

PANHELLENIC COUNCIL
THE UNIVERSITY OF TEXAS AT AUSTIN
BY-LAWS

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ARTICLE I. NAME

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

ARTICLE II. SELECTION OF OFFICERS

- A. The offices of the Executive Board of the Panhellenic Council shall consist of: President, Executive Vice President, Vice President Administration, Vice President Finance, Vice President Recruitment, Vice President Counseling, Vice President Risk Management, and Vice President of Communications of the Panhellenic Association of Austin shall be held in alphabetical rotation by each National Panhellenic Conference fraternity chapter. In the event that an additional position is added, and application process will be used with the alphabetical rotation following in the succeeding years.
- B. If an additional National Panhellenic Conference fraternity organization becomes a member or separates from the University Panhellenic Council, necessary provisions will be made to alter the rotation to reflect said changes pursuant to National Panhellenic Conference policy.
- C. Committees shall consist of chapter Voting Delegates. Committee heads will be appointed through an application process and selected by the Executive Board of the Panhellenic Council. Voting Delegates not selected as committee heads will be required to serve on a Panhellenic committee.
- D. At no time may two members of the Executive Board be from the same sorority.
- E. Any Panhellenic voting delegate or Executive Board member on scholastic probation or disciplinary probation, as defined by The University of Texas at Austin, may not hold an office in the Panhellenic Council.

ARTICLE III. EXECUTIVE BOARD

- A. The Executive Board of the University Panhellenic Council of Austin shall be composed of the President, Executive Vice President, Vice President Administration, Vice President Finance, Vice President Risk Management, Vice President Recruitment, Vice President Counseling, Vice President Communications.
- B. The Executive Board or any member of a Panhellenic sorority, shall, whenever it finds such action advisable, recommend to the Panhellenic Council new legislation or policies.
- C. The Executive Board shall be empowered to handle necessary business of the Panhellenic Council between meetings.
- D. The Executive Board shall be empowered to establish any committee necessary for conducting the business of the Council.
- E. The Executive Board shall be comprised of members of good standing within their chapters, and associate members should not be eligible to sit on the Executive Board.

ARTICLE IV. REMOVAL AND REPLACEMENT OF OFFICERS

- A. By a two-thirds vote of the Panhellenic Council, any officer who is not performing the duties incumbent upon her may be removed from office. Prior to removal from the Council, the President and Panhellenic Advisor must have met with the women not performing her duties in an attempt to remedy the situation. Documentation of this meeting must be kept for the duration of the women's time at the University of Texas.

- B. When a rotating office has been vacated by the removal or resignation of the officer, the chapter of the member removed or resigning shall elect a delegate to fill that office for the remainder of the term within three (3) weeks of vacating the office.

ARTICLE V. OFFICER DUTIES

A. It shall be the duty of the President:

1. To have overall responsibility for the operation of the Panhellenic Council.
2. To call and preside at all regular and called meetings of the Panhellenic Council.
3. To call and preside at all meetings of the Panhellenic Executive Board.
4. To call and preside at monthly meetings of the Sorority Presidents' Council.
5. To serve as an ex-officio member of all Panhellenic Committee meetings with voice but no vote.
6. To serve as a member of the Board of Trustees of the University Panhellenic Council Corporation of Austin.
7. To serve as a member of the Recruitment Task Force.
8. To exercise reasonable caution and diligence in seeing that the policies and regulations of the Panhellenic Council are faithfully observed by each member fraternity represented herein.
9. To bring to the attention of the Judiciary Committee all alleged infractions of Panhellenic Council rules and policies of which she is cognizant.
10. To file a complete report for the incoming President.
11. To report as required to the National Panhellenic Conference Area Advisor.
12. In the absence of the Vice-President Finance, to co-sign all checks on the operating account of the Council with the Advisor of the Council.
13. Serve as a liaison between the University Panhellenic Council, Interfraternity Council (IFC), Texas Pan-Hellenic Council (PHC), United Greek Council (UGC), and Texas Asian Pan-Hellenic Council (TAPC).
14. Review, approve and co-sign all Panhellenic contracts involving the University Panhellenic Council of Austin.
15. Maintain a complete and up-to-date President's file which will include a copy of the current University Panhellenic Council Constitution, Bylaws and Standing Rules; the current Panhellenic Council budget; the current NPC Manual of Information and related materials, a copy of all previous meeting minutes from the year, current correspondence and materials received from her NPC Area Advisor; her copies of the College Panhellenic Reports to the Area Advisor and other pertinent materials.
16. Represent the University Panhellenic Council of Austin at the Greek council Association Conferences such as Greek Leadership Retreat, Southeastern Panhellenic Conference and the Undergraduate Interfraternity Institute.
17. To perform all other duties usually pertaining to this office.

B. It shall be the duty of the Executive Vice President:

1. To perform the duties of the President in her absence, inability to serve, or at her call.
2. Serve as Chair of the Judiciary Committee and file the necessary correspondence.

3. To file a complete annual report to the incoming Executive Vice President.
4. Advise and coordinate the activities of the Voting Delegates.
5. Serve as head of all committee chairs
6. To perform all other duties usually pertaining to this office.

C. It shall be the duty of the Vice President Administration:

1. To keep an up-to-date roll of the members of the Panhellenic Council.
2. To call the roll at all meetings of the Panhellenic Council, and to report unexcused absences from regular and called meetings to the Vice President Finance.
3. To keep accurate minutes of all meetings of the Panhellenic Council, the Executive Board, the President's Council, and Recruitment Team.
4. To see that a copy of the minutes of each Panhellenic meeting is provided for each delegate with copies sent to the NPC Area Advisor.
5. To see that a copy of the minutes of each Executive Board meeting is provided for all members of the Executive Board and the Advisor.
6. To see that a copy of the minutes of each Recruitment Team meeting is provided for all members of the Team.
7. To file a complete annual report for the incoming Vice President Administration.
8. Be responsible for the revision of the Panhellenic Constitution and by-laws as needed. The Review process will take place annually in the fall semester. Changes to the Constitution and the by-laws will be submitted for vote as needed.
9. Prepare and complete all correspondence including forms and paper work required by the National Panhellenic Conference.
10. To perform all other duties usually pertaining to this office.

D. It shall be the duty of the Vice President Finance:

1. To receive and pay all moneys connected with the Panhellenic Council. Bills shall not be authorized for payment until approved for payment for the Advisor of the University of Texas Panhellenic Council. If the Vice President Finance is unable to write checks, the President shall be authorized to do so.
2. To co-sign all checks on the operating account of the Panhellenic Council with the Advisor of the Panhellenic Council of the University of Texas.
3. To maintain up-to-date financial records, and give an annual report to the Council within one month, following the official audit of the Panhellenic Council in the spring.
4. To send to the Treasurer of each fraternity a statement of Panhellenic dues, fines, and fees after fall recruitment has been completed. This includes fines for delegates missing meetings.
5. Work with the Advisor of the Panhellenic Council in the preparation of the annual budget and, following its approval by the Panhellenic Council. A copy will be available for review upon request.
6. Educate the member fraternities about the Panhellenic Policy on late payments and enforce this policy at all times.
7. Oversee the annual audit of the financial records of the University Panhellenic Council.

8. To file a complete annual report for the incoming Vice President of Finance.
9. To perform all other duties usually pertaining to this office.

E. It shall be the duty of the Vice President Risk Management:

1. To supervise over the registration of all social events held by any member group of the Panhellenic Association, making sure it is done in a timely and thorough manner.
2. Present two Risk Management sessions each school year to the Social Chairs of Panhellenic member fraternities.
3. Send written notification to all chapters not registering their events in a timely and thorough manner.
4. Serve as a resource to all chapters' social chairs on the issue of risk management.
5. Work with the Interfraternity Council to notify Panhellenic chapters of fraternities on probation and/or suspension.
6. Be responsible for updating Panhellenic Social Affairs Rules as needed.
7. Be responsible for setting up and maintaining a centralized Panhellenic calendar.
8. To file a complete annual report for the incoming Vice President Risk Management.
9. To perform all other duties usually pertaining to this office.

F. It shall be the duty of the Vice President Recruitment:

1. To serve as a member of the Recruitment Task Force. After review of the recruitment rules, the Vice President Recruitment presents proposed changes to the Council. After passing any changes, the Vice President Recruitment is responsible for the printing of the new recruitment regulations and distribution to all chapter members.
2. Nominate and train the Assistant Vice President Recruitment.
3. Design the schedule for Work Week and Recruitment Week. This includes scheduling of Open House, Periods I, II, and III in addition to the scheduling of parties and breaks.
4. Work closely with the Vice President Counseling, keeping the lines of communication open during the planning of the recruitment week schedule.
5. After reviewing the budgets of the past year, set the Panhellenic recruitment budget for the next year in conjunction with the Vice President Finance and the Panhellenic Advisor.
6. Plan monthly meetings for chapter recruitment chairs beginning in January. These meetings are designed to impart information regarding recruitment rules, the schedule, etc. Additionally she will plan meetings for the recruitment chairs and recruitment advisors to be held during the summer.
7. Be responsible for the participation of the Panhellenic Council's involvement in the University of Texas at Austin Summer Orientation Program.
8. To call and preside at all meetings of the Panhellenic Council Recruitment Team.
9. Speak at as many Alumnae Panhellenic Recruitment Forums as possible. (e.g. Austin, Dallas)
10. Supervise the distribution of recruitment registration forms to all interested women. The Vice President Recruitment will also be responsible for sending out additional information to women as they register for fall recruitment.

11. Have a working knowledge of the Interactive Collegiate Solution (ICS) Internet program and operate the program during Work Week and Recruitment Week.
12. Design an effective plan to allow chapters not reaching quota to “snap bid” women before bids are distributed.
13. To maintain a record of current recruitment statistics.
14. Conduct post recruitment evaluation with all recruitment chairs and recruitment advisors, new members, and potential new members who withdrew during recruitment.
15. To file a complete annual report for the incoming Vice President Recruitment.
16. To perform all other duties usually pertaining to this office.

G. It shall be the duty of the Vice President Counseling:

1. Plan all aspects of the recruitment Counselor Selection Process. This includes announcements, both verbal and written in the chapter houses, preparing the cover letter and application, scheduling interviews, assigning Executive Officers to interview and coordinate final selection.
2. Coordinate education workshops designed to educate the Recruitment counselors about the Counseling Program. Workshops will cover the following concepts: communication skills, counseling skills, first aid, stereotypes, etc. All workshops will include an agenda, supplementary materials and scheduling of a speaker.
3. Supervise all aspects of lodging for the Counselors during Recruitment Week. This includes working with hotel personnel, planning for meals, scheduling meetings, and maintaining correspondence with the Recruitment Counselors during the summer.
4. Work closely with the Vice President Recruitment to ensure open communication during the planning of the recruitment week schedule.
5. Conduct an evaluation of the program with the Recruitment Counselors after recruitment week.
6. Plan and coordinate Round Table discussions for New Member Educators.
7. To file a complete annual report for the incoming Vice President Counseling.
8. To perform all other duties usually pertaining to this office.

H. It shall be the duty of the Vice President of Communications:

1. To organize and distribute the Panhellenic Newsletter at least once a month.
2. Be responsible for the official correspondence between the Panhellenic Council and other external organizations.
3. To Complete contact lists for executive members of each chapter.
4. To work closely with the Vice President of Recruitment during the planning of Summer Recruitment PR and advertisement efforts.
5. To update and maintain the Texas Panhellenic Website.

I. Duties of President-Elect:

1. Observe weekly Executive Board meetings.
2. Work closely with the President. Keep record of and report suggestions for the next year.

3. Serve as a member of Recruitment Team.
4. Represent Panhellenic as delegate to Student Endowed Centennial Lectureship.
5. To perform all other duties usually pertaining to this office.

J. Duties of Assistant VP Recruitment:

1. Work closely with the VP Recruitment in all aspects regarding Recruitment. Keep and report records of suggestions for the next year.
2. Assist the VP Recruitment in processing Recruitment Registration forms.
3. Serve as a member of Recruitment Teams.
4. Attend Recruitment Chair Round Table meetings.
5. Learn to operate ICS.
6. To perform all other duties usually pertaining to this office.

K. Duties of Assistant VP Counseling:

1. Will serve as a Recruitment counselor during Recruitment as a Voting delegate.
2. Work closely with VP Counseling in all aspects of her job. Keep record and report suggestions for next year.
3. Coordinate Recruitment Counselors activities in absence of the VP Counseling.
4. To perform all other duties usually pertaining to this position.

ARTICLE VI. ABSENCES OF DELEGATES

- A. Every collegiate delegate shall be assessed a fine of five dollars for absence from any regular or called meeting of the Panhellenic Council, unless she has contacted the Vice President of Administration at least 24 hours prior to the meeting from which she expects to be absent.
- B. No collegiate delegate may have more than two unexcused absences during the Panhellenic year without being subject to review from the Executive Board to obtain proper representation for her fraternity.

ARTICLE VII. COMMITTEES

The Committees of the University Panhellenic Council shall be: Community Service Committee, Programming Committee, Scholarship and Career Development Committee, and Public Relations Committee. The four committees will be chaired by a voting delegate selected through an application process.

A. Duties of the Community Service Committee:

1. Regularly inform the Council and individual chapters of opportunities for service projects.
2. Provide chapters with the resources they need to be informed of available Community Service opportunities, including information on the UT Volunteer Center

3. Organize a team for Race for the Cure.
4. Plan and implement a second Council-wide or Greek-wide service project during the semester Race for the Cure is not taking place.
5. Compile number of hours donated and dollars raised by sororities and publish list and widely distribute to administration and National Headquarters.
6. Increase involvement in Community Service activities by inviting other councils to participate with Panhellenic when it is appropriate.
7. To file a complete annual report for the incoming Community Service Committee.
8. To perform all other duties usually pertaining to this committee.

B. Duties of Programming Committee:

1. Implement programming to promote and improve relationships among member chapters during the Spring and Fall semesters.
2. Promote interaction with IFC, NPHC, TAPC and UGC
3. Conduct programming to encourage interaction between undergraduates and alumnae.
4. Support/sponsor/implement culture, religious, race and gender sensitivity training programs.
5. Support/sponsor/implement programs addressing critical issues in leadership development, and topics such as substance abuse, AIDS, acquaintance rape, diversity, health issues, women's empowerment, etc.
6. Maintain a record of chapter participation in Panhellenic and Greek events.
7. To file a complete annual report for the incoming Programming Committee.
8. To perform all other duties usually pertaining to this office.

C. Duties of the Scholarship and Career Development Committee:

1. Responsible for planning and implementation of scholarship programming.
2. Chair the Scholarship Award and Endowment Fund Committee.
3. Create a list of academic resources available on campus and in community to distribute to member chapters.
4. Recognize individual and chapter scholastic achievement, improvement, and outstanding chapter scholarship programming.
5. Create written Panhellenic scholarship policy and goals.
6. Work with Greek Life and Education in the Office of the Dean of Students to update chapter scholarship information each semester if necessary.
7. To file a complete annual report for the incoming Scholarship Committee.
8. To perform all other duties usually pertaining to this office.

D. Duties of the Public Relations Committee:

1. Responsible for creating and implementing Panhellenic philosophy regarding campus and community relations.

2. Create and implement public relations program designed to improve relations with relevant publics (e.g., Greeks, university faculty and administration, student organizations, Austin community, national organizations, general campus population, etc.).
3. Conduct surveys of relevant publics to continually evaluate the state of campus and community relations and determine programming strategies.
4. Publicize events and accomplishments of individual chapters, chapter members, and the Panhellenic Council (e.g., press releases).
5. Assist the VP Communications with the newsletter, when necessary, by helping write articles that will promote Panhellenic and advertise its successes.
6. Create a Panhellenic scrapbook each year.
7. To file a complete annual report for the incoming Public Relations Committee.
8. To perform all other duties usually pertaining to this office.

ARTICLE VIII. STANDING COMMITTEES

The Standing Committees of the University Panhellenic Council of Austin shall be: Judicial Board, Sorority Advisory Council, Scholarship, Community Service, Public Relations, Programming, Social Affairs, Recruitment Rules, and Recruitment Team. Standing committees shall serve for a term of one fiscal year.

A. Judicial Board

1. The Judiciary Committee shall consist of:
 - a. The Executive Vice President as Chair
 - b. Appointed Judicial Committee members and the Panhellenic advisor, who is ex-officio.
2. The Duties of the Judiciary Committee shall be to review all alleged violations of the Panhellenic Constitution, By-laws, rules and policies and the National Panhellenic Conference Unanimous Agreements by fraternities and/or individuals, when the alleged violations appear to be sustained by fact in accordance with the National Panhellenic Manual of Information.

B. Sorority Advisory Council

1. The Sorority Advisory Council shall be composed of:
 - a. The membership of the Sorority Advisory Council shall consist of one delegate from the Advisory Boards of each member group of the University Panhellenic Association of Austin. The delegate shall be the Chairman of her own Advisory Board or her appointed representative.
 - b. There shall be an alternate delegate from each sorority Advisory Board to serve in the absence of the regular delegate.
 - c. The Director of the University Panhellenic Council of Austin shall be an ex-officio member of the Council and shall present all Sorority Advisory Council recommendations to the Panhellenic Council.
2. The chair of the Sorority Advisory Council shall be the alumna delegate from the fraternity holding the Presidency of the Council. She shall serve on the Board of Trustees of the University Panhellenic Corporation of Austin.
3. The duties of the Sorority Advisory Committee shall be to help in the various mechanics of Recruitment under the direction of the Advisor and the President of the Panhellenic Council, and to cultivate communication among the members of the Panhellenic member organizations.

4. Additionally, the Sorority Advisory Council shall be responsible for negotiating and preparing The University Panhellenic Contract with the Office of the Dean of Students. Upon completion of the contract, said contract will be presented to the chapters of The University Panhellenic Council for approval by a 2/3 majority vote.

C. Social Affairs Committee

1. The Social Affairs Committee shall be composed of the Executive Boards' President, President Elect, Vice President Risk Management, Vice President Administration and the Panhellenic Advisor.
2. The Social Affairs Committee shall have supervision over the arrangements of time and place of all social functions held by any regular member group of the Panhellenic Council. For special events, the Committee may make exceptions to its rules when petitioned.
3. All violations of the Social Affairs rules determined by the committee may be reviewed by the Judiciary Committee of the Panhellenic Council.

D. Recruitment Task Force

1. The Recruitment Task Force shall be composed of the Panhellenic President, Panhellenic Vice President Recruitment, and a maximum of two delegates (collegian and/or advisor) from each NPC member group of the University Panhellenic Council of Austin.
2. The Recruitment Task Force shall review and/or revise the Recruitment Rules of the Panhellenic Council each year in preparation for the next year's formal recruitment period.
3. The Task Force shall begin meeting as soon as possible following Recruitment week each year.
4. The Chair of the Recruitment Task Force will be elected at the first annual meeting by the members present at the meeting.

E. Recruitment Team

1. The Recruitment Team, who will disaffiliate during Recruitment, shall be composed of:
 - a. Rotating Officers (President, Executive Vice President, VP Administration, VP Finance, VP Recruitment, VP Counseling and VP Risk Management)
 - b. President-Elect
 - c. Assistant VP Recruitment
 - d. Panhellenic Advisor
 - e. Head Recruitment counselors
 - f. Assistant VP Counseling
2. The Voting delegates that do not serve on the Recruitment Team will be affiliated and will participate with their chapter. They have the option of applying to be a Recruitment Counselor.
3. The duties of Recruitment Team shall be to plan and supervise Recruitment Week.
4. The Chair of the Recruitment Team shall be the Vice President Recruitment.

F. Scholarship Award and Endowment Fund Committee

1. The Scholarship Award and Endowment Fund Committee shall be chaired by the Scholarship and Career Development Committee head and composed of committee delegates, and the advisor of the Council.
2. The duties of the Scholarship Award and Endowment Fund Committee shall be to:
 - a. Award scholarships in an amount determined by the audit at the close of the fiscal year.
 - b. Award the Mary Carpenter Scholarship to one woman annually.

ARTICLE IX. FINANCE

- A. Fiscal Year — The fiscal year of the University Panhellenic Council of Austin shall begin the first day of January and continue through December 31 of the same year.
- B. Contracts — The signature of the President Vice President Finance, President of the Sorority Advisors Council, Secretary of the Sorority Advisors Council and the Business Officer of the University of Texas shall be required on the contract. Upon passage by a 2/3rd majority from the fourteen chapters the contract will bind the Council.
- C. Receipts and Disbursements
 - 1. The funds of the University Panhellenic Council of Austin, except the invested funds and the Scholarship Endowment Fund, shall be banked by the Vice President Finance of the Council in a bank selected by the Executive Board and the Sorority Advisory Council.
 - 2. The budget of the University Panhellenic Council of Austin shall be expended on matters according to a 2/3 vote by the Panhellenic Council at the start of the fiscal year.
 - 3. All checks issued on behalf of the University Panhellenic Council of Austin shall be signed by either the Vice President Finance or the President of the Council and countersigned by the Advisor.
 - 4. All payments due to the University Panhellenic Council of Austin shall be made to the Vice President Finance of the Council. Checks for payment shall be made payable to the University Panhellenic Council.
- A. Membership Dues
 - 1. Dues for regular membership in the University Panhellenic Council of Austin shall be set by the Council at \$10 per chapter member.
 - 2. Dues shall be payable to the Vice President Finance no later than the first regularly scheduled Panhellenic meeting of October for the fall semester, and no later than the first scheduled Panhellenic meeting of March for the spring semester.
 - 3. Policy for Late Payment: Payments will be considered late if received after the due dates stated in #3 above. Failure to pay chapter dues will result in a penalty of a \$10 fine per day for each day that chapter dues are late.
- B. Audit – There shall be an annual audit of all financial records of the University Panhellenic Council of Austin, preformed by a Certified Public Accountant, during the first quarter of the fiscal year prior to the close of the previous fiscal year.

ARTICLE X. ADMINISTRATION OF MEMBERSHIP SELECTION

- A. An early fall recruitment shall be held.
- B. The National Panhellenic Conference Quota-Total system shall be used.
- C. The National Panhellenic Conference preferential bidding system shall be used.
 - 1. When a woman receives a bid under the preferential bidding system, the signing of the membership acceptance is binding to the extent she shall be considered ineligible for one calendar year to accept a bid from any other NPC fraternity on the same campus. However, she may be repledged by the same NPC fraternity chapter at any time within that calendar year
 - 2. The person in charge of preferential bidding shall be required to safeguard all records and keep them for one year from the date of signing.
- D. NPC recommendations for release figure management shall be used.

- E. Panhellenic will provide a range for quota (quota range) to chapters for planning purposes at each round during formal recruitment. Quota will be set after the final round of formal recruitment.
- F. The University of Texas shall conduct fully structured recruitment. If the results of a recruitment assessment indicate that a change in recruitment style is warranted, the college Panhellenic, upon consultation with the Greek or Panhellenic Advisor and the approval of the NPC Area Advisor, vote to adopt the appropriate recruitment style for UT.
- G. Except during the formal recruitment period, Continuous Open Bidding shall be in effect during the school year (Fall through Spring) for all eligible women students.
- H. Chapters that do not fill basic quota during formal membership recruitment may continue to bid and pledge new members to quota in Continuous Open Bidding even though reaching quota puts them over total.
- I. All membership events for formal Recruitment shall be held in the chapter room, house, suite or campus facilities.
- J. Every regularly enrolled new member, initiate or affiliate of a chapter shall be counted in the Chapter Total.
 - 1. A list of new members, initiated and affiliated members shall be filed with Greek Life and Education in the Office of the Dean of Students on or before October 1st and March 1st.
 - 2. Any release of new members, termination or other change in membership shall be reported to Greek Life and Education no later than the last Panhellenic meeting each semester.
- K. Panhellenic shall promote and encourage personal and informative Panhellenic-spirited contact with potential members at all times, year round, except during formal recruitment silence.
- L. NPC fraternities shall not discriminate in membership selection practices on any basis prohibited by law.

ARTICLE XI. PLEDGING AND INITIATION

- A. A woman must be a regularly matriculated student to be eligible for recruitment and pledging.
- B. A University Panhellenic Council member fraternity may not issue an invitation to membership or formally pledge a woman during any school recess.
- C. A new member may be initiated whenever she has met the requirements of the fraternity to which she is pledged.

ARTICLE XII. HAZING

All forms of hazing, pledge day and/or pre-initiation activities which are defined as hazing shall be banned.

Hazing is defined as any action or situation with or without consent which recklessly, intentionally or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury, or causes discomfort, embarrassment, harassment or ridicule or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in a chapter or colony of an NPC member fraternity.

Such activities and situations include, but are not limited to, creation of excessive fatigue; physical and psychological shocks; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; participating in treasure or scavenger hunts; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities or normal sleep patterns; and any other activities which are not consistent with fraternal law, ritual, or the regulations and policies of the member fraternity or the educational institution. And all member groups will affirm their policies on hazing and inform their membership of this NPC position on hazing through mailings and through their inter/national magazines.

ARTICLE XIII. EXTENSION

- A. When all NPC chapters at the University of Texas at Austin are close to or over Total, the Panhellenic Council shall consider raising Total or adding another chapter through the National Panhellenic Conference extension process.
- B. Such a chapter shall be organized through colonization by an NPC fraternity or through organization of a local sorority which may petition an NPC fraternity for a chapter.
- C. Consideration should be given to NPC fraternities that have previously had chapters on the campus and to those NPC fraternities which have filed letters expressing an interest in the campus.

ARTICLE XIV. VIOLATIONS OF PANHELLENIC RULES, REGULATIONS, POLICIES AND THEIR PENALTIES

- A. The Panhellenic Judicial Board shall be defined as the Panhellenic Vice President for Judicial Affairs (Executive Vice President), appointed Judicial Committee members, Panhellenic advisor (ex-officio). The purpose of the Judicial Board is to handle member group infraction of NPC UNANIMOUS AGREEMENTS, University Panhellenic Council Constitution and or Bylaws, membership recruitment rules/guidelines, Panhellenic code of ethics, or University Panhellenic Council standing rules.
- B. Fraternities are encouraged to resolve alleged infractions through informal discussion with the involved parties. Should the informal discussions be unsuccessful, the Judicial Process will be set in motion by the filing of a report of an alleged violation. Violations must be reported in the following manner. The "University Panhellenic Council Violation Report Form" is available from the University Panhellenic Council in the Greek Life and Education office located in the Office of the Dean of Students.
 - 1. Timing
 - a. The "University Panhellenic Council Violation Report Form" shall be completed and presented to the Panhellenic Council President in a timely manner, but not more than 30 calendar days from the date of the alleged infraction (including university/college breaks). If the Panhellenic Council President is unavailable, or if the violation is against her Fraternity, the form shall be presented to the Panhellenic Council Executive Vice President or Panhellenic Advisor.
 - b. The University Panhellenic Council President and Panhellenic Advisor shall review the violation form to ensure that 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.
 - 2. Proper Reporting Authority
 - a. Infractions excluding Recruitment Infractions must be reported and signed by the President of the member group on behalf of her chapter.
 - b. Recruitment Infractions may be reported and signed by either:
 - i. President of member group on behalf of her chapter
 - ii. Panhellenic VP Recruitment or a Recruitment Counselor
 - iii. Potential New Member
 - iv. Panhellenic Advisor
 - 3. Notice
 - a. When a report of an infraction is properly received by the University Panhellenic Council, the accused fraternity shall be given formal notification in writing. 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 President or Panhellenic Advisor and is available upon request from the accused fraternity. A copy of the "College Panhellenic Violation Report Form" shall be given to the NPC Area Advisor.

- b. The “College Panhellenic Notice of Infraction Form” shall be delivered to the President of the accused fraternity within one week of the Panhellenic Council President’s receipt of the “College Panhellenic Violation Report Form.” If the President of the accused fraternity is unavailable, delivery may be made to another appropriate fraternity 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 Advisor and the NPC Area Advisor within the same time period.
 - c. Upon receipt of the “College Panhellenic Notice of Infraction Form” the accused fraternity shall contact the Panhellenic President within one week to schedule Mediation or choose to proceed directly to a Judicial Hearing. If the “College Panhellenic Notification 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.
4. Mediation
- a. The purpose of Mediation is to find a solution satisfactory to both the complaining party and the accused fraternity, which is appropriate under the NPC UNANIMOUS AGREEMENTS, the University Panhellenic Council Constitution, Bylaws and Standing Rules.
 - b. The University Panhellenic President shall appoint a neutral party to serve as a 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.
 - c. Mediation shall be closed to the public. The participants in the mediation shall be representative from each fraternity involved, including a chapter advisor, or the complaining party if other than a fraternity, the Panhellenic Council President, the Panhellenic Advisor and in cases of Recruitment Infractions, the Panhellenic Vice President of Recruitment.
5. Judicial Hearing
- a. In the event mediation is not successful, a Judicial Hearing shall be held.
 - b. Judicial Hearings shall be closed to the public. The participants in the Judicial Hearing shall be representatives from each fraternity involved. Including a chapter advisor, or the complaining party if other than a Fraternity, the Panhellenic President, the Panhellenic Advisor and in cases of Recruitment Infractions, the Panhellenic Vice President of Recruitment.
6. Appeals
- a. Judicial Board Decision. A decision by the University Panhellenic Council Judicial Board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeals Chairman. An appeal shall be filed with the Panhellenic President using the “College Panhellenic Notice of Appeal Form” within 48 hours of the decision.
 - b. NPC College Panhellenic Judicial Appeals Committee. If the NPC College Panhellenic Judicial Appeals Committee is unable to resolve the appeal, the Chairman shall be responsible for the further conduct of the case, and shall submit by certified mail, receipt requested, all data regarding the appeal to the Inter/National President(s) of the fraternity(s) involved.
 - c. Inter/National Presidents. If the Inter/National Presidents cannot resolve the case by discussions among themselves, the case may be referred by any Inter/National President involved to the NPC Executive Committee.
 - d. NPC Executive Committee. If the NPC Executive Committee cannot resolve the case, it may be appealed either by the Inter/National President or by the NPC Executive Committee to the National Panhellenic Conference.
 - e. National Panhellenic Conference. The decision of the National Panhellenic Conference shall be final.

ARTICLE XV. RULES OF ORDER

The University Panhellenic Association and its Panhellenic Council shall be governed by Robert's Rules of Order Newly Revised except in matters specifically provided for in the Constitution, Bylaws and Standing Rules.

ARTICLE XVI. SOCIAL AFFAIRS RULES

A. Organization and Jurisdiction of the Social Affairs Committee of the University Panhellenic Council of Austin, Inc.

1. The Social Affairs Rules of Panhellenic organizations are under the jurisdiction of Panhellenic Council.
2. The Social Affairs Committee shall have supervision over arrangements of time and place of all social events held by any member group of the Panhellenic Council. Special events may be petitioned to the Social Affairs Committee.
3. All Violations of the Social Affairs Committee Rules shall be reviewed by the Judiciary Committee of the Panhellenic Council.
4. Sororities are to be held responsible for taking all reasonable steps to prevent violations of these rules.

B. Association Policy

1. We of the sororities of the National Panhellenic Conference will have no formal association with a fraternity that has had its charter revoked by its national organization, until it has once again had its charter reinstated by its (inter) national fraternity organization.
2. We of the sororities of the National Panhellenic Conference will have no formal association with a fraternity that has been placed on probation by either the local applicable governing council, University of Texas at Austin, or its own (inter) national organization. Sororities of the National Panhellenic Conference shall have no formal association with fraternities that are not registered student organizations at The University of Texas at Austin, are members of a National governing body, but not a member of the local applicable governing council at The University of Texas at Austin, or have been placed on probation, suspension or cancellation by the above mentioned authorities, until it has been removed from that probationary status and/or suspension. The Interfraternity Council has been granted authority by the Dean of Students to act as the judiciary arm in the fraternity matters of The University of Texas at Austin. Only in extreme cases will The University of Texas at Austin maintain exclusive authority to execute a judiciary sanction.
3. Any chapter violating the Association Policy and mixing with a fraternity that has been placed on suspension or cancellation by either the local Interfraternity Council, The University of Texas at Austin, or its own (inter) national organization: 1. The Social Affairs Committee will write a letter to the national organization and place a letter permanently on file for future reference. In addition, the chapter will also write a letter to the Dean of Students apologizing for their actions. 2. The chapter will sponsor a program, of the Social Affairs Committee's choosing, in the Panhellenic Council's name that will benefit all of Panhellenic. This will be done within one year of the violation date. 3. Notification of the violation will be published in the recruitment booklet. 4. The chapter will be placed on social probation, which prohibits any chapter event that involves another chapter (co-host or co-sponsor) to take place. This will be set at a maximum of one year from the violation date.
4. As the severity of the violation (i.e. a theme party with a fraternity on probation) may vary, the chapter may receive two or more of the above sanctions, at the discretion of the Social Affairs Committee.

C. Rules Regarding Events

1. Time and Place
 - a. All events hosted or co-hosted by the sorority must be held within a ten-mile radius from the Panhellenic Office. Exceptions to this rule must be petitioned to the Social Affairs committee at least two weeks prior to

the event. Buses will be required should the event location exceed the ten mile distance from the Student Services Building on the University of Texas campus.

- b. Attendance at mixers and matches is limited to the membership of the groups involved and invited guests

2. Use of Alcoholic Beverages

- a. The Social Affairs Committee of the University Panhellenic Council prohibits the serving of alcoholic beverages in violation of the State Laws of Texas.
- b. No alcoholic beverage may be served on the property of any sorority house.
- c. Chapter funds may not be used for the purchase of alcohol. Chapter funds may be used to assist fraternities for third party vendors and security. Sorority members may not serve alcohol at the sponsored event. All sorority events that include the serving of alcohol must be BYOB or Cash Bar.
- d. If buses are used for transportation for a sorority sponsored or co-sponsored event, alcohol will not be consumed on the bus(es).
- e. If alcohol is served at an event:
 - i. The beverage must be stated on the Social Registration Form filed in the Panhellenic Office.
 - ii. A non-alcoholic beverage must be served for minors and guests who do not drink alcohol.
 - iii. Food or snacks must be provided.

3. Registration and Security

- a. Every sorority event planned in the name of the sorority that members and new members are expected to attend, other than regular chapter dinners, meetings, and study halls must be registered by the Social Chair and/or the officer in charge of the event one week before the event. However, any missing information must be turned in 24 hours before the event is to take place. No penalty will result as long as the registration form was turned in one week in advance, and completed 24 hours before the planned event. There are no exceptions to the rule.
- b. Policy for Late Registration. During each semester, if an event is not registered one week before it is to occur, the Social Chair, Chapter President, and Chapter Advisor will be notified by mail about the tardiness. If a second event is not registered or if there is no registration for the event, a conference will be held between the Panhellenic Social Chair, Panhellenic Advisor and chapter Social Chair. If a third event is not registered on time, the next social event on the chapter's calendar may be cancelled at the discretion of the Social Affairs Committee.
- c. At all sorority events hosted by the sorority only and attended by guests where alcohol will be served, the sorority must have in attendance a minimum of two security guards.

- D. All Chapter Presidents must annually attend a fire safety academy coordinated by the area of Greek Life and Education in the Office of the Dean of Students. In the event that the Chapter President cannot attend, either the Chapter's House Manager, Risk Management officer or the Social Chairman, or other designee, must attend the fire academy.

E. RESOLUTION IN SUPPORT OF ALCOHOL-FREE FUNCTIONS

- WHEREAS Alcohol usage and abuse is an area of concern within our college community; and
- WHEREAS The Panhellenic Council at The University of Texas at Austin strives to advocate and maintain the mature management of alcohol; and
- WHEREAS The Panhellenic Council at The University of Texas at Austin is supportive of those fraternities who have established or are establishing alcohol-free facilities in order to regain focus on founding principles including strength of character, scholarship, and leadership; and

WHEREAS The Panhellenic Council at The University of Texas at Austin is supportive of those initiatives which will contribute to the positive image of Greek organizations; therefore be it

RESOLVED That beginning in the fall semester of the year 2000, the collegiate chapters which make up The Panhellenic Council at The University of Texas at Austin will co-sponsor functions in men's fraternity facilities only if those functions are alcohol-free.

ARTICLE XVII. RECRUITMENT RULES

Each fraternity member has a mutual bond, not only with members of her own fraternity, but also with all Greek-letter men and women. This means that a spirit of cooperation and helpfulness exists among all fraternity members, regardless of their affiliation. This spirit of cooperation is incorporated by Panhellenic into recruitment activities in order that fairness and goodwill will prevail.

Initiated members, new members, alumnae, or anyone who could represent a chapter shall be bound by University Panhellenic rules, recruitment rules, and National Panhellenic policies. The undergraduate chapter shall bear the penalty for any violation, or attempted violation, of these rules and policies.

Every potential new member, initiated member, new member, and alumna member must turn in any recruitment activity considered to be a violation of the rules and regulations of the University Panhellenic Council found in this publication. Violations will be considered by the Judiciary Committee of the Council.

- A. Definition of Recruitment: Any activity engaged in by a sorority member, new member, alumna, or anyone who could represent the chapter who attempts to inform a potential new member about sororities or persuade a potential new member in favor of some particular sorority. A potential new member is any woman who is a high school senior or within her first year as a University of Texas at Austin student.
- B. Membership Recruitment Guidelines for Potential Members
1. A woman is eligible to participate in membership recruitment if she is a regularly matriculated student at the University of Texas at Austin. A potential member should take a minimum of twelve hours per semester, excluding correspondence courses and classes taken at Austin Community College.
 2. A woman shall not be, or ever have been, an initiated member of an NPC group.
 3. A woman is ineligible for membership recruitment if she has been a new member of an NPC fraternity on this campus within the same calendar year.
 4. A woman shall register for formal recruitment and pay a registration fee.
 5. A woman shall attend orientation and all parties to which she has accepted invitations. In the event of illness or other emergency, she shall notify Panhellenic and/or her Panhellenic membership recruitment counselor, if she cannot attend.
 6. A woman shall consult her membership recruitment counselor before withdrawing from membership recruitment. In the event the woman feels she must withdraw from membership recruitment she shall go to the Panhellenic offices and sign an official withdrawal form.
 7. Panhellenic name tags will be provided to the potential members.
 8. From the beginning of orientation through the end of formal membership recruitment, no potential member may visit a women's fraternity chapter except to attend invitational events.
 9. No women's fraternity member may buy anything for a potential member (meal, drink, etc.) and no potential member may buy anything for a women's fraternity member during the formal membership recruitment period.
 10. A woman shall not give a promise, verbal or written, to join a certain fraternity before formal bids are issued through Panhellenic.
 11. A woman shall fill out the Membership Recruitment Acceptance immediately after the last event she attends. Once a Membership Recruitment Acceptance has been signed, no change may be made.
 12. Any woman signing a Membership Recruitment Acceptance and receiving a bid at the end of membership recruitment shall be bound by the agreement for one calendar year.

13. Strict silence is the period in which there will be no conversation or contact between women's fraternity members and prospective members. This includes all references to fraternities, verbal, written, typed or printed. Strict silence is the period from the end of the woman's last event until she reports to the fraternity from which she accepts a bid.
 14. During recruitment, there shall be no discussion between a potential new member and a sorority member concerning another sorority or other potential new members. No sorority member is qualified to tell a potential new member about a sorority other than her own. This includes any discussion of sorority invitations or legacies. No disparaging remarks may be made by a sorority member about another sorority. Attempts may not be made to evaluate or rank another sorority.
 15. No sorority initiated member, new member, alumna, nor agent may suggest to any potential new member that she refuse a bid from one group in order to wait for a bid from another group, nor suggest that a potential new member list only one choice on her preference card, nor encourage her to change her preference.
 16. No alcoholic beverage may be consumed during any sorority recruitment contact. This includes Bid Day.
 17. There shall be no participation by men in any sorority recruitment function. This includes Bid Day.
- C. **Publicity:** There shall be no solicited or uncollected publicity (written, radio, or TV) of any sorority recruitment-related activity. Any publicity, rumored or charged, shall be subject to review by the Judiciary Committee. Any photograph of Recruitment Week events by a non-member must be cleared through the Council's Recruitment Team.
- D. **Quota-Total:**
1. **Quota:** Each year a chapter may augment its membership by a new member quota. a junior quota and a senior quota set by the Panhellenic Council. This quota is determined by NPC guidelines.
 - a. **Guaranteed Placement:** The following procedures should be followed if women whose bids did not match in the normal course of bid matching must be placed in fraternity chapters who have already reached Quota:
 - i. The potential new member will be matched to the fraternity chapter she has listed on her preference card that is the smallest in chapter size, as long as her name appears on that chapter's preferential bid list. By matching her there, that group may exceed quota in order to place every potential new member eligible for guaranteed placement (see ii) in a chapter.
 - ii. This procedure shall never include a potential new member who lists an intentional single preference on her preference card or one who has failed to accept or attend any recruitment event for which there was room in her schedule.
 2. **Total Chapter Size:** Panhellenic will review Panhellenic Total annually, conferring with the NPC Area Advisor and set Total according to the criteria determined by NPC.
 - a. Each sorority is entitled to new member quota plus juniors and seniors at any time during the school year, even if by doing so, the Panhellenic total is exceeded.
 - b. Once a chapter fills its new member quota plus juniors and seniors, and the total chapter membership is below the Panhellenic total set by Panhellenic, the chapter may continue pledging during Continuous Open Bidding until Panhellenic total is reached.
- E. **Vacancy:**
1. If a woman has participated in the chapter's ribbon or formal pledge ceremony and the pledgeship is broken by either the new member or the chapter, then the vacancy created can be refilled only if a chapter is below Total. When a woman negates her signed Membership Recruitment Acceptance and refuses to accept her matched bid at the conclusion of formal membership recruitment and does not participate in a ribbon or formal pledge ceremony, this space in the chapter's pledge Quota was not filled. Then the chapter may immediately bid and pledge another woman even if the chapter is over Total.

2. Vacancies in the chapter membership roll that result when a member withdraws or suspends her fraternity affiliation, or is officially granted inactive status, transfers, graduates or drops out of college can only be filled if the chapter is below Total.

F. Continuous Open Bidding:

1. Groups which do not fill their new member quota during Fall Recruitment may recruit and pledge women at their own discretion after Bid Lists are received on Bid Day.
2. Recruitment and pledging in COB may continue until the beginning of the "Dead Day" preceding final examinations in the fall semester. COB begins again on the first class day of the spring semester for any chapter that had a vacancy in its new member quota prior to the closing of the fall semester.
3. The spring period of COB continues until the first "Dead Day" in the spring semester.

G. Pledging:

1. A signed Membership Recruitment Acceptance (e.g., Preference Card) or a Continuous Recruitment Acceptance is binding. If a potential new member receives a bid under the preference system, she is ineligible to be pledged to any other NPC fraternity on the University of Texas at Austin campus for one calendar year. If a potential new member does not receive a bid under the preference system, she is eligible for COB.
2. A student who has had her pledge broken by a fraternity, or who has broken her pledge to a fraternity, may not be asked to join another fraternity on the same campus for one calendar year from the date she was originally pledged. However, she may be re-pledged to the same fraternity chapter at any time within that calendar year.
3. When a new member transfers to another campus, her pledge is broken, and she is eligible to pledge a NPC fraternity on that campus at the earliest opportunity.
4. A person who is or who has ever been an initiated member of an existing NPC fraternity shall not be eligible for membership in another NPC fraternity.
5. Additionally, any woman already a member of a NPC Fraternity, may not seek membership into another NPC Fraternity during the duration of her lifetime.

ARTICLE XVIII. RULES GOVERNING RECRUITMENT CONTACTS

A. Summer Contact Guidelines

The methods used to interest high school graduating seniors in fraternities before they enter college and the approach and manner in which summer contacts are made with potential members are of utmost importance.

Facts are wanted and needed by women who will be attending college. NPC recommends cooperative Panhellenic events which are educational in nature and designed to disseminate information about all women's fraternities.

NPC believes that normal, social contacts should not be disrupted in the case of long-standing friendships by prohibiting all contact between fraternity women and potential members. However, each fraternity is charged with the responsibility of seeing that unfair advantage not be taken of such contacts.

1. While a fraternity house is closed during the summer, alumnae and/or members shall not use the house for recruiting purposes.
2. Fraternity members may contact the Alumnae Panhellenic in their area to organize membership recruitment information events for potential students at the University of Texas at Austin.

- a. In the event there is no organized Alumnae Panhellenic in their area, sorority members may have informational functions for the purpose of educating the potential members as an Alumnae Panhellenic Association would do, if there were one in the area, as long as two or more chapters are represented. All chapters represented at the University of Texas must receive invitations to these recruitment functions with reasonable advanced notice.
 - b. At Alumnae Panhellenic informational sessions, Panhellenic may send representatives to help alumnae present information to the potential new members.
 - 3. During the academic year, a potential new member who is a legacy may attend one alumnae sponsored social function per sorority group to which she is a legacy. If a sorority group is going to hold a legacy event, it must be held prior to June 1. Only collegiate sorority members whose permanent address is in the area of the sponsoring alumnae group may attend these social functions. Legacy events may not be held in any sorority house.
- B. Panhellenic strongly discourages potential new members from attending any fraternity activities for their own protection.
 - C. A prospective potential new member may not stay over night nor visit a sorority house for an extended period of time unless she is a sister of a sorority member living in the sorority house.
 - D. At no time during the summer break should a chapter house be used for recruitment purposes.
 - E. Positive Panhellenic contact is to be used at all times, in that the Panhellenic and Alumnae Panhellenic Associations must promote and encourage personal and informative Panhellenic-spirited contact with potential members at all times, year-round.

ARTICLE XIX. RULES GOVERNING RECRUITMENT ACTIVITIES DURING FALL WORK WEEK AND RECRUITMENT WEEK

- A. Silence:
 - 1. Definition of Silence: Silence means no conversation or contact between potential new members and initiated members, new members, alumnae, and anyone who could represent the chapter except at specified Panhellenic recruitment events. Potential new members may not discuss sorority membership with other potential new members.
 - 2. Reason for Silence: Silence is observed to allow each potential new member to decide for herself, free of outside pressures and the opinions of others, which group she wishes to join.
- B. Rules of Silence:
 - 1. Silence begins between potential new members and all sorority initiated members, new members, alumnae, and anyone who could represent the chapter at 6:00 a.m. on the date set by the Panhellenic Recruitment Standing Committee and concludes once the potential new member is issued a bid on bid day.
 - 2. Potential new members may not attend fraternity parties during the Silence period beginning at 6:00 a.m. on, date set by the Panhellenic Recruitment Standing Committee.
 - 3. Potential new members may not receive telephone calls, letters, flowers, e-mail/instant messages or electronic correspondence or gifts for the purpose of recruitment from sorority members, alumnae or anyone who represents the chapter until they have accepted their bids.
 - 4. Sorority representatives are strictly forbidden to issue oral invitations to events or to a new member at any time during the recruitment period. Potential new members must report oral invitations to Panhellenic immediately.

5. Sorority members and new members (except designated Panhellenic members) may not be in or near the Potential new member Convocations.
6. In the case of a sorority member living with a potential new member, contact between the roommates during Silence must be kept to an absolute minimum. Other sorority members or potential new members may not be present in the residence during Silence.
7. On the night of Preferential Signing, sorority members must remain in their house and may not use the telephone until their bid list arrives at the Panhellenic Office. Alumnae or anyone who represents the chapter who are in the sorority house at 30 minutes after the end of the last event must remain in the sorority house as well, and will be held to rigid observance of silence. All rules of Silence must be observed until Bid Day Convocation.
8. All sororities will cover or remove any openly exposed pictures of their members that are serving as Recruitment Counselors and Panhellenic delegates or officers.
9. Silence ends: Potential new members who register for Formal Recruitment Week but who withdraw sometime during that week are still on Silence to all other potential new members and sorority members until the end of Recruitment Week.

C. Events:

1. The concept of “no frills” recruitment shall be used.
2. Chapters are encouraged to evaluate all recruitment skits as to length and content. They are encouraged to develop conversation and interviewing skills.
3. Chapters are discouraged to use recruitment skits at the first round of events.
4. Chapters are discouraged to use elaborate costuming and purchasing of special recruitment outfits.
5. Chapters shall eliminate all outside decorations.
6. All events must be held in the Chapter house.
7. No gifts, flowers, or favors of any sort may be taken from the sorority house by a potential new member.
8. Sorority jewelry (badges, drops, or new member pins) may not be given to or worn by a Potential new member during a recruitment event.
9. Entertainment will be provided by active sorority members from the University of Texas at Austin only.
10. There shall be no participation by men in any sorority Recruitment Week function. This includes Bid Day activities.
11. Singing, clapping and music in moderation are allowed outside of the sorority house during Periods I, II, and III.
12. Sorority members are to remain inside their houses between events. Sororities which sing their potential new members in or out of an event must do so within the time limit for that event.
13. Recruitment events and residence halls are subject to periodic visits by Panhellenic executive members during Recruitment Week.
14. At no time should a Potential new member be removed from the general event grouping by one or more sorority members for the purpose of recruitment during a formal Fall Recruitment Week event. This is considered “hot boxing” and is a violation of recruitment rules. Rotation patterns for recruitment events should be evaluated with this rule in mind.
15. Open House

- a. The number of Open House events shall be equal to the number of sororities plus one “break” period. This is currently 15 events and the PNMs attend one event at each sorority house.
- b. Open House events shall be 20 minutes in length.
- c. During Open House, sorority members may not be visible from outside of the sorority house (this includes windows and balconies). Only the President, Recruitment Chair, and one Recruitment Assistant are allowed outside of the house to welcome the potential new members.
- d. Decorations are limited to two fresh flower arrangements.
- e. Refreshments are limited to water with ice.
- f. Only nametags provided by Panhellenic will be worn by sorority representatives (initiated members, alumnae, etc.).

16. Philanthropy Day

- a. There shall be ten Philanthropy events. These events will be split between two days.
- b. Each Philanthropy event shall be 45 minutes in length.
- c. Decorations will be limited to fresh flower arrangements and the “product” of the philanthropy chosen by the sorority. All other decorations (ornate table cloths, balloons, etc.) are not allowed.
- d. One display is allowed regarding the philanthropy or philanthropies associated with the sorority.
- e. Chapters must register their philanthropy project with the University Panhellenic Council by the date set by the Panhellenic Recruitment Standing Committee.
- f. Refreshments will be limited to a beverage only.
- g. The entertainment portion of Philanthropy Day will be limited to ten minutes of live entertainment provided by chapter members. Promotional videos are allowed for this portion.

17. Skit Day

- a. There shall be six Skit events.
- b. Each event shall be 45 minutes in length.
- c. Chapters shall limit their skits in length to a maximum of 20 minutes during the Skit period.

18. Pref Night

- a. There shall be three Pref events.
- b. Each Pref event shall be 1 hour in length.
- c. Chapters shall limit their skits in length to a maximum of 25 minutes on preference night of Formal Recruitment.

19. Sororities will wear standard nametags, issued by Panhellenic, for all periods of formal Recruitment at The University of Texas at Austin.

20. For each minute that the performance or party length exceeds the maximum allowed time, \$50 will be assessed. The chapter may appeal these fines at the end of formal recruitment.

- D. Lists: Invitation lists to be turned in after Open House, Period I, and Period II will receive a fine of \$50 per 30 minutes late. Bid lists, turned in after the conclusion of Preference Night (period III) will receive a penalty of \$500 per 30 minutes if they are late.
- E. Recruitment Counselors
1. At no time before bids are given out will Recruitment Counselors reveal to their recruitment group, or members of any other group, the chapter with which they are affiliated.
 2. Recruitment Counselors are not allowed in their chapter houses during Recruitment Week. Any Recruitment Counselor found in her house, while not performing the duties of a Recruitment Counselor, will be removed from her duties and her chapter will be penalized.
 3. A Recruitment Counselor is not allowed to contact members, new members, alumnae, or anyone who could represent her chapter in person, by phone, or in writing during Recruitment Week. By doing so she will be removed from her duties as a Recruitment Counselor and her chapter will be penalized.
 4. Recruitment Counselors may not meet with or talk to potential new members with any intention other than to conduct the official duties of a Recruitment Counselor. Except when she is performing official duties, Recruitment Counselors are bound by the rules of Silence as defined by the Panhellenic Council.
 5. Recruitment Counselors will take roll upon the completion of the last preference event, and they will be responsible for enforcing silence from the chapter house until the close of preference convocation.
 6. Any Panhellenic delegate or Recruitment Counselor who wishes to terminate her duties must do so prior to August 1st, or she will be required to reimburse the University Panhellenic Council for all of her hotel expenses and is prohibited from participating in her chapter's Recruitment activities until Bid Day.
- F. Recruitment Phones: During Recruitment Week, every sorority must have a phone in their house designated as the "Recruitment Hotline." This phone is to be used solely for communication between Panhellenic and the sorority. This phone must be manned 24 hours a day during Recruitment Week. If the phone is called at any time by Panhellenic and there is no response, Panhellenic will call a second phone number provided by the sorority. If there is no response on the second attempt, the sorority will be fined \$100.00.
- G. Recruitment Budget
1. Panhellenic sororities are not to exceed \$7,500 in the purchase, rental, and donation of any new decorations for all periods of formal recruitment. These new decorations are classified as anything that is visible to the potential new member during Formal Recruitment week.
 2. Prior to events, budget officers from the Panhellenic Council will visit each chapter house and assess the expenditures and receipts presented by each sorority. A formal schedule for budget officer visits will be given to each chapter at the all sorority meeting, which will be scheduled by the Panhellenic Recruitment Standing Committee. Specific procedures for this will be defined at the last Recruitment Roundtable of the Spring Semester.
 3. An itemized statement of Recruitment Week expenditures must be filed in the Panhellenic Office by the date set by the Panhellenic Recruitment Standing Committee. Sororities filing statements after the October 1 deadline will be fined \$10.00 per day the statement is late. If the cost exceeds the limit set by Panhellenic, a copy of their budget will be sent to the National Headquarters and the chapter will pay a fine to Panhellenic equal to the amount overspent.

ARTICLE XX. AMENDMENT

These By-laws may be amended or revised by a two-thirds majority vote of the voting members of the University Panhellenic Council of Austin provided notice of the proposed amendment has been given in writing at a preceding meeting.

