

# **Standing Rules of Northern Illinois University Panhellenic Association**

**Adopted November 17, 2015  
by the Panhellenic Association  
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## Article I. Awards

- A. Greek awards are organized annually by the department of Fraternity & Sorority Life at Northern Illinois University.
- B. Individuals and Chapter can submit applications for awards.
- C. Awards take place as a part of the Kevin D. Knight Leadership Awards.
- D. Online application will be sent out to chapter presidents by the Director of Fraternity and Sorority Life..

## Article II. Code of Ethics

- A. See **Appendix A** for the Recruitment Code of Ethics of Northern Illinois University College Panhellenic Association.
- B. All students are expected to abide by the Northern Illinois University Student Code of Conduct (<https://www.niu.edu/conduct/student-code-of-conduct/index.shtml>)

## Article III. Recruitment Rules

- A. Determination of Campus Total- Campus total for NPC chapters is automatically adjusted every regular academic term.
  - a. Academic term in which primary recruitment is held (Fall academic term): Campus total is adjusted 48 HOURS (2 DAYS) following bid distribution during Formal Recruitment with the assistance of our RFM specialist. Total is adjusted to median chapter size (rounded to the nearest whole number).
  - b. Academic term in which primary recruitment is NOT held (Spring academic term): Campus total is adjusted within one week from the start of the academic term to median chapter size (rounded to the nearest whole number) with the assistance of our RFM specialist.. Chapters are required to submit updated rosters before the start of the academic term so total adjustment can occur.
- B. Formal Recruitment
  - a. Formal Recruitment takes place annually in the Fall academic term.
  - b. NPC chapters can choose to participate in Formal Recruitment.
  - c. Formal Recruitment Rules
    - i. See **Appendix B** for complete Formal Recruitment Rules document
    - ii. Formal Recruitment Rules are revised at the beginning of the Spring academic term following a Recruitment Rules round table with the membership committee (comprised of chapter Recruitment chairs with the Vice President Membership on the Panhellenic Executive Board as the chairman). Revised rules pertain to forthcoming Formal Recruitment during the following Fall academic term.
    - iii. Proposed changes are proposed in a Panhellenic Council meeting, tabled for a week, and voted on by the Panhellenic Council delegates of NPC

chapters. Acceptance of the document is granted by majority vote of NPC chapters of the Panhellenic Council.

C. Informal Recruitment

a. Continuous Open Bidding (COB) in Fall academic term

i. Following the completion of Formal Recruitment in the Fall academic term, those chapters whose total number of members including new members does not meet Campus Total as set by the Panhellenic Association within 48 hours (2 days) following bid distribution can COB until they reach Campus Total.

ii. NPC chapters that did not achieve quota during Formal Recruitment can COB to quota in the Fall academic term ONLY. Once quota is reached, chapters can continue to COB new members ONLY IF they have not reached Campus Total (however, they can only COB until Total is reached).

b. COB in the Spring academic term- NPC chapters that are not at Campus Total after it has been adjusted within one week of the start of the Spring academic term can COB to reach the newly set Campus Total.

Article IV. Judicial Procedures

A. Judicial procedures shall be followed in accordance with the NPC Unanimous Agreements.

B. See **Appendix C** for Northern Illinois University Panhellenic Association Judicial Board Guidelines and Procedures.

Article V. Social Events- All students are expected to abide by the Northern Illinois University On- and Off-Campus Social Events policies.

A. Northern Illinois University On-Campus Social Events policy:

[https://www.niu.edu/studentinvolvement/\\_files/on-campus-student-organization-events-policy.pdf](https://www.niu.edu/studentinvolvement/_files/on-campus-student-organization-events-policy.pdf)

B. Northern Illinois University Off-Campus Social Events policy:

[https://www.niu.edu/studentinvolvement/\\_files/off-campus-social-policy.pdf](https://www.niu.edu/studentinvolvement/_files/off-campus-social-policy.pdf)

C. Both the On- and Off-Campus Social Events policies are solely revised by Student Involvement & Leadership Development. Updated policies will be attached as revisions occur.

Article VI. Office Procedures

A. Forms due to Student Involvement & Leadership Development (SILD).

a. Fall Forms

i. Updated Roster- all NPC chapters must submit updated rosters prior to the start of the Fall academic term for RFM purposes for Formal Recruitment.

- ii. Notification of Conducting Intake (ONLY FOR NON-NPC ORGANIZATIONS) - if taking new members in Fall term (due Sep. 15)
  - iii. Notification of Abstaining from Intake (ONLY FOR NON-NPC ORGANIZATIONS) - if NOT taking new members in Fall term (due Sep. 15)
  - iv. Prospective Membership Forms (Anti-hazing and grade release)- each member must sign (due Nov. 15)
  - v. Roster Addition Form- to update roster for Fall term (due Nov. 15)
  - vi. Roster Removal Form- to update roster for Fall term (due Nov. 15)
  - vii. Letter of Good Standing from Nationals (NPC chapters only)
  - viii. Copy of current Insurance Certificate (NPC chapters only)
  - ix. Initiation List- due 1 week after initiation
- b. Spring Forms
- i. Updated Roster- all NPC chapters must submit updated rosters prior to the start of the Spring academic term to allow for automatic adjustment of total within one week of the start of the term.
  - ii. Notification of Conducting Intake (ONLY FOR NON-NPC ORGANIZATIONS)- if taking new members in Spring term (due Feb. 15)
  - iii. Notification of Abstaining from Intake (ONLY FOR NON-NPC ORGANIZATIONS) - if NOT taking new members in Spring term (due Feb. 15)
  - iv. Prospective Membership Forms-Anti-hazing and grade release- each member must sign (due Apr. 15)
  - v. Roster Addition Form- to update roster for Spring term (due Apr. 15)
  - vi. Roster Removal Form- to update roster for Spring term (due Apr. 15)
  - vii. Initiation List- due 1 week after initiation
- B. Student Association Procedures for Recognized Student Organizations- as recognized student organizations at Northern Illinois University, Panhellenic Association member groups are expected to follow Student Association procedures to remain in good standing with the university.

## Article VII. Traditions

- A. Recruitment Work Week
- a. Work Week is held annually during the week prior to the start of the Fall academic term. During this week, chapters and Recruitment Counselors separately prepare for Formal Recruitment.
  - b. Each NPC chapter plans their own work week. Recruitment Counselor Work Week is planned by the Head Recruitment Counselor.
  - c. All-Sorority Meeting

i. An All-Sorority Meeting is held the Wednesday of Work Week to gather all women's sorority members to welcome them into a new year, discuss regulations and policies of the Panhellenic Association, and to discuss important Recruitment topics.

1. All women's sorority members from the Panhellenic Council, National Pan-Hellenic Council, and United Greek Council are invited to attend the opening portion of the meeting not pertaining to Panhellenic topics.

2. Non-NPC Panhellenic chapters are asked to stay for Panhellenic topics but will be allowed to leave once Formal Recruitment becomes the topic.

ii. The All-Sorority Meeting is planned by the Director of Fraternity and Sorority Life.

iii. 50% attendance is required by each Panhellenic sorority. If 50% of the chapter is not in attendance, the chapter will lose the privilege of registering social events until notice by the Director of Fraternity & Sorority Life.

d. Mock Recruitment

i. Mock Recruitment is held the Friday of Work Week.

ii. Each NPC chapters is given a Recruitment practice round time in which Recruitment Counselors will act as a PNMs.

B. Women's Tugs

a. This event is held annually during the Fall academic term. The event is an intense tug-of-war competition between women's sorority members.

b. Women's sororities are invited to put together a team of 2 ropes of women (at least 16 women total).

c. The Panhellenic Executive Vice President Community Service and Events plans this event and communicates rules, regulations, and other event information with captains from each team.

d. Women's Tugs Regulations and Rules- see **Appendix D** for the complete Women's Tugs Regulations and Rules.

i. Women's Tugs Regulations and Rules are updated each fall academic term.

ii. The Vice President Community Service and Events meets with the Tugs captains in the fall academic term prior to the event to discuss possible changes to the document. The document with suggested changes is proposed to the Panhellenic Council and accepted by majority vote of the Panhellenic Council.

C. Greek Week

a. Greek Week is held annually during the Spring academic term. Greek organizations from each Greek council are put into teams. Teams compete in various competitions including but not limited to events such as Greek Olympics and Unity Stroll. Points are earned for teams that place in each event. At the end of the week, overall placements for Greek Week are awarded.

D. Other Special Events

a. Other special events will be implemented at the discretion of the Panhellenic Association when approved by majority vote.

Article VIII .Executive Officer Duties, Selection, and Transition

A. Executive Officer Duties

a. See the College Panhellenic Association Bylaws for a complete list of executive officer duties.

b. Revisions to the executive officer duties are suggested in the Fall academic term if necessary, or as the Panhellenic Association sees fit. The list of executive officer duties with suggested changes is proposed to the Panhellenic Association and accepted by majority vote of the Panhellenic Association.

B. Executive Officer Selection

a. Executive Officer selection takes place at the end of the Fall academic term following the passing of proposed bylaw revisions.

b. Officer selection process- The officers of the Panhellenic Executive Board shall be selected through a slating process at the end of Fall academic term.

i. Applications- All qualified applicants are urged to submit an application by the deadline as set by the current Panhellenic Executive Board. To determine the slate, the current executive board will review all officer applications. Only qualified, selected applicants will be asked to interview. If current executive board members choose to apply for officer positions for the upcoming year, they will not be allowed to interview candidates or participate in setting the slate.

ii. Interviews and recommended candidates on the slate-The current executive council will conduct interviews and recommend the best candidate for each executive office on the slate. These recommended candidates will be called to be asked if they would accept the nomination (agreeing to accepting the position if the slate is accepted by the Panhellenic Association). If anyone does not accept their position nomination, positions are reconsidered by the executive board until all nominees accept. If all nominees accepted the nomination or once all position nominations have been accepted, the slate is then proposed at the following Panhellenic Council meeting.

iii. Challenge process- Delegates are able to challenge any office on the proposed slate at the meeting in which the slate is proposed. During the

Panhellenic Association meeting following the Executive Council interviews, the Panhellenic President will announce the executive officer nominations from the slate and will ask for any additional nominations from the floor. This is the chapters' only chance to challenge the office nominees on the proposed slate. If a delegate chooses to challenge any office nomination on the slate, that chapter must nominate a Panhellenic woman who submitted an executive officer application in the slate nominee's place for that specific officer role.

1. If challenges occur-all nominees present will be asked to leave the room. The Panhellenic President will explain that the following conversation is to be kept confidential. The floor will then be opened to all present for pro-con-con-pros for each of the challenged officer nominees on the slate and the women nominated by the floor for those offices (the uncontested office nominees will NOT be discussed, only the nominated candidates for the challenged offices). These pro-con-con-pro statements should be specific to the office being discussed. Once statements are made, the Panhellenic President will ask for a motion to vote on the unchallenged offices (as a whole) on the slate the following week, as well as vote on ALL nominations for the challenged offices. Paper ballot will be used to vote on the challenged offices. The motion must be made and seconded. These two votes would then take place at the following Panhellenic Council meeting.

2. If no challenges occur- the Panhellenic President will ask for a motion to table the slate for a vote the next week. A motion and second must follow. Once the motion is made and seconded, each officer nominee will then be voted upon at the following Panhellenic Association meeting.

- c. See **Appendix F** for the complete slating packet document which includes office holding limitations, position duties, and officer requirements. These are can be viewed in the bylaws as well.

- d. Revisions to this slating packet are completed by the Panhellenic President each fall academic term prior to announcing Executive Officer applications. Revisions consist of updating office holding limitations as accepted during bylaws revision and position duties if changes to duties were accepted. Other changes include updating the dates in the packet and changing the packet's structure if necessary.

#### C. Officer Transition

- a. Newly slated Executive officers are trained on their new roles by the existing executive board at the last two Executive Board meetings of the Fall academic term.



b. Newly slated Executive Officers are formally transitioned into their new roles at the last Panhellenic meeting of the Fall academic term when they trade places with the existing Executive Officers.

## Article IX. Recruitment Counselor Selection, Qualifications, and Expectations

### A. Selection

a. Head Recruitment Counselor and Recruitment Counselor Selections occurs mid-Spring academic term for Formal Recruitment during the forthcoming Fall academic term.

b. Head Recruitment Counselor section process-

i. The Head Recruitment Counselor for Formal Recruitment are chosen through an application and interview process led by the Panhellenic Vice President Membership. All qualified applicants are urged to submit an application by the deadline as set by the Panhellenic . The current executive board will review all Head Recruitment Counselor applications. Only qualified, selected applicants will be asked to interview. Panhellenic's Vice President Membership, President, and other members of the executive board will conduct interviews. The most qualified applicant will be chosen as the Head Recruitment Counselor.

ii. Any application for the Head Recruitment Counselor that was not selected for the position may be offered a position as a Recruitment Counselor.

c. Recruitment Counselor section process- The Recruitment Counselors for Formal Recruitment are chosen through an application and interview process led by the Panhellenic Vice President Membership. All qualified applicants are urged to submit an application by the deadline as set by the Panhellenic . The current executive board will review all Recruitment Counselor applications. Only qualified, selected applicants will be asked to interview. Panhellenic's Vice President Membership, President, and other members of the executive board will conduct interviews. The most qualified applicants will be chosen as Recruitment Counselors.

### B. Qualifications

a. Applicants must have participated in a fall Formal Recruitment from the Panhellenic side.

b. Applicants must have a 2.5 cumulative GPA and be in good standing with their chapter

c. Once selected, Recruitment Counselors must attend all workshops and events tentatively scheduled for the week before Fall semester classes begin.

d. Recruitment Counselors will be required to completely disaffiliate from their chapter.

e. Applicants must possess a genuine interest in being an exemplary example of the Sorority Community as well as abide by the Panhellenic Bylaws, Standing Rules, and Recruitment Rules.

C. Expectations- see **Appendix G** for Recruitment Counselor Contract, which outlines expectations of Recruitment Counselors.

D. Chapters are discouraged from restricting members from applying to be a Recruitment Counselor if they express interest in doing so..

E. In the interest of balancing the needs chapters with the needs of the Panhellenic community, each chapter must have 10% of its spring membership (rounding up) apply and attend the interview to be a Recruitment Counselor. Failure to provide enough candidates for interviews will result in a fine.

#### Article X. Scholarship

A. Each chapter must meet the All Greek average GPA or show improvement of .5 or higher, or else they do not receive a table at the Greek Barbecue in the Fall academic term.

B. The chapter with the most improvement receives an award, by the choice of the Panhellenic Association Executive Board.

#### Article XI. Sisterhood

A. There must be one sisterhood with the entire Panhellenic Association where all chapters are represented equally in attendance. If a sorority does not have the required members in attendance, they will pay a fine, subject to the price of the event.

B. Each academic term, sororities will be randomly paired up to have a combined sisterhood event. Chapters are required to provide proof to the Executive Vice President that they had a combined sisterhood with their paired chapter.

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Appendix E. Executive Officer Slating Packet

Appendix F. Recruitment Counselor Contract

## Appendix A

### RECRUITMENT CODE OF ETHICS OF NORTHERN ILLINOIS UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION

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

We, as Panhellenic women of Northern Illinois University, agree on and commit to:

- Uphold and demonstrate the panhellenic spirit in thought, word and action through our chapters as well as individual members.
- Demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the College Panhellenic, each inter/national organization and our institution.
- Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference.
- 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.
- Recognize friendly relations with all collegiate women, both sorority members and nonmembers, realizing the importance of creating and building friendships.
- Plan recruitment events that provide opportunities for the greatest possible number of women to become sorority members while protecting the rights and privileges of individuals and the chapters.
- Provide a safe, positive and enriching recruitment experience, understanding that membership is a social experience arrived at by mutual selection.
- Strive to be truthful, honorable, open and friendly to all potential new members during all recruitment events.
- Be respectful of the rights of every potential new member to make her own choices, including the right not to join the women's sorority community.
- Refrain from limiting a potential new member's chances of becoming a member of the Panhellenic community by encouraging her to make a single intentional preference or to limit her choices.

We, as Panhellenic women of Northern Illinois University, also agree on and commit to:

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

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

Date adopted: 4/3/2019

## **Appendix B.**

### **RECRUITMENT RULES OF NORTHERN ILLINOIS UNIVERSITY PANHELLENIC ASSOCIATION**

*NOTE: The code of ethics from your campus is the suggested introduction to the recruitment rules template. Attach recruitment dates/event schedule and list of fines as separate documents to be updated/voted on annually.*

#### **I. Statement of Positive Panhellenic Contact**

*NOTE: All College Panhellenics should promote and encourage personal and informative panhellenic-spirited contact with potential new members at all times, year round. Strict silence is intended for a short period — not more than 24 hours — from signing the membership recruitment acceptance binding agreement (MRABA) until bid distribution. Additional silence rules are not desirable, because they can suppress participation in recruitment and stunt growth in your Panhellenic community. Panhellenics are encouraged to eliminate all silence and no-contact statements from their recruitment rules, except for the strict silence required during the short time period between preference events and bid distribution. All member organizations are expected to display ethical behavior at all times. Ethical behavior means adhering to local Panhellenic rules as well as NPC policies. It means holding yourself and others accountable to make good choices in your actions. Ethical conduct promotes parity for all member organizations through fair play.*

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

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

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

#### **III. Statement of Values-Based Recruitment**

*NOTE: The purpose of values-based recruitment is to focus on meaningful conversations with potential new members and recruiting/pledging women who will have a positive impact on chapters and the Panhellenic community. NPC has a policy on values-based recruitment and encourages Panhellenics to incorporate this concept into all recruitment styles. Nonessential features should be removed from the process, and the focus of membership recruitment should be on the values, benefits and obligations of membership for each organization.*

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

1. Engage in values-based conversations.
2. Choose recruitment activities and behaviors that reflect the core values of our organizations.

3. Make informed choices, based on shared values, about potential new members.
4. Educate potential new members about the values, benefits and obligations of sorority membership.

In accordance with NPC policy, Northern Illinois University recruitment events do not include skits, elaborate decorations and costumes.

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

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

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

#### **V. Statement of Automatic Reset of Total**

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

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

#### **VI. Recruitment Rules**

Per the Unanimous Agreements, the following items are being emphasized:

1. NIU Panhellenic Council shall prohibit the use of alcoholic beverages in membership recruitment and bid day activities starting at midnight the day of the first round, lasting until 8 a.m. the morning following Bid Day.
2. NIU Panhellenic Council shall prohibit the participation of men in membership and bid day activities.
3. All members, including alumnae and new members, shall be bound by the NIU Panhellenic Council rules governing membership recruitment.
4. The rules in this document pertain only to recognized NPC groups that participate in formal recruitment.

ICS Campus Recruitment will be used during the formal recruitment process.

#### **VII. Silence**

##### Summer Contact:

Begins last day of spring semester finals until Monday before fall classes begin. Summer contact allows for friendly conversation, including recruitment, however, no chapter promotion should be made. Friendly conversation is to be brief, polite, and courteous. Encouraging women to go Greek, and talking highly about our Fraternity and Sorority community is okay. Beginning in May(5/1), chapters will not be allowed to follow any PNMs on social media. If more than three PNMs are followed by a chapter's social media account, or by members of the chapter, they will be penalized (see Strict Silence for penalizations).

### Formal Silence:

Begins the Monday before fall classes begin and lasts until the 1<sup>st</sup> event of preference. Formal silence allows for friendly conversations, including recruitment; however, no chapter promotion should be made. Friendly conversation is to be brief, polite, and courteous. During this time, chapters can NOT hold events that PNMs could attend (Ex. Chapters can't hold a bbq or car wash that is open to the public but a planned annual philanthropy event is okay). All Facebook accounts should be at the highest privacy setting and names changed from 12:01 A.M. the first day of work week until 12:01 A.M the day after Bid Night. All sorority women should have all social media accounts set to the highest privacy settings. At this time, Gamma Chis and Panhellenic Executive Council members should also have their names changed on all social media to something unrecognizable(ex. Melly Belly instead of Melanie Brewer). Gamma Chi's cannot have anything on their profiles that identifies them to a house.

### Strict Silence:

Begins with the end of the last preference event and lasts until Bid Day begins. This means there will be no talking, e-mailing, texting, etc. amongst chapter members and PNMs outside the chapter house. If a PNM asks about recruitment, please be courteous and instruct her to discuss her concerns with her Gamma Chi. Facebook accounts need to be on the highest privacy setting, and no last names should be present. All names should be changed to something unrecognizable, as stated in the Formal Silence section. In addition, all social media accounts should still be set to the highest privacy setting and Gamma Chis and Panhellenic Executive Council members should still have their names be something unrecognizable on all social media accounts (this includes Twitter and Instagram). If a chapter's social media account or members of a chapter follow more than three PNMs after April starting date, they will not be aloud a brag table at one of the info sessions. If five PNMs are followed, the chapter will not get a table at the Greek BBQ and will be fined \$100.

## **VIII. General Rules**

### Recruitment Events and Parties

1. A \$35 registration fee will be charged for all PNMs interested in participating in formal recruitment.
2. All donated and purchased material must be included in the total chapter spending budget allowed, which is \$2500. Your total spending budget should include items such as food, beverages, utensils, plates, napkins, philanthropy project supplies, donations, nametags, clothes that are uniform and ordered in bulk, etc. **Bid night and any videos created are not included in this budget.**
3. An estimated, itemized list of all expenditures should be turned into the Vice President of Membership on the Monday prior to recruitment.
4. It is not permitted to lie, give negative personal opinions, or talk about any chapter in a negative way. This is considered trash talking and the infraction charge will be left to the discretion of the recruitment infraction mediators.
5. A final list of all expenditures and receipts should be turned into the Vice President of Membership. This should be done at the Panhellenic meeting following the end of formal recruitment.
6. Each chapter shall submit \$25 per Gamma Chi to be paid the Monday prior to formal recruitment, to cover 3 meals for Gamma Chis during formal recruitment.
7. Transportation for PNMs to formal recruitment will be the responsibility of the Panhellenic Association.
8. Each chapter shall designate and properly indicate three chairs and a space for the Gamma Chis to occupy during events near the front entryway to the chapter. On Day 1 and 3, 1 chair also needs to be placed on each floor that will be shown. Gamma chis will sit in these chairs designated on each floor on days 1 and 3, but 3 chairs should also be placed in the entryway to the chapter on these days. Chairs need to be placed in an area that Gamma Chis are able to see from and observe what is going on.

- a. Gamma Chis will remain in designated area for the duration of the event and will not be permitted to wander throughout the event or facility. On Day 1 and 3, Gamma Chis will be placed on each floor of the house in the designated chairs. If there are more Gamma Chis than floors, the additional Gamma Chis will sit in the chairs designated in the entry way on these days.
- B. The VP of membership, the Director of Fraternity and Sorority Life, and all of the Panhellenic Executive Board are permitted to walk freely through all houses at ANY time in any rooms that are being shown to PNMs.
9. Alumna may be present at the recruitment events, but are not allowed to talk to PNMs during the recruitment events. Alumnae must be clearly identified by a nametag.
10. The only writing permitted on individual cars is "Go Greek".
  - a. If a chapter chooses to write on their vehicles, "GO GREEK" is the only thing permitted.
  - b. No letters should be painted or written anywhere on an individual's car. Car decals and license plate frames are okay.
11. Chapters will follow all bylaws set forth by the Panhellenic Council regarding infraction procedures.
12. Chapters will purchase shirts to wear on Philanthropy Day for all members who will be recruiting PNMs.
13. If a PNM is talking negatively about a chapter she can get a strike from a Gamma Chi. If a PNM receives three strikes she will be asked to leave recruitment.
14. No sorority woman is permitted to wear fraternity rush shirts at all at any time.
  - a. All sorority women should refrain from wearing any fraternity letters during the formal silence period of recruitment.
15. Each chapter may have ONE BRAG TABLE in the house and approved centerpieces are permitted on tables. These are the only decorations allowed that are not part of the house. There will be no outdoor decorations at all. A trophy case will not be considered a brag table.
  - a. Brag table may be changed daily to reflect the focus of each day's event.
16. If a PNM does not attend a party during a round, she will automatically be withdrawn from Formal Recruitment.

## **IX. Specific Event Rules**

### Round One (Open Events): Friday

1. During the Open House Events, ONLY beverages may be served. These drinks will be approved the Monday prior to recruitment.
2. Each chapter may have ONE BRAG TABLE in the house. This is the only decoration that is not part of the house that is allowed. There will be no outdoor decorations at all besides for centerpieces. A trophy case will not be considered a brag table.
3. House tours (or virtual tours) may be conducted on this day.
4. This will be the only day PNMs may be allowed to enter bedrooms (if applicable). ONLY one floor of bedrooms will be permitted to be open for viewing.
5. Events will be restricted 1-2 rooms approved by the Panhellenic Recruitment Staff the morning of the event.
6. The dress code for this round is business casual. No denim or sweats are allowed.

### Round Two (Philanthropy Events): Saturday

7. Beverages and a light snack may be served. These items will be approved the Monday prior to recruitment.
8. Philanthropy parties will be conducted on this day; the Vice President of Membership will be notified of all projects the Monday prior to recruitment. Projects should consist of making items that will be donated to a national or local charity.



9. Events will be restricted 1-2 rooms approved by the Panhellenic Recruitment Staff the morning of the event.
10. The dress code for this round is casual. Chapters will wear purchased t-shirts for this round. No sweats allowed.

Round Three (Preference Round): Sunday Morning

1. Each chapter may serve a small breakfast item(EXAMPLES: donuts, bagels, fruit, yogurt, munchkins) at each event. These items will be approved the Monday prior to recruitment.
2. If a PNM attends a chapter's preference round, she must appear somewhere on that chapter's formal bid list.
3. Events will be restricted to 2-3 rooms approved by the Panhellenic Executive Council the morning of the event.
4. The dress code for this round is dress to impress.

Bid Day Event: Sunday Evening

1. No gifts are to be given out by any chapter to individual PNMs.
  - a. If gifts are given to new members, it is appropriate to give it to them when you arrive back at your chapter house.
2. Bid Day is not included in the Recruitment budget.
3. The dress code for this round is casual.
4. All new members must be back at their own residence by midnight (All bid day activities must end at this time).
5. Transportation from Bid Day to individual chapter houses is at the discretion of the chapters themselves; however, there will be no use of limousines or party buses. There must be enough seatbelts for each new member and active member.
6. No chapter members or new members participating in the reveal ceremony should wear or bring anything that can be detrimental to the environment in which the reveal is taking place. This includes, but is not limited to: glitter, beads, candy, etc.
7. All members (new and active) must follow city laws

Post Recruitment

1. Campus total for NPC chapters will be automatically adjusted 48 hours (2 days) following bid distribution to average chapter size.
2. A final list of all expenditures and receipts should be turned into the VP of Membership. This should be done at the Panhellenic meeting following the end of formal recruitment.
3. All PNMs, Gamma Chis, Panhellenic members, Alumnae Advisors, Recruitment Chairman, and New Members shall complete post recruitment surveys and assessments by the last day that infractions can be submitted (2 weeks following bid day).
4. An after action review roundtable will be arranged to discuss things that have worked well and areas of improvement.

**X. Infractions**

Recruitment infractions will be handled per the Unanimous Agreements. Monetary fines will be imposed for violations as follows:

POSSIBLE INFRACTION	FINE
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Late Gamma Chi/PHA Executive Council member to training session, PR events, recruitment events	\$10.00 personal fine
Gamma Chi/PHA Executive Council no-show to member to training session, PR events, recruitment events	\$15.00 personal fine
Gamma Chi/PHA Executive Council seen wearing chapter letters or promoting individual chapter on social media	\$50.00 personal fine
Lack to provide Gamma Chis (at least seven per chapter)	\$25.00
Any additional room or floor that is used in violation of the Recruitment Rules	\$50.00
Gamma Chi/PHA Executive Council pictures being uncovered	\$10.00/face

Budget Infractions:

Failure to submit a preliminary budget (due the Monday before formal recruitment)	\$50.00
Failure to submit a final budget with receipts (due at Panhellenic Council meeting after recruitment)	\$50.00
Late Budgets	\$5.00/day
Over Budgeting	For every \$1.00 over the budget, a \$2 fine will be assessed

Late Parties:

Each early/Late party (1 <sup>st</sup> day)	\$10.00
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Each early/Late party (2 <sup>nd</sup> day)	\$15.00
Each early/Late party (3 <sup>rd</sup> day)	\$20.00

-Early parties are defined as parties that do not begin at the time specified in the most updated recruitment schedule. Late parties are defined as parties that go over the specified time allotted by the most updated recruitment schedule.

-Parties that start before the specified start time must only last for the allotted time of that round. Parties that start late must end at the designated time for that round. Example: If a party starts 1 minute early, it must end one minute before the designated time. If a party starts one minute late, it must still end at the designated time.

Late Party Initiation, Bid Lists and Flex Lists:

1-15 minutes	\$50.00
16-30 minutes	\$75.00
31-45 minutes	\$100.00
46-75 minutes	\$150.00
76-90 minutes	\$200.00
91+ minutes	\$300.00
**Plus \$50.00 fine assessed for every 15 minutes thereafter**	

-A list is not considered "turned in" unless the invite list and the flex minus list are turned in and show as a final save in ICS.

Gamma Chi withdraw from formal recruitment or removal of a Gamma Chi: \$150.00

-That is not approved by the VP Membership, Director of Fraternity and Sorority Life, and the Fraternity and Sorority Life Graduate Assistant

-In the case of withdrawal or removal of Gamma Chi, any sanctions will be at the discretion of the recruitment infraction mediation team.

Social Media: \$25 individual fine

-Starting August 15, 2016 at 12:01 A.M., all sorority women (chapter women and recruitment staff-Gamma Chis and Panhellenic Executive Council Members) will be required to set all social media accounts to the highest privacy setting. At this time, Gamma Chis and Panhellenic Executive Council members should also have their names changed on all social media to something unrecognizable (ex. Melly Belly instead of Melanie Brewer) and nothing with their chapter of affiliation can be in their profile picture or bio. This will run until XXXXXXXX at 12:01 A.M. If a chapter or and active member follows more than 5 PNMs it will result in a \$100 fine.

Improper Conversation/Dirty Rushing: \$50 fine/occurrence

-Improper conversations and dirty rushing includes but is not limited to asking for PNM phone numbers, adding PNMs on social media, trash talking other chapters, providing any false information on other chapters, asking PNMs how they are ranking other chapters, inviting PNMs over, promoting one's individual chapter prior to recruitment, mentioning informal recruitment, encouraging a PNM to drop recruitment, and giving an oral bid such as "this is your home", "we hope to see you tomorrow", "I'll see you later".

Hotboxing: \$10.00

-3 or more chapter women talking to a PNM at the same time for a period lasting more than 60 seconds during a formal recruitment event. For each occurrence, chapters will be charged.

Frills: \$25.00 per day and per party

-A frill is described as something that is desirable but not a necessity. In terms of Panhellenic, a frill is anything that is added to the chapter house or any campus building being used during recruitment for unnecessary purposes that will not be present after recruitment.

Such as:

1. Playing music.
2. Having balloons, Christmas lights, fish bowls on the tables, etc.

-Centerpieces must be presented a week before recruitment to the Panhellenic Executive Council. Centerpieces and table cloths must be approved by VP of Membership.

Glitter: \$25/violation

-Glitter is NOT permitted on any informational session materials and can NOT be worn on bid night.

Chalking: \$15.00 for failure to chalk

-If it rains at any time within the week after chalking is completed, chalking needs to be re-done within 2 days of rain. There is a \$15 fine if chalking is not re-done within those 2 days. Chapters need to send photos into the VP of Membership to prove chalking.

Wearing of Chapter Letters: \$50.00 fine for the chapter house

-Letters may be worn during Involvement Fair (the daytime event), Greek Life BBQ, and President's Picnic.

- Letters will NOT be allowed to be worn during the night events of Welcome Days

1. This includes: clothing, accessories, backpacks, jewelry, etc. During these events women must support the Panhellenic Spirit. Although encouraging women to go Greek is allowed, they should not promote any individual chapter.

-Chapter letters are NOT to be worn during Freshmen Move-In (Move-In shirts will be provided) but accessory items such as lavalieres and hats are okay.

-The Vice President of Membership will designate days in which chapter members are expected to wear the provided "Go Greek" shirts. Chapter members should not, under any circumstance, wear their own chapter letters on these days.

#### Sorority women wearing a Fraternities Letters/Apparel: \$10.00/shirt

-Any Panhellenic sorority woman, whether disaffiliated or not, are not permitted to wear any shirt with Fraternities letters.

-Ex. No wearing a shirt saying "Rush Fiji".

-Wearing fraternity rush shirts is forbidden in the Panhellenic Unanimous Agreements

-However, wearing a homecoming, philanthropy or TUGS shirt with sorority and fraternities letters is allowed.

### **XI. Disaffiliation Rules**

The following guidelines are to help the chapters and the Panhellenic /Recruitment staff through the weeks prior to and during the recruitment process.

1. Disaffiliation shall begin the Sunday prior to freshman move in.
2. Panhellenic/Recruitment staff (Panhellenic Executive Board and Gamma Chis) may not wear letters out of their chapter houses, including jewelry (rings, lavalieres, bracelets), car stickers and key chains. Generic philanthropy t-shirts may be worn, these t-shirts must have been offered to all chapters. (Keep explanations of philanthropies general).
3. Beginning at 12:01 a.m. on the first day of work week, Facebook profiles must be deactivated and all other social media accounts should be set to the highest privacy setting and Gamma Chi and Panhellenic Executive Council names on social media accounts should be unrecognizable (ex. Melly Belly).
4. Panhellenic/Recruitment staff may not be seen in any public area with
  - a) A woman from her chapter wearing her letters,
  - b) More than two women from their chapter,
  - c) May not stay and mingle with your chapter for long periods of time (when seeing chapter members on campus). Say hi and then move on.
5. Panhellenic/Recruitment staff may go out with up to 2 women from their chapter (as long as letters aren't worn). If there is a social event prior to Recruitment, the Recruitment Staff must not dress to the theme or if dressed to the theme, they need to leave and change before the end of the event.
6. Panhellenic/Recruitment staff is allowed to attend chapter meetings, but must leave the meetings when issues of recruitment are discussed. Please keep Panhellenic Staff involved in other chapter activities.
7. No chapter shall discuss their collegians that are members of the Panhellenic Executive Board and Gamma Chis during Recruitment.
8. Panhellenic/Recruitment staff may receive rides to class as long as there are no chapter letters on the vehicle and there are no more than two chapter members in the vehicle.
9. All Panhellenic Council recruitment activity is dry (alcohol is not present); therefore, Gamma Chis will not consume alcohol from the first day beginning formal recruitment until 8:00 a.m. the day after Bid Day.
10. If a Panhellenic/Recruitment staff (Panhellenic Executive Board and Gamma Chis) is a tugger, they may not attend formal practices held outside until after formal recruitment silence has ended.

### **XII. Gamma Chi Rules**

A Gamma Chi is a sorority woman who has been chosen to disaffiliate during the recruitment process to help PNMs through their formal recruitment. Each chapter shall provide at **least 10% of its spring**

membership total (rounding up) to go through the application and interview process. After being interviewed by Panhellenic Executive Council members, the Gamma Chis will be chosen. The number of Gamma Chis per chapter is dependent on their suitability for the position.

1. Gamma Chis must not give their chapters Recruitment chair information concerning what events PNMs are attending or what sororities are of interest of the PNMs.
2. Gamma Chis must not tell PNMs any quotas, or give out any information as to the number of legacies that a chapter will bid.
3. A Gamma Chi may not return to her chapter after the rounds have ended unless she has been dismissed by the Panhellenic President.
4. The VP of Membership will remove any Gamma Chi for failure to fulfill the obligations and duties of the program.
5. At no time can you reveal what chapter you belong to, admit to belonging to a particular chapter, nor can you influence a potential member in the direction of any particular chapter.
6. All Gamma Chis will be referred to by first names only.
7. You are on your honor not to discuss any PNMs going through recruitment with your sorority sisters.
8. Once signing the disaffiliation contract, you are locked into being a Gamma Chi unless you are withdrawing from your chapter or NIU, or you have another reason that is approved by the VP Membership, Director of Fraternity & Sorority Life, and the Fraternity & Sorority Life Graduate Assistant.

## **XII. Handling Infractions of Rules and Other Violations for Membership Recruitment per the NPC Unanimous Agreements**

Each Panhellenic Association shall establish a Judicial Board and shall establish procedures for handling infractions of NPC Unanimous Agreements, the Constitution and Bylaws of the Panhellenic, violations of either campus Panhellenic membership recruitment rules or NPC Unanimous Agreements relating to membership recruitment and other infractions that reflect unfavorably upon the Panhellenic. The Guidelines for the NPC Judicial Process provide a comprehensive outline for complying with these provisions relating to the handling of violation.

### **A. Informal Discussion**

1. When a member group of the Panhellenic Association, a membership recruitment counselor, a potential new member, or the Panhellenic advisor believes that there has been an infraction of either the NPC Unanimous Agreements concerning membership recruitment or the campus Panhellenic recruitment rules, the reporting party should make an information documentation of the alleged violation and alert the Panhellenic Advisor or Associate Director of Fraternity and Sorority Life. One of these two Panhellenic representatives will move forward with an informal discussion to address the issue at hand.
2. If Informal Discussion does not resolve the issue, or a second offense of the same violation is submitted, an official infraction report shall be filed.

### **B. Filing reports of violations**

1. When a member group of the Panhellenic Association, a membership recruitment counselor, a PNM, or the Panhellenic advisor believes that there has been an infraction of either the NPC Unanimous Agreements concerning membership recruitment or the campus Panhellenic recruitment rules, a detailed written report signed by the President of the member group or the individual, signifying time, place, and witnesses to the alleged infraction, shall be submitted to the President of the Panhellenic Association and the Panhellenic Advisor.
2. The Panhellenic President and the Panhellenic Advisor shall review the "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 the proceeding.

### C. Formal Incident Report Procedure

#### 1. Membership Recruitment Violation

a. When a formal membership recruitment infraction against any party is submitted, the Panhellenic Association President shall consult with the Panhellenic Executive Committee. The Executive Committee shall examine the written report and determine whether or not the report shall be endorsed as stating a valid complaint.

b. Within 24 hours or on the next school day after receiving the endorsement of a report from the Panhellenic Executive Committee, the Panhellenic Association President shall see that the accused member group, as well as the Panhellenic Advisor and NPC area advisor receive a copy of the Notification of Infraction report. The Panhellenic advisor and NPC Area Advisor should also receive a copy of the infraction report.

c. Within 30 days of the end of formal recruitment, the Panhellenic President shall announce the schedule for mediation.

## Appendix C

### **Northern Illinois University** **Panhellenic Association Judicial Board**

#### I. Organization and Function

- A. Any judicial board organization and operating plan selected or developed by the Panhellenic Association must be used in conjunction with NPC Unanimous Agreement VII, the College Panhellenic Association bylaws and other governing documents, the code of ethics, membership recruitment rules/guidelines and the standing rules.
- B. The goal is to create a document that fits the needs of the Panhellenic Association and the campus. There are certain items required by the NPC Unanimous Agreements that must be included. Those items are noted.

#### II. Establishment

- A. In accordance with the College Panhellenic Association Bylaws and the NPC Unanimous Agreements, the judicial board is composed of six (6) collegians from the Panhellenic Association member organizations and the Panhellenic president as a nonvoting ex-officio member.
- B. A judicial board should be representative in size of the Panhellenic Association. No less than three (3) members and no more than nine (9) members. You can rotate participation in judicial board hearings based on your number of trained board members and the number of cases to be heard each year. Judicial board members should recuse themselves or not participate in a hearing if it involves a conflict of interest.

#### III. Judicial Board Members

- A. Members Include:
  1. Chairman – Executive Vice President; votes
  2. Vice Chairman – may be elected or appointed; votes
  3. Six (6) members representing sororities holding regular or associate (if provided for in the College Panhellenic bylaws, Article III) membership in the Panhellenic Association; each member votes
  4. Panhellenic President – ex-officio member; does not vote unless there is a tie
- B. The Panhellenic executive board, appoints, through an application and interview process, all collegiate members to the Panhellenic judicial board.
- C. A Panhellenic judicial board member must be an initiated, undergraduate member in good standing according to the definition of her chapter at the time of appointment and throughout her term.
- D. Judicial board members participate in training about the purpose of the board, the rules and regulations of the board monitors, the procedures to follow, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberating and sanctioning.
- E. No more than two (2) members from each sorority or associate organization may serve on the judicial board.



- F. The Panhellenic president serves as a nonvoting ex-officio member of the judicial board. If the Panhellenic president cannot attend a meeting, she will appoint a remaining member of the executive board as a representative to attend in her place.
- G. The Vice Chairman will assume the duties and responsibilities of the Chairman in cases where the Chairman must be recused because of a conflict of interest. In cases where both the Chairman and the Vice Chairman must be recused, the remaining judicial board members will select a member to serve as chairman. A judicial board member serves as secretary and takes minutes of hearings. This responsibility may rotate among judicial board members.

#### IV. College Panhellenic Judicial Board Duties

##### A. The Panhellenic Judicial Board:

1. Handles all alleged violations of the NPC Unanimous Agreements and the Panhellenic Association bylaws, code of ethics, membership recruitment rules/guidelines, standing rules and any other governing documents.
2. Educates member sororities about the Panhellenic judicial process.
3. Participates in training designed to educate judicial board members about the purpose of the board, the rules and regulations of the board monitors, the procedures to follow, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberating and sanctioning.
4. Conducts a fair hearing with impartial judicial board members following the Unanimous Agreement VII – College Panhellenic Association Judicial Procedure.
5. Maintains confidentiality throughout the judicial process.
6. Creates and maintains proper documentation. The Panhellenic president retains documentation for three (3) years.

##### B. The Panhellenic Judicial Board Chairman:

1. Coordinates the training of the judicial board members with the Panhellenic president.
2. Implements Unanimous Agreement VII – College Panhellenic Association Judicial Procedure.
3. Determines whether any collegiate judicial board members need to be excused or recused from serving because of a conflict of interest. The Panhellenic president will determine whether the Chairman needs to be excused or recused from serving because of a conflict of interest.
4. Provides involved chapters with a copy of Unanimous Agreement VII – College Panhellenic Judicial Procedure.
5. Presides at judicial hearings.

#### V. Judicial Board Hearing

- A. The purpose of a judicial board hearing is to resolve an alleged violation of the NPC Unanimous Agreements, the Panhellenic Association bylaws, membership recruitment rules/guidelines, code of ethics, standing rules and any other Panhellenic Association governing documents. In all cases, the primary goal is to reach a fair and equitable decision based a peer review.
- B. Follow these guidelines as established in Unanimous Agreement VII:
  1. Judicial board hearings are closed to the public.

2. Participants in the judicial board hearing are representatives from each sorority involved. No more than three (3) people, including a chapter advisor/leadership consultant, represent either party and/or each sorority involved at a hearing.
  3. There may be some instances when more than one chapter files an infraction on another chapter. If there are multiple accusing parties, the accusing parties should choose no more than three (3) people to represent all accusing parties filing infractions, including chapter advisers/leadership consultants.
  4. In cases of infractions for which a college Panhellenic officer or another individual has information regarding the infraction and did not file it, then the person attends the hearing only for the purpose of presenting the information, after which he/she is excused from the hearing.
  5. Take minutes during the judicial board hearing.
  6. Assess penalties/sanctions to fit the nature and degree of the offense.
  7. Present information on the appeals process at the close of the judicial board hearing.
  8. All parties must sign a summary of the hearing proceedings on the College Panhellenic Judicial Board Hearing Summary Report indicating the outcome of the hearing. Forms are available on the NPC website. The Panhellenic president retains a copy for the next three (3) years. Within 24 hours of completing the hearing, the Chairman sends a copy of the College Panhellenic Judicial Board Hearing Summary Report to the parties designated on the form.
  9. Use proper notification and reporting forms.
  10. All documents associated with an investigation or judicial board hearing shall be kept in a confidential location for three (3) years by the Panhellenic president.
  11. Votes will be taken by voice. Should there be a tie, the Panhellenic president as the nonvoting ex-officio member, will break the tie.
- C. Additional guidelines may include:
1. Witnesses are called one at a time and may remain in the hearing room only during their testimony.
  2. After the hearing, the judicial board members hearing the case and the Panhellenic president go into an executive session for deliberations.
  3. 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 Hearing Summary Report and the official oral statement given by the Chairman to the parties.

#### VI. Judicial board hearing – Order of Events

1. Call to order by the Chairman.
2. Introductions.
3. Charges read by the Chairman.
4. Opening statement by accuser (may limit time).
5. Opening statement by accused (may limit time; this statement, at the option of the accused, may be deferred until the accuser completes presentation of witnesses).
6. Accuser calls witnesses one at a time; accused may question any witness.
7. Accused calls witnesses one at a time; accuser may question any witness.
8. Judicial board members may, at any time, ask questions of the witnesses.
9. Closing statement by the accuser (may limit time).
10. Closing statement by the accused (may limit time).

11. Judicial board members enter executive session for deliberation. Only judicial board members hearing the case and the Panhellenic president remain in the hearing room.

12. Chairman restates the charges.

13. Chairman puts the motion before the board members as follows: "The motion before the member is: Is [organization name] responsible of the charge of violating [state the rule that was violated]?" If there is more than one rule alleged to have been violated, handle each violation in a separate motion. Read each specification and then the charge, open it to debate, and vote on it separately.

14. Chairman requests motions from the judicial board members. Handle items 12, 13, and 14 one motion at a time if more than one incident is being presented.

15. Discuss motions.

16. Vote on motions. Judicial board members verbally vote "yes" or "no" on each motion.

17. A responsible outcome requires a majority of the judicial board members.

18. If a chapter is found responsible of the charges, the judicial board must then determine the appropriate sanctions following the guidelines established in the Unanimous Agreement VII – College Panhellenic Association Judicial Procedure. If the documents or policies do not provide guidance as to sanctions, the judicial board may determine sanctions appropriate to the severity of the violation. A judicial board member makes a motion for a sanction she believes is appropriate. This motion is debatable and amendable. A majority vote is required to adopt the motion concerning sanctions.

19. Reconvene the hearing and read the judicial board's decision to the complaining and accused parties. Witnesses are not in attendance at this time.

20. Record the finding and/or sanctions in writing on the College Panhellenic Judicial Board Hearing Summary Report, which is signed by the parties listed on the report.

21. When the decision is read, provide information regarding the appeals process using the College Panhellenic Appeal Notice.

## VII. Appeals Process

A. The judicial board decision may be appealed by following the appeals procedure.

1. The Panhellenic president sends the complete record to the attention of the NPC College Panhellenics Judicial Appeals Committee chairman within 14 days of receiving the College Panhellenics Appeal Notice.
2. The record is sent to the NPC office via certified mail, return receipt requested or email to [npccentral@npcwomen.org](mailto:npccentral@npcwomen.org).
3. A copy of the Panhellenic Association bylaws, judicial procedure and applicable rules is included in the record.

B. The NPC College Panhellenics Judicial Appeals Committee may uphold or reverse the decision of the Panhellenic Association judicial board. It may also dismiss or modify the sanctions as the committee deems appropriate.

## VIII. Ethical Decision Making

1. Collect accurate information.
2. Ask questions.
3. Identify the issues.
4. Identify the content of the problem to be resolved. Approach a complex problem by dividing into sections and addressing each section.
5. Prepare and implement a solution, with consideration for:
  - a. Maintaining an impartial view.
  - b. Being consistent in considerations; do not change the rules arbitrarily.

- c. Use concern for the methods, attitudes and processes as well as the short- and long-term consequences of the decision.
  - d. Respect the viewpoints of others; seek to educate by providing people the means they need to make reasoned decisions.
  - e. Consult your conscience; thoughtful reflection on the solution you are considering generally reveals right from wrong.
6. Evaluate the solution implemented.
- a. Did the solution achieve the desired result?
  - b. How could the situation have been avoided?

## Appendix D

### Women's Tugs Rules & Regulations

#### 1. Teams

- a. Each team consists of two "ropes" of 8 women
- b. Seeding will be determined by the standings of the previous Women's Tugs Event
- c. Registration
  - i. Chapters must register their organization
  - ii. Initial rosters/ropes will be due to the VP of Community Service and Events as well as the Panhellenic Graduate Advisor the Friday following recruitment. Roster/rope changes can be made up until 1 week prior to the event. In the event of a roster subtraction or addition, captains should email VP of Community Service and Events as well as the Panhellenic Graduate Advisor as soon as the change is made.
  - iii. Before the Tugs Tournament, a roster must be submitted along with a photograph copy of their student ID, proof that they are active members, and that they are in good standing with their chapter
  - iv. Each PHA chapter can only register 1 team
  - v. Fee- \$350 per sorority
- d. "Iron Manning" is allowed
  - i. If there are not enough women to create a full rope, the team is allowed to have less than 8 women per rope
  - ii. Players can tug for both 1st and 2nd rope
- e. During a match, teams cannot interchange or touch players
- f. Alumni of chapters are not allowed to tug
- g. All tuggers must be a current student of NIU and in good academic standing (cumulative GPA  $\geq 2.5$ )
- h. All tuggers must be an active member from the chapter they are tugging for and in good standing with said chapter (judicially)
- i. Ropes tend to consist of tuggers from shortest to tallest; the tallest and largest being the anchor
- j. The anchor is the last tugger in line
- k. Each team will have at least one "captain" that will be the main source of communication between the teams, the VP of Community Service and Events, and the coaches of that team
- l. Uniforms will be determined by each individual teams
- m. T-shirt colors will be picked by each team
  - i. 1st seed will get first choice, 2nd seed will get second choice, and so on
  - ii. Once a color is chosen, it can not be used by another team
  - iii. Acquiring t-shirts for the tournament dates will be the responsibility of each individual PHA chapter

#### 2. Coaching

- a. Coaches will be selected by a mutual selection process amongst coaches and tugging PHA chapters
  - i. Votes must pass each tugger
- b. Ranked from "1" being the chapter/coaches want the most to "5" being the least

- c. In the event that a coaching fraternity backs out of coaching once they have been assigned a team, then that fraternity will be prohibited from coaching in the upcoming Women's Tugs event, as well as the following year's Women's Tugs Event
- d. Each team will be allowed 6 (six) male coaches in the pit at all times. Teams will be permitted up to 2 (two) female coaches in the pit in addition to the 6 (six) male coaches.
- e. Coaches are responsible for coming up with calls for the chapter they are coaching
- f. Coaches are responsible for providing or finding trenches for their PHA chapter to practice in
- g. Coaches should be utilized as "head-callers" but PHA chapters may utilize back callers for both 1st and 2nd rope
  - i. In the case of coaches being ineligible, the PHA team may utilize a non-coaching fraternity or elect to coach themselves
- h. Coaches are responsible for helping prepare tugs trenches, fences, etc. for the tournament
  - i. Failure to do so will result in consequences for the PHA chapter in which they coach

### 3. Practice Limit

- a. There will be a limit of up to 4 practices a week
  - i. During the last 2 weeks before the tournament dates, teams will be allowed up to 5 practices a week
- b. Each team will have an assigned google sheet that they will need to fill out each week
  - i. This form should include dates and times of practices their team will be having each week
  - ii. Either the team captains or the coaches of that team should be updating this doc before midnight on the Sunday for the following week's practices
  - iii. The "registered" practices may be checked up on by the VP of Community Service and Events, the Tugs Chairman, and other members of PHA exec at any time during that week
  - iv. If a team is found to be practicing outside of their "registered" practices, however many practices they went over their limit that week, will be taken away from their practices allowed for the following week
  - v. If teams are found to be practicing outside of their "registered" practices, an infraction may occur
    - 1. First infraction- warning
    - 2. Second infraction- \$25 fine charged to that team's sorority
    - 3. Third infraction- Dropped down a seed in the tournament

### 4. Tugs Committee

- a. Every tugging team must provide at least 2 committee members that will work during the days of the tournament
  - i. Failure to provide 2 committee members will drop that team down a seed in the tournament
- b. Tugs Chairman
  - i. Assistant to the VP of Community Service and Events during the planning of the Tugs tournament
  - ii. Selected through an application and interview process

### 5. Tournament Rules


- a. The object is to take the entire length of the rope within the 15 minute time limit- or to win by a "knot"

- b. After 15 minutes has elapsed, the team with the most length of rope is the winner by “advantage”
  - i. To win by “advantage”, the knot must pass the stake located in their bank
  - ii. If the 15 minutes is up and neither team has advantage, the match will continue until one team does have advantage
  - iii. If time is called and one team is in a hang, wherever the knot is at, is it's final position
- c. Time notifications will be given at 5, 10, 13, and 14 minutes
- d. There will be 8 minutes between each round
  - i. If both teams are ready before the 8 minute limit, they can begin the match early
- e. Each match can have up to 3 rounds
  - i. 1st round
    - 1. First rope tugs
  - ii. 2nd round
    - 1. Second rope tugs
  - iii. 3rd round
    - 1. First rope tugs again
    - 2. This round only happens in the event of each team winning one of the first two ropes
- f. There will be 2 matches for the championship round
  - i. 1st round
    - 1. Second rope will tug first
  - ii. 2nd round
    - 1. First rope tugs second
      - a. This match will have no time limit
      - b. There are three ways to win this match
        - i. By one team taking the entire length of the rope
        - ii. Having the head caller step on the rope
        - iii. One team forfeits during the match
          - 1. Done by a team's caller stepping on the rope
- g. No reeling
  - i. Pads cannot, under any circumstances, be advanced when the opposing team is in the air
  - ii. The other team must have at least 4 tuggers down before the other team can adjust
  - iii. If a team reels, that rope will automatically be disqualified from the match
- h. No locking it down/down-and-outs
  - i. One foot of each tugger must be in their trench at all times
- j. Callers/other tuggers are not allowed to touch tugging players during the match
  - i. If this happens, that team will be disqualified from the match
- k. Fighting can result in immediate elimination from the tournament
- l. Poor sportsmanship can result in immediate elimination
  - i. This can include name calling, bashing, slander, rumors, etc
  - ii. This rules also applies to social media accounts, tshirts, posters, etc.
  - iii. Applicable to all members of the PHA organization
- m. A coin flip will determine which team gets to pick either “high bank” or “low bank” for their first rope
  - i. The higher seed will get to call either heads or tails while the coin is in the air

- n. A match will begin when both teams respond to “high banks are you ready”, “low banks are you ready”, “tuggers ready? Tuggers set? Tug!”
  - o. A practice call will always be made before the call that starts the match
  - p. If any infractions occur, there will be a 2-strike rule
    - i. The first strike in a match is a warning; the second strike is a disqualification
    - ii. Breaking a rule for a 3rd time in a following match, will result in disqualification from the tournament
    - iii. Reeling is an exception
      - 1. No warning will be given for this infraction
  - q. Women that are dissociated from their chapter for reasons of being a Gamma Chi/PHA Exec may not attend formal practices held outside until after formal recruitment has ended
  - r. In the event that a woman is injured who has been listed on the active tugging roster, she will be permitted entrance to the pit when her chapter is tugging a match. This member will still be considered a tugger and will be given free entry to Women’s Tugs, but will only be allowed in the pit when her chapter is tugging.
6. Weigh Ins
- a. “Weigh ins” will be done at a neutral location agreed upon by the Executive Board and tugs captains from each chapter
  - b. The weigh ins will be done by either a PHA/IFC/UGC/NPHC advisor, the Associate Director of Fraternity and Sorority Life, or PHA exec members
  - c. On day 1 of the tournament the order of chapter weigh-ins will go alphabetically from A-Z
  - d. On day 2 of the tournament the order of chapter weigh ins will go Z-A
  - e. Tuggers must bring their NIU OneCard in order to identify themselves during weigh ins
  - f. Each rope will have a 175 lb average maximum and 135 lb average minimum for each rope
  - g. A team will automatically be disqualified if their rope is over or under weight the morning before the match
  - h. The weight of each sorority woman will be kept confidential with only the people doing the weigh-ins
  - i. All fraternity men and sorority women will sign a waiver acknowledging responsibilities associated with tugs
7. Tournament Logistics
- a. The tournament will be 2 days long
  - b. Seeding will be determined by packets, non-traditional brackets
  - c. If a team chooses to drop out of the tournament, they will forfeit their seed position
  - d. Walk-out music is due to the VP Community Service the Thursday before the tournament via flash drive
8. Trenches
- a. Trenches will be dug prior to the tournament at regulation
  - b. Regulation trenches are 2 feet long by 6 inches deep per trench with a 6 inch bridge
  - c. Wooden boards will be placed in each trench for structural integrity
  - d. PHA Exec will determine “high bank” and “low bank”
  - e. Neutral zone is 12 feet
    - i. Center stake will be placed in the middle of the neutral zone
    - ii. Stakes in each bank will be one foot away from the center stake
  - f. Callers may inspect trenches before and between matches



- i. If absolutely necessary, trenches can be fixed with approval from the VP of Community Service and Events

 = revisions made 2019

# **Northern Illinois University Panhellenic Council Executive Board Slating [year] Informational Packet**

**Please email all completed applications to [phcpresident.niu@gmail.com](mailto:phcpresident.niu@gmail.com) and [insert advisor email] by \_\_\_\_\_ . Applications will be reviewed by the current Executive Board. Only qualified applicants will be notified via email of their interview time based off of their designated availability. If you are not selected for an interview, you will be notified. Interviews will be held on \_\_\_\_\_ and \_\_\_\_\_, and your time will be selected based on your availability.**

Attached is a copy of the responsibilities assigned to each Executive Board officer as outlined in Northern Illinois University's Panhellenic Bylaws. In order to be slated onto the Panhellenic Council Executive Board, a member must be in good standing with her chapter, and have a cumulative GPA of at least 2.7. No more than 2 members from the same women's fraternity shall hold a Panhellenic Executive Board office during the same term. In addition, Chapter Presidents and Recruitment Chairmen are not permitted to hold a Panhellenic Executive officer position during their term. It is suggested that if a chapter member holds any officer position within their chapter, that they consider their priorities before running for a Panhellenic Executive officer position. They will be expected to represent the Panhellenic Council and not their chapter at any and all recruitment events. In addition, any two of the following offices may not be women from the same chapter: President, Executive Vice President and Vice President Membership. Panhellenic President must have previously served on her chapter's executive board or on the Panhellenic executive board. Vice President of Membership must have served in a recruitment related office within her chapter or have served in a Panhellenic recruitment role (VPM, VPRC, or other exec). Finally, members from women's fraternities holding associate membership in the Northern Illinois University Panhellenic Association shall be eligible to serve as an executive officer, but not in any role directly relevant to Panhellenic recruitment (VPM, President, VPPR).

A. The President shall:

- Preside at all meetings of the Panhellenic Council.
- Preside at all meetings of the Executive Board. *NOTE: If the Executive Board exists.*
- Serve as an ex-officio member of all College Panhellenic Association committees, except the Judicial Board.
- Communicate regularly with the Panhellenic advisor.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Ensure all NPC College Panhellenic reports are completed on time.
- Communicate regularly with the NPC area advisor.
- Maintain current copies of the following: Northern Illinois University College Panhellenic Association bylaws and standing rules, the College Panhellenic Association budget, contracts executed on behalf of the College Panhellenic Association, correspondence and materials received from the NPC area advisor, all NPC College Panhellenic reports and other pertinent materials.
- Coordinate the Greek Relations committee and schedule monthly committee meetings with committee members.
- Provide a monthly report to Panhellenic women on events going on in the Greek Community and provide suggestions for collaborative events with other organizations.
- Shall maintain a complete and current president's file which will include: a copy of the current Panhellenic Constitution and Bylaws, the council budget, NPC Unanimous agreements, current correspondences, and council goals.
- Review all appropriate contracts involving the Panhellenic Council with the Panhellenic advisor and sign as necessary (no other council officers are authorized signers).
- Attend monthly president's meeting.
- Meet with chapter presidents twice a year to evaluate chapter's status and to discuss any current concerns facing the chapter, the council, or the Greek community.
- Perform all other duties pertaining to council goals and specific officer goals.
- Provide support including attendance at appropriate council-sponsored and cosponsored events (unless excused).
- Meet regularly with the Director of Student Involvement and Leadership Development or Graduate Assistant and maintain communication in addition to meeting monthly with the other council president to plan and implement all aspects of the council.
- Recommend revisions of the Panhellenic Council Constitution and Bylaws as needed.
- Prepare and distribute an agenda before all Panhellenic Council meetings.
- Plan All-Sorority meeting during work week.
- Preside over recruitment infraction correspondence with violating chapters.

B. The Executive Vice President shall:

- Perform the duties of the president in her absence.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Train and supervise Panhellenic Delegates.
- Administer social policy training and risk management workshops.
- Coordinate the AFLV/Sutherland awards and other Panhellenic award processes.
- Coordinate the Judicial Board and serve as an ex-officio member.
- Serve as internal affairs for the Panhellenic Council Executive Board.
- Coordinate educational speakers (1 per semester).
- Update educational resources that the Panhellenic Council uses in membership education sessions.

- Coordinate Panhellenic Scholarship Dinner.
- Coordinate a scholarship round table (1 per semester minimum).
- Recognize Greek Scholars and outstanding or improved chapter scholarship.
- Promote the awareness of University deadlines such as: last day to register, last day to withdraw from classes, etc.
- Coordinate Panhellenic sisterhood events.

C. The Vice President of Risk Management shall:

- Educates the Panhellenic Community about risk issues such as alcohol abuse and sexual assault.
- Presides over meetings of the Social Chairs and the Risk Management chairs.
- Holds a Risk Management round table once a month, where NIU social policies, risk issues, and other important issues are discussed.
- Supervises a risk management team for all Panhellenic Events, to ensure safe and timely response in case of an emergency.
- Aids individual chapters in developing effective risk management policies.
- Promotes positive standards and values within the Panhellenic community.
- Presides over voting done by the Panhellenic Association
- Annually reviews the Panhellenic Constitution and bylaws.

D. The Vice President of Finance and Administration shall:

- Keep an accurate roll of the members of Panhellenic Council including updating the College Panhellenic officer roster on FS Central.
- Record minutes of all meetings of the Northern Illinois University Panhellenic Council and the Executive Board.
- Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
- Send meeting minutes to the NPC area advisor.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.
- Supervise the finances of the Northern Illinois University College Panhellenic Association.
- Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each Northern Illinois University College Panhellenic Association member sorority.
- Receive all payments due to the Association, collect all dues and give receipts.
- Pay promptly the annual NPC dues and all bills of the Northern Illinois University College Panhellenic Association.
- Maintain current financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Organize Panhellenic Council contact lists.
- Meet regularly with the Student Involvement & Leadership Development accountant to stay up-to-date with the Panhellenic budget.
- Send an updated Panhellenic budget to the Panhellenic Advisor each month and as major changes occur (Ex. After chapter dues are paid).
- Work annually with the Student Involvement & Leadership Development Office, and Graduate Assistants to develop NIU Student Association budget requests.
- Receive all payments due to the Panhellenic Association, collect all dues and give receipts.

- Shall be familiar with the NPC Manual of Information and all governing documents of this association.

E. The Vice President of Membership shall:

- Oversee all Panhellenic recruitment activities and events.
- Oversee all recruitment publication efforts.
- Oversee Panhellenic recruitment registration.
- Submit any revisions to the College Panhellenic recruitment rules to the Panhellenic Council for approval.
- Recruit and train Panhellenic recruitment counselors.
- Host all Panhellenic recruitment wrap-up meetings with recruitment chairs and advisors.
- Organize all Panhellenic recruitment meetings.
- Keep complete and accurate records of Panhellenic recruitment information.
- Present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member organization and chapter advisors.
- Direct and preside over Recruitment and its related responsibilities.
- Inform all member chapters of all Recruitment rules and guidelines.
- Coordinate a recruitment informational meeting each semester.
- Work with the Vice President Public Relations on choosing a theme for formal recruitment.
- Meet weekly with the Panhellenic advisor and/or Director of Fraternity and Sorority Life between the months of April and September to ensure streamlined recruitment processes and events.
- Hold one Recruitment roundtable a month in conjunction with SILD staff to educate and train Recruitment Chairs.
- Shall be familiar with the NPC Manual of Information and all governing documents of this association.

F. The Vice President Community Service and Events shall:

- Oversee and coordinate Northern Illinois University Panhellenic Council's philanthropic activities.
- Coordinate Women's Tugs and communicate with Panhellenic Advisor to ensure effective and timely planning of the event.
- Collaborate with Student Involvement & Leadership Development's Community Service Graduate Assistant to keep up to date with community service opportunities.
- Announce new community service opportunities every week at Panhellenic mass meetings.
- Collaborate with SA other council philanthropy chairs to help coordinate Trick-or-Treat with the Greeks (TOTWG)
- Shall be familiar with the NPC Manual of Information and all governing documents of this association

G. The Vice President Public Relations shall:

- Serve as a liaison to the Northern Star as well as other community media.
- Coordinate promotional items, press releases, and public service announcements for Northern Illinois Universities Panhellenic Council events.
- Organize the Panhellenic Council newsletter.
- Work with the Vice President Membership on a theme for formal recruitment.
- Create online booklet with recruitment information for potential new members to be posted by August 15<sup>th</sup> before formal recruitment.

- Shall be familiar with the NPC Manual of Information and all governing documents of this association.

## **[year] Panhellenic Executive Board Application**

**Please complete information electronically and email to phcpresident.niu@gmail.com and [insert advisor email here] no later than [insert due date].**

Name: \_\_\_\_\_ Sorority Affiliation: \_\_\_\_\_

Academic Year: \_\_\_\_\_ Initiation Year: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

DeKalb Address: \_\_\_\_\_

Current and Past Office(s) held in chapter or on Panhellenic (please indicate years):

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**Please attach a personal statement with no more than 500 words explaining what makes you an outstanding candidate for the positions you seek. Please be specific.**

**If you are selected to interview for a Panhellenic Executive office, you will be emailed the time of your interview. Interviews will take place on \_\_\_\_\_ and \_\_\_\_\_. Please share your availability for that week:**

**Please read carefully and sign below acknowledging your understanding of the terms:**

By signing below, I agree to understanding the following terms set forth by the Panhellenic Council: I must have at least a 2.7 cumulative GPA and be in good standing with my chapter to be considered for a Panhellenic Executive Office. If I am slated, I will attend all Panhellenic Executive Board meetings and Panhellenic mass meetings on \_\_\_\_\_ evenings during the Spring [insert year] and Fall semesters. (Executive Board meetings will be held at \_\_\_\_\_. and Panhellenic meetings will be held at \_\_\_\_). If I am slated, I must attend a mandatory officer transition Executive Board meetings on \_\_\_\_\_ AND \_\_\_\_\_ at \_\_\_\_\_. You also must work with the woman exiting the position to ensure you are prepared for the [insert academic term] semester.

By signing below, I also understand that: no more than 2 members from the same women's fraternity shall hold a Panhellenic Executive Board office during the same term. Chapter Presidents and Recruitment Chairmen are not permitted to hold a Panhellenic Executive officer position during their term. It is suggested that if a chapter member holds any officer position within their chapter, that they consider their priorities before running for a Panhellenic Executive officer position. They will be expected to represent the Panhellenic Council and not their chapter at any and all events, including recruitment. In addition, any two of the following offices may not be women from the same chapter: President, Executive Vice President and Vice President Membership. Panhellenic President must have previously served on her chapter's executive board or on the Panhellenic executive board. Vice President of Membership must have served in a recruitment related office within her chapter or have served in a Panhellenic recruitment role (VPM or other exec). Finally, members from women's fraternities holding associate membership in the Northern Illinois University Panhellenic Association shall be eligible to serve as an executive officer, but not in any role directly relevant to Panhellenic recruitment (VPM, President, VPPR).

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**Printed Name**

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**Electronic Signature**

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**Date**

## Appendix F

# Recruitment Counselor Contract

I, \_\_\_\_\_, do solemnly pledge to uphold the high ideals of the National Panhellenic Conference during my tenure as a member of the recruitment counselor team.

I acknowledge that as a member of the recruitment team, I serve as a representative of Panhellenic and that my interfraternal conduct and actions reflect upon Panhellenic as a whole.

I promise to promote Panhellenic cooperation and collaboration within the recruitment team.

I promise to work diligently to increase my knowledge of recruitment. I acknowledge that situations may not always go as planned and that I may be needed unexpectedly in order to make recruitment as successful as possible.

I promise to maintain an impartial and Panhellenic perspective in all recruitment and non-recruitment activities.

I promise to keep all recruitment-related conversations, tasks, and activities confidential unless directed otherwise.

I promise to consult Panhellenic officers and the fraternity/sorority advisor in situations that require outside and more experienced guidance than I may be trained to give.

I promise that in the circumstance that a PNM comes to me with evidence of an infraction, I will immediately bring it to a Panhellenic officer or sorority/fraternity advisor.

I understand that if I do not fulfill my responsibilities that I may lose my position as a recruitment counselor and any misconduct will be addressed by Panhellenic as well as my chapter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_