by VP of Special Events.
  1. VP of Special Events will distribute deadline information in Captain's Packet.
2. In the event of more than one chapter submitting a similar theme and/or costume idea, the chapter who submitted it first will get priority.
3. Failure to meet deadlines will result in a deduction of one point from the respective chapter's final score for each missed deadline.
4. Donation checks will be accepted after the deadline, but points will not be awarded under any circumstances.

### B. Delegates

1. Delegates are responsible for getting sponsorships from local businesses.
2. Delegates are expected to actively assist Panhellenic Executive Board at Greek Groove.
3. Delegates are responsible for moving chapters according to the order of appearance on and off stage.
4. Delegates are responsible for taping off seating arrangements for chapters according to seating chart provided by VP Special Events.
5. All delegates must be present during dress rehearsal and Greek Groove.
6. All delegates must be present and assist with each benefit and health event.