



REVISED SPRING 2024

THE UNIVERSITY OF IDAHO PANHELLENIC ASSOCIATION STANDING RULES

Article I. Office Procedures

Section 1. Meetings

Meetings of the Panhellenic Association shall be held beginning the second week of classes bi-weekly at a time established at the beginning of each academic term, unless a special meeting is called in which chapter delegates or the requested chapter officers will be notified directly.

Section 2. Agenda

The agenda for each Panhellenic Association meeting will be set out no later than 24 hours prior to the start of the meeting.

Article II. Financial Operations

Section 1. Approval of Operating Budget

- A. A budget will be presented no later than the second delegate meeting of March of the Panhellenic Association in the Spring semester prior to the fiscal year.
- B. In the case of a Panhellenic Officer needing to spend \$1,000.00 more than the budgeted line item, they must request a budget approval from the University of Idaho Panhellenic Association prior to utilizing any excess funding.
- C. In case of a Panhellenic Officer needing to spend any money for the new Fiscal year prior to the approval of the budget, they must request an approval for the funds from the University of Idaho Panhellenic Association prior to utilizing any funding.

Section 2. Timeline

- A. Invoices for Panhellenic dues will be sent out no later than week 6 of the semester each semester.

Section 3. Fees and Assessment

- A. Each active Panhellenic member will pay a membership fee per semester to support Panhellenic community wide efforts related to education, programming, public relations, marketing, officer development, etc.

Section 4. Security

- A. All checks issued to the Panhellenic Association, member organizations, or executive officers must be cashed no later than 90 days from the date the check is signed or issued.

If a Panhellenic Association issued check is not cashed within the 90 day period. The Panhellenic Vice President of Operations will void/cancel the Panhellenic Association check with the bank. Cancellation of checks will incur a fee of \$35.

Article III. Election Procedure

All Panhellenic Association Executive Council officers shall be elected by the Panhellenic Association based on recommendations from the Nomination Committee.

Section 1. Nomination Committee

The Nomination Committee will consist of one (1) representative of each member organization in addition to the outgoing Panhellenic President serving as the chair of the committee and the Panhellenic Advisor(s) serving as a non-voting, ex-officio member.

- A. The member organization will be responsible for the selection of their Nomination Committee member.
 - a. Each Nomination Committee member must:
 - i. Be an initiated member of their respective chapter in good standing.
 - ii. Not be seeking a Panhellenic Executive Council position.
- B. In the instance that the outgoing Panhellenic President is seeking a Panhellenic Executive Council position, the outgoing Executive Vice President shall serve in their place.
 - a. If the outgoing Executive Vice President is seeking a position as well, the outgoing Panhellenic Executive Council will select from among themselves an individual who is not seeking an executive council position to serve as chair of the Nomination Committee.

Section 2. Nomination and Election Procedure

- A. Prior to Panhellenic Association Elections
 - a. Each candidate must submit an application to the Fraternity and Sorority Life Office and the Panhellenic Association by the deadline. The Panhellenic Advisor(s) and President shall hold the completed applications in confidence until being distributed to the Nomination Committee for review prior to their meeting.
 - b. Once all applications have been submitted and candidate standing is confirmed, the Nomination Committee will:
 - i. Review all applications
 - ii. Conduct interviews with qualified candidates
 - iii. Match each executive council office to the most qualified candidate

- c. Immediately following, the chair of the Nomination Committee will contact each nominated candidate for approval of their nomination and for it to be presented to delegates.
 - i. Each candidate will be reminded of the confidentiality of their nomination, and their nomination will be rescinded if shared prior to public announcement.
 - b. Once all nominated candidates have granted permission for their name to be presented, all remaining applicants will be notified and nominated candidates will be made public and available to the Panhellenic Association.
 - i. In the case that an applicant that has not been nominated for a position wishes to challenge a nominated candidate, they must email the Panhellenic President and Vice President of Operations no later than 48 hours prior to the election meeting date and time.
 - 1. Challengers must have previously submitted applications, and be nominated by a Panhellenic delegate during the election meeting.
 - 2. Challengers will prepare a speech about their qualifications and explain why they would be better suited for a given Panhellenic executive council position. The nominated candidate will be given an opportunity to do the same.
 - c. The Nomination Committee will prepare a statement of qualifications for each nominee. This will be shared with the Panhellenic Delegates.
 - d. In the event that the Nomination Committee does not feel there were adequate candidates to fill the executive council, they may choose to reopen applications and conduct interviews.
 - e. Delegates will then vote by ballot to indicate whether they would like to affirm the nominated candidate or the challenger, if applicable.
 - f. A candidate must receive a two-thirds vote in order to be elected.
- B. Panhellenic Association Elections**
- a. Each Panhellenic Executive Council position will be voted on individually by ballot.
 - b. Ballots are prepared with the names and offices of those nominated by the Nomination Committee and any additional nominees put forth by the Panhellenic Association.
 - c. Under general orders, the Panhellenic President distributes the ballots and the statement of qualifications previously developed by the Nomination Committee to each delegate.
 - d. The ballots will be collected and the Panhellenic President and Advisor(s) shall tally votes to determine if the nominee is elected, or when applicable, if the challenger is. A candidate must receive a two-thirds vote in order to be elected.

Article IV. Peer Accountability Process

The University of Idaho Panhellenic Association shall follow all Peer Accountability procedures found in NPC Unanimous Agreement VII as it relates to the Peer Accountability and appeals process.

- A. Peer Accountability board hearings are closed to the public.
- B. Participants in the Peer Accountability board hearing are representatives from each sorority involved. No more than three people, including a chapter advisor, represent either party and/or each sorority involved at a hearing.
- C. 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 people to represent all accusing parties filing infractions, including chapter advisors.
- D. 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 or she is excused from the hearing.
- E. Take written minutes during the Peer Accountability board hearing.
- F. Assess penalties or sanctions to fit the nature and degree of the offense.
- G. Present information on the appeals process at the close of the Peer Accountability board hearing.
- H. All parties must sign a summary of the hearing proceedings on the College Panhellenic Peer Accountability Board Hearing Summary Report indicating the outcome of the hearing. Forms are available on the NPC website. The fraternity/sorority advisor retains a copy of the report for three years. Within 24 hours of completing the hearing, the Executive Vice President sends a copy of the College Panhellenic Peer Accountability Board Hearing Summary Report to the parties designated on the form.
- I. Use proper notification and reporting forms.
- J. All documents associated with an investigation or Peer Accountability board hearing shall be kept in a confidential location for three years by the fraternity or sorority advisor.
- K. The Peer Accountability board chairman serves as the hearing officer unless she has been recused. In that case, the vice chairman serves as the hearing officer.
- L. Chapters involved in a hearing have the right to consult with a representative from their inter/national organization.
- M. Witnesses are called one at a time and may remain in the hearing room only during their testimony.
- N. After the hearing, the Peer Accountability board members hearing the case and the fraternity/sorority advisor go into an executive session for deliberations.
- O. Deliberations are confidential, and comments are not to be reported outside the room, with the exception of the official written decision recorded on the College Panhellenic Peer Accountability Board Hearing Summary Report and the official

oral statement given by the chairman to the parties.

Article V. Recruitment Counselors

Section 1. Selection of Recruitment Counselors

Recruitment Counselors will be chosen by a process established by the Vice President of Membership Growth.

- a. The Vice President of Membership Growth, in conjunction with the Recruitment Team, will use her discretion to ensure there is fair chapter representation based on the applicant pool.
- 1.0 B. Recruitment Counselor applicants must be in good standing with their chapter and have a 2.75 cumulative GPA.
 - a. If an applicant does not meet the GPA requirement any exceptions will be assessed and approved by the Vice President of Membership Growth in conjunction with the Recruitment Team.

Section 2. Requirements of Recruitment Counselors

Recruitment counselors are undergraduate chapter members in good standing who:

- A. Are members from sororities holding regular membership in the Panhellenic Association.
- B. Are dependable, responsible and available to potential new members.
- C. Are enthusiastic and have a positive attitude toward sorority experiences.
- D. Are objective and impartial.
- E. Are prepared to support all potential members from diverse backgrounds and identities.
- F. Have good listening skills and the ability and willingness to keep confidence.
- G. Are sensitive and perceptive to other's feelings while remaining objective.
- H. Are representative of the best qualities of Panhellenic women.
- I. Are willing to refrain from contacting or having contact with their own chapter members.
- J. Are willing to refrain from the use of alcohol throughout the recruitment period.
- K. Return to Moscow no later than the start of work week.

Section 3. Expectations of Recruitment Counselors

- A. Are entrusted with privileged information to be kept confidential.
- B. Must remain objective and impartial at all times.
- C. Must maintain:
 - a. A positive Panhellenic mindset regarding recruitment opportunities without showing favor to their respective chapter by promoting their affiliation.
 - b. Limited interaction and promotion of their respective chapter from the end of the spring term until the conclusion of Panhellenic sponsored bid day

activities.

- i. This includes sharing chapter specific recruitment or promotional materials and graphics, wearing chapter specific clothing, jewelry, stickers, and social media content.
- D. Recruitment Counselors are encouraged to assist the Panhellenic VPR and VPMG in planning and executing Panhellenic events pertaining to recruitment, e.g. all-sorority recruitment events, tabling opportunities, student involvement fair, etc.
- E. Must refrain from the use of alcohol during the recruitment process.
- F. May escort women to the events but not attend recruitment events.
- G. If a Recruitment Counselor fails to fulfill any of these requirements, they will no longer be privileged with PNM information or participate in recruitment for their own chapter. Duties will be held and limited to those requests of the VPR and VPMG throughout the duration of the recruitment period.

Article VI. Education

Panhellenic strives to cultivate strong, healthy, scholarly, and well-rounded members at the University of Idaho. The mission behind the following programs is to educate women on issues regarding their safety, health, and scholastics. In order to count towards fulfilling this programming requirement, at least 80% of the chapter membership must be in attendance.

Section 1. Programming

This programming will be due to the Executive Vice President by the Friday of Dead Week at the end of each semester.

- A. Each chapter shall complete two options for chapter-wide programming events from the following options: Sexual Assault Awareness, Nutrition/Fitness Education, Academic/Financial Success, Civic Engagement, Diversity, Risk Management, Anti-Hazing, Sisterhood Bonding, or Panhellenic Unity.
 - a. Each chapter shall sponsor at least one alcohol awareness program to take place each year in the fall semester, prior to midterms, with 100% of the new member class in attendance.
 - b. Each Chapter shall complete its second program by the end of the fall semester.
 - c. Each Chapter shall complete its third program by the midterm of the spring semester.
 - d. Each Chapter shall complete its fourth program by the end of the spring semester.
 - e. Each Chapter shall change at least one of the programs it uses to complete its programming requirements every academic year (i.e. chapter may not participate in the same 3 optional programs every academic year)
 - f. Panhellenic Unity will be defined as any program that promotes member organizations building values based relationships with other Panhellenic member organizations.

Article VII. Philanthropy

Section 1. Philanthropy Guidelines

- A. Philanthropy request forms will be submitted to the Panhellenic Vice President of Community Engagement online through Engage UIIdaho at least three (3) weeks in advance of the Philanthropy.
- B. Philanthropy events or programs should not be longer than three (3) days unless it is approved by the Vice President of Community Engagement to the event beginning. Banners and coin drop competitions may only be required of member chapters for Philanthropies lasting longer three (3) days.
- C. Approval of philanthropies will fall under the Vice President of Community Engagement

Article VIII. Sponsored Events

Section 1. Panhellenic Association Sponsored Events

Events sponsored by the Panhellenic Council will follow all rules of the Panhellenic Association including the *No Alcohol and Controlled Substances Policy* starting two hours before the event begins and two hours after the event concludes. Violation of this policy will result in a \$100 fine per member.

- A. In the case of primary recruitment, from the first day of work-week until 24 hours following bid distribution, alcohol and the use of controlled substances are prohibited for all Idaho Panhellenic Association members both on and off campus.
 - a. Violation of the *No Alcohol and Controlled Substances Policy* during primary recruitment events will result in a \$500 fine per member in violation. Repeated offenses may lead to the implementation of the Peer Accountability Board.
 - b. All other Panhellenic sponsored recruitment activities (Spring Recruitment) will also follow the *No Alcohol and Controlled Substances Policy* 24 hours prior to the start of the event and 24 hours following the conclusion of the event.

Section 2. University Sponsored Events

In the case of University Sponsored Recruitment events (i.e., UIIdaho Bound or Envision Idaho) the *No Alcohol and Controlled Substances Policy* will be in effect for the duration of the event. Official event duration will be communicated by the Panhellenic Council to chapter members and advisors.

- A. Violation of the *No Alcohol and Controlled Substances Policy* during a University Sponsored event will result in a \$200 fine per member in violation. Repeated offenses may lead to the implementation of the Peer Accountability Board.
- B. All Panhellenic affiliated members must refrain from the consumption of alcohol and controlled substances on campus. No members are to return to campus intoxicated. No

members are to possess alcohol and controlled substances on campus.

- C. No members may participate in an organization's event with alcohol or controlled substances present.

Section 3. No Alcohol and Controlled Substances Policy

- A. A controlled substance is generally a drug or chemical whose manufacture, possession and use is regulated by a government, such as illicitly used drugs or prescription medications that are designated by law.
 - a. Controlled substances that are legally owned by members for medical purposes are permitted.

Inviting potential new members to locations where there is alcohol present is an immediate violation and the Peer Accountability Process will be implemented.

Article IX. Installation

Following the election of new executive officers, the Panhellenic Association will follow the procedure outlined by NPC for the installation ceremony.