University of Missouri
Panhellenic Association

BYLAWS
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Article I – Name

The name of this organization shall be the University of Missouri Panhellenic Association.

Article II – Object

The object of the Panhellenic Association shall be to develop and maintain fraternity life and inter-fraternity relations at a high level of accomplishment and in so doing to:

• Act in accordance with National Panhellenic Conference (NPC) unanimous agreements and fundamental policies.
• Act in accordance with such rules and policies established by Panhellenic Council, that are in harmony with those currently established by National Panhellenic Conference, as to not violate the sovereignty, rights and privileges of member fraternities.
• Consider the goals and ideals of member groups as continually applicable to campus and personal life.
• Promote superior scholarship as basic to intellectual development.
• Cooperate with member fraternities and the University administration in concern for and maintenance of high social and moral standards.

The Panhellenic Association is not organized for profit, and no part of the net earnings of this organization shall inure to the benefit of, or be distributable to its delegates, trustees, offices, or other private persons, except the reasonable compensation for services rendered may be paid and payments may be made in furtherance of the purposes set forth in these bylaws.
Section 1: Membership Classes

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

A. Regular Membership

The regular membership of the University of Missouri Panhellenic Association shall be composed of all the NPC fraternities at The University of Missouri. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each Regular member shall have a voice and one vote on all matters.

B. Provisional membership

The provisional membership of the University of Missouri Panhellenic Association shall be composed of all colonies of NPC fraternities at the University of Missouri. Provisional members shall pay no dues and shall have a voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC fraternity.

C. Associate Membership

Local sororities or national or regional non-NPC member groups may apply for associate membership of The University of Missouri Panhellenic Association. The Panhellenic Council shall determine the membership eligibility requirements and the process for submitting an application and approval of the application. Associate members shall pay dues as determined by the College Panhellenic Council. An associate member shall have a voice and one vote on all matters except extension related matters and, if they are not participating, in the formal recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

Section 2: Privileges and Responsibilities of Membership

A. Duty of Compliance

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

B. Membership Rights

Membership and participation shall be free from discrimination based on race, color, religion, national origin, ancestry, age, sexual orientation, or disability.

Article IV – Officers and Duties

Section 1: The officers of the University of Missouri

Panhellenic Association shall include:

- President
- Vice President of Programming
- Vice President of Risk Management
- Vice President of Recruitment External
- Vice President of Recruitment Internal
- Vice President of Member Education
- Vice President of Public Relations
- Vice President of Finance and Records

Section 2: Eligibility

Eligibility to serve as an officer shall depend on the class of membership:

A. Regular Membership

Members from the women's fraternities holding regular membership in the University of Missouri Panhellenic Association shall be eligible to serve as an office.

Officers will not be permitted to serve on any Steering Committees or activities that may be perceived as a conflict of interest while serving their term on Panhellenic Executive Council that could be considered as a conflict of interest as voted on by member groups.
B. Provisional Membership

Members from women's fraternities holding provisional membership in the University of Missouri Panhellenic Association shall not be eligible to serve as an officer.

C. Associate Membership

Members from women's fraternities holding associate membership in the University of Missouri Panhellenic Association shall not be eligible to serve as an officer.

Section 3: Selection of Officers

The offices of President, Vice President of Programming, Vice President of Risk Management, Vice President of Recruitment External Vice President of Recruitment Internal, Vice President of Member Education, Vice President of Public Relations, and Vice President of Finance and Records of The University of Missouri Panhellenic Association shall be elected by ballot, except if there is only one nominee for an office that nominee shall be declared elected.

Section 4: Office Holding Limitations

No more than two members from the same women's fraternity shall hold office during the same term. There may not be any women of the same affiliation as the University of Missouri Panhellenic Executive Council President for that term.

Members running for office must:

- Have a cumulative grade point average of 2.75
- Be an active member in good standing with her chapter
- Have been an initiated member of her chapter for at least one year

Section 5: Nomination Procedure

A. Pre-election process
   1. Applications will be available at least three weeks prior to the election
   2. Applications including platforms and all other relevant documents shall be due to the current Executive Council ten working days prior to the election
   3. Application packets will be made available to Chapter Presidents and Chapter Executive Boards at least one business week prior to elections

B. Election Procedure
1. The current President of the Panhellenic Council will preside over the elections.

2. Only current chapter presidents, chapter delegates, the Panhellenic Advisor and the Executive Council will be allowed to participate in the election process. Each candidate running for a position is only allowed in the room during their speech. Each chapter will receive one vote (Chapter President and Delegate combined). If the president or delegate cannot attend elections or is running for a Panhellenic executive position and therefore unable to vote, chapters may send another qualified representative (executive officer or chairwoman) in her place.

3. Elections will occur in the order of chain of command. The first vote will be for Panhellenic President, then Vice President of Programming, then Vice President of Risk Management, Vice President of Recruitment External, then Vice President of Recruitment Internal, then Vice President of New Member Education, then Vice President of Public Relations, and lastly Vice President of Finance and Records.

4. A candidate may speak for more than one office if desired.

5. Each candidate will be allowed a three-minute speech.

6. The member of the Executive Council will ask each candidate running for her position 2-3 identical questions. Questions from the audience may then be allowed for a total of two minutes.

7. The candidates will speak one at a time and may not be in the room during any other part of the election process except during their speech. After each candidate has left the room, there will be two minutes for guided discussion amongst the chapter representatives and the Panhellenic Executive Council.

8. After all of the candidates for all eight positions have spoken, the Panhellenic President will begin the voting process. Individual voting will take place for each position in descending order of chain of command. Candidates will be automatically placed for election in their first choice position, but will have the opportunity to be nominated in any of the other positions they were willing to accept.

9. Starting with the position of President, the established candidates will be announced. Each candidate is an established candidate in their first choice position stated in their application.

10. After the established candidates are announced the floor will be opened for nominations. A candidate may only be nominated for a position if they have indicated on their application that they would accept that position. Any chapter has the power to nominate only one candidate per position and the Panhellenic Executive Council has no power to nominate. The nominator will have the opportunity to state their reasoning for electing that candidate for thirty seconds following their nomination. All nominations will be automatically entered into eligibility for the specified position.

11. After the Panhellenic President has closed the floor for nominations, a paper vote will take place including one vote per chapter and no votes from the Panhellenic Executive Council.
12. Panhellenic President and the Vice President of Finance and Records will then tally the votes. After tallying, the position elect will be announced and the same procedure will be repeated for each position until the Panhellenic Executive Council-elect is reached.

Section 6: Term

The officers shall serve for a term of one year or until the successors are elected. The term of office will begin when elected.

Section 7: Removal

Any officer may be removed for cause by two-thirds of the Panhellenic Council.

Section 8: Vacancies

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

Section 9: Duties of Officers

All Executive Council members are required to:

- Attend delegation and Executive Council Meetings, unless excused prior to arrangement with the President
- Participate as Formal Recruitment Staff during Formal Recruitment

The President shall:

- Preside at all meetings of the Panhellenic Council
- Preside at all meetings of the Executive Council.
- Work with Vice President of Finance and Records to oversee and run Panhellenic Council elections.
- Serve as ex-officio member of all Panhellenic Association committees.
- Communicate regularly with the Panhellenic advisor
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Ensure that the NPC annual report is completed.
- Maintain current copies of the following: The University of Missouri Panhellenic Association bylaws and standing rules, the Panhellenic Association budget, contracts executed on behalf of the Panhellenic Association, correspondence and materials received from the NPC area advisor, all College Panhellenic reports of NPC; and other pertinent materials.
• Assist and be a resource to Panhellenic Council with anything they need help with.
• Perform all other duties assigned.

The Vice President of Programming shall:

• Perform the duties of the President in her absence, inability to serve, or for her assistance when requested.
• Work with IFC and NPHC representatives to plan Greek Honors Night.
• Communicate with Philanthropy Chairs, coordinate philanthropy dates, and keep record of charitable funds raised through philanthropy events.
• Pair and oversee Sister Sororities, by creating requirements of the grouping, including a philanthropic and/or social event.
• Assist other Executive Council members with programming in their respective areas.
• Create programs and/or a programming series of issues that she sees as important to the Panhellenic Community, within her budget.

The Vice President of Risk Management shall:

• Coordinate the registration of alcoholic socials.
• Oversee meetings of the Chapter Social Chairs and Chapter Risk Management Chairs.
• Communicate regularly with Chapter officers on national risk management events and movements, policy changes and refinements at the University of Missouri.
• Educate the Panhellenic Association on risk management issues.
• Work with the Panhellenic Vice President of Programming to plan any Risk Management related functions

The Vice President of Recruitment External shall:

• Be responsible for all external aspects of Recruitment.
• Represent the Panhellenic Association at University Recruitment events.
• Work with Vice President of Recruitment Internal to plan Formal Panhellenic Recruitment and Work Week.
• Work with the Vice President of Finance and Records to plan and oversee the Recruitment Budget.
• Revise the Recruitment rules annually with Chapter Recruitment Chairs for adoption by the Panhellenic Council.
• Oversee meetings of the Chapter Recruitment Chairs.
• Serve as a resource to chapters concerning Continuous Open Bidding Activities.
• Be responsible for the printing and publishing of materials for Panhellenic Recruitment, including the Recruitment Book.
• Be at least a second-year member, having been a potential member, a recruiter for her chapter and a former Panhellenic counselor OR former Recruitment Team
member OR former chapter Recruitment Director.

- Live in Columbia over the summer to do work pertaining to formal Recruitment in Office of Greek Life for at least 20 hours per week and assist with Summer Welcome as designated.
- Work closely with the Vice President of Internal Recruitment to meet the needs of Potential Members.

The Vice President of Recruitment Internal shall:

- Be responsible for all internal aspects of Recruitment.
- Be responsible for the creating, printing, and publishing of materials for Panhellenic Recruitment that pertain to the Panhellenic Counselors (i.e.: training materials)
- Oversee all potential member information answering the questions of parents and students.
- Plan and lead Work Week and Recruitment of Panhellenic Counselors.
- Coordinate and lead a team of Panhellenic Counselors for Panhellenic Formal Recruitment. She will oversee the, selection, training, and activities of Panhellenic Counselors.
- Be a second-year member, having been on all sides of recruitment (a potential member, recruiter for her chapter, and a former recruitment counselor).
- Live in Columbia over the summer to do work pertaining to formal Recruitment in Office of Greek Life for at least 20 hours per week and assist with Summer Welcome as designated.

The Vice President of Member Education shall:

- Plan the Greek New Member Education Program along with the Vice President of New Member Development of the Interfraternity Council.
- Plan new member education programming in the spring for any new COB members depended on numbers.
- Communicate with the chapter executive council member in charge of new member or member education. Compile each chapter’s bid day activities.
- Recognize and promote the academic achievements of the Panhellenic community on a chapter and individual basis for each semester.
- Create and distribute Panhellenic scholarships while working with Vice President of Programming to plan recognition and reveal.
- Focus on education materials or programming for Panhellenic Association seniors during the spring semester as a transition out of the collegiate environment.
- Work with Vice President of Risk Management to plan a specific program/event.

The Vice President of Public Relations shall:

- Execute Public Relations and Marketing system that emphasizes the positive activities of the Panhellenic Association and the Greek Community as a whole, as
well as special events and/or programming executed by the Panhellenic
Executive Council.
• Maintain a positive working relationship with media outlets.
• Work with Panhellenic advisor on updating website and maintain social media
accounts utilized by the Panhellenic Council.
• Plan and execute recognition and encouragement for the chapters (i.e.: finals
baskets, sisterhood week treats, founders day flowers).
• Assist chapters in developing and maintaining Public Relations strategies.
• Be a liaison between the Panhellenic Association and the Panhellenic
philanthropic program, The Circle of Sisterhood.

The Vice President of Finance and Records shall:

• Make agendas, record minutes, and attendance for all Panhellenic Delegation and
Executive Council meetings.
• Organize and plan Panhellenic Executive Board elections including working with
delegates to distribute election materials.
• Oversee and be the main contact for the Delegates of the Panhellenic Council and
assist them with their duties.
• Work with Executive Council members to create the budget each semester for
Panhellenic Council account.
• Collect dues from the chapters each semester, including new member dues after
recruitment.
• Review sponsorship donation request forms.
• Have a general knowledge of Excel spreadsheets to keep chapter financial
information and council budget organized.
• Coordinate expenses with the Interfraternity Council’s Vice President of Finance
and Records.
• Foster good relations with the bank and deposit checks weekly into the
Panhellenic Council account.

Section 10: Scholarship

The Panhellenic Executive Council shall receive a scholarship for services rendered as
approved by Panhellenic delegates from each chapter. They are as follows:

• President: $1,400 per term
• Vice Presidents: $1,200 per term

In addition, the Vice Presidents of External and Vice President of Internal Recruitment
shall receive a recruitment stipend in the amount of $2,000 each. At least half of the
stipend will be withheld until the completion of the Recruitment report.

Conditions of Scholarship:
• Must fulfill the duties outlined by the Panhellenic Association Bylaws.
• May only receive half of stipend each semester with payment occurring at the end of each academic term.
• Must be evaluated by the Greek Life Coordinator once a semester.
• Must maintain minimum 2.75 GPA throughout entire term.

Article V – The Panhellenic Council

Section 1: Authority

The governing body of the University of Missouri Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the University of Missouri Panhellenic Association including, but not limited to; annually review and adjust total as needed; determine programming; establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights, and privileges of women’s fraternities.

Section 2: Composition and Privileges

The University of Missouri Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at The University of Missouri as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the fraternity, providing her credentials have been presented to the association president.

Section 3: Selection of Delegates and Alternates

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

Section 4: Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected
to select a replacement within two weeks and to notify the Panhellenic Association Vice
President of Finance & Records of her name, email, and telephone number.

Section 5: Regular Meetings

Regular Meetings of the Panhellenic Council shall be held at the time and place
established at the beginning of each academic term.

Section 6: Absent Delegates

Each chapter is to have their Delegate attend all Panhellenic Council meetings, unless
excused by the Panhellenic Vice President of Finance and Records, at which time she
should designate a proxy. Each chapter will be allowed one unexcused absence and after
the second absence the chapters will be assessed a $15.00 fine, the third absence will be
a $20.00 fine, and for future absences an additional $15.00 will be added to the previous
fine. Fines are to be turned into the Vice President of Finance and Records no later than
one business week after receiving notification of the fine.

Section 7: Annual Meetings

The annual meeting of the Panhellenic shall be held during the month of November.
The purpose of the annual meeting shall be for the election of the officers and any other
business that may properly come before the delegates.

Section 8: Special Meetings

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

Section 9: Quorums

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

Section 10: Vote Requirements

Proposed motions on issues that impact a chapter as a whole must be announced at a
previous meeting to allow opportunity for chapter input before a vote may be taken on
the issue.

A two-thirds vote of the Panhellenic Council shall be required to approve a re-
colonization plan and for all extension-related votes. All other votes, unless specified in
these bylaws, shall require a majority vote for adoption. (See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.)

**Section 11: Philanthropy**

The official philanthropy of the University of Missouri is Circle of Sisterhood. The President and Vice President of Public Relations will work together with leadership in Circle of Sisterhood to plan and execute all events and fundraisers.

**Article VI – The Panhellenic Advisor**

**Section 1: Appointment**

The Panhellenic advisor of the University of Missouri Panhellenic Association shall be appointed by The University of Missouri administration.

**Section 2: Authority**

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

**Article VII – Committees**

**Section 1: Membership Recruitment Committee**

The Membership Recruitment Committee will be utilized as the Panhellenic and Office of Greek Life sees fit, as Recruitment rules need to be revised.

**Section 2: Judicial Board**
The Panhellenic Association will follow Judicial Procedures in the NPC Manual of Information.

**Article VIII – Finances**

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**Section 1: Fiscal Year**

The fiscal year of the University of Missouri Panhellenic Association shall be from July 1st to June 30th inclusive.

**Section 2: Contracts**

Dual Signatures of the President, Vice President of Finance and Records, or Panhellenic Advisor shall be required to bind the Panhellenic Association on any contract.

**Section 3: Checks**

All checks issued on behalf of the University of Missouri Panhellenic Association shall bear dual signatures and must be signed by one of the following: President or Vice President Finance & Records. All checks issued on behalf of the University of Missouri Panhellenic Association – Recruitment shall bear two signatures and be signed by one of the following: President, Vice President of Finance & Records, Vice President of Recruitment Internal, or Vice President of Recruitment External.

**Section 4: Payments**

The Vice President Finance & Records, who shall record them, shall receive all payments due to The University of Missouri Panhellenic Association. Checks for payments shall be made payable to the University of Missouri Panhellenic Association.

**Section 5: Dues**

NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.

Panhellenic Association membership dues shall be assessed per member and new member. The Panhellenic Council shall determine the amount of such dues for the next academic year no later than February of that year.
The amount of such dues shall be $12.00 a semester or reduced from $12.00 a semester at the discretion of the Vice President of Finance and Records and President. In addition, each new member shall be assessed a one time fee of $12.00 for Greek New Member Education costs. The dues of each Panhellenic Association member fraternity shall be payable on the day set by the Panhellenic Vice President of Finance and Records once the Chapter rosters have been received.

Section 6: Fees and Assessments

The Panhellenic Council shall have authority to determine fees and assessments as considered necessary.

Section 7: Expenses

All Panhellenic expenses shall be pre-approved in the Panhellenic Budget by the President and Vice President of Finance & Records. If an expense greater than $200 shall arise that has not been pre-approved in the budget, the President and Vice President of Finance & Records must approve the transaction. All recruitment expenses shall be pre-approved in the Panhellenic Recruitment Budget by the President, Vice President of Finance & Records, Vice President Recruitment Internal, and Vice President Recruitment External. If an expense greater than $200 shall arise that has not been pre-approved in the recruitment budget, the President or Vice President of Finance & Records must approve the transaction. The Vice President of Finance and Records and the Panhellenic Advisor, on a monthly basis, shall review all Panhellenic and Panhellenic recruitment MoCode expenses.

Section 8: Budget

A budget must be created by the Vice President of Finance & Records and presented to the chapter delegates by March 1st of each calendar year. The budget shall be a working document, updated monthly to represent the current financial position of the Panhellenic Association. The budget must be updated to represent all spring budget adjustments and expenses and subsequently presented to the chapter delegates by October 1st of each calendar year.
Article IX – Extension

Section 1: Extension

Extension is the process of adding an NPC women’s fraternity. The University of Missouri Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

Section 2: Voting Rights

Only regular members of the Panhellenic Council shall vote on extension matters.

Article X – Violation Resolution

Section 1: Violations

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the University of Missouri Panhellenic Association shall be considered a violation.

Section 2: Informal resolution

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

Section 3: Judicial process

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

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

B. Office of Student Conduct

When a violation is not settled in formally or through mediation, the University of Missouri Office of Greek Conduct shall resolve the issue in a Judicial Board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.

C. Appeal of Judicial Board Office of Student Conduct’s decision

All appeals will be handled through the University of Missouri Office of Greek Conduct.

Article XI – Hazing

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

Article XII – Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the University of Missouri Panhellenic Association in all cases to which they are applicable and in which they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the University of Missouri Panhellenic Association may adopt.
**Article XIII – Amendment of Bylaws**

Any member fraternity in good standing may introduce an amendment to the Bylaws at any time. Proposed amendments must be presented to the Panhellenic Executive Council and Panhellenic Advisor first. They cannot make the decision on whether the amendment is presented, but they will look over the wording of the amendment to make sure that it is in alignment with the rest of the Panhellenic policies.

These Bylaws may be amended with a two-thirds vote of the University of Missouri Panhellenic Council.

**Article XIV – Dissolution**

This Association shall be dissolved when only one regular member exists at University of Missouri. In the event of the dissolution of this Association none of the assets of the Association shall be distributed to any members of the Association, but after payment of the debts of the Association its assets shall be given to the National Panhellenic Conference.
Article XV – Standing Rules

Recruitment

Section 1: General Rules

A. Above all, everyone participating in recruitment activities must abide by the National Panhellenic Conference Manual of Information.

B. Recruitment activities include:
   1. Work Week: Activities involving working on recruitment for the chapter.
   2. Formal Recruitment: 7:00 a.m. on move-in day for potential members until 7:00 a.m. the day following Bid Day; 24 hours a day, every day.

Section 2: Formal Recruitment

A. An early fall recruitment shall begin and conclude on the dates designated by the Panhellenic Association.

B. No men may participate in any recruitment activities, directly or indirectly.

C. The Panhellenic Association will provide nametags for all potential members and chapter women to be used throughout the week.

D. Food & Beverage
   1. Water is the only beverage that may be served during rounds 1, 2, and 3.
      i. Water must be available during every social during every round.
      ii. Water must be served in clear cups with no additional decoration or adornment on cups or napkins.
      iii. No water bottles will be allowed.
   2. No food is to be allowed during socials.

E. No gifts or personalized items may be exchanged at any time throughout Formal Recruitment between chapter members and potential members.

F. From the beginning of Formal Recruitment activities through the accepting of Formal Recruitment bids, no potential member shall visit a sorority house except for designated Formal Recruitment events.

G. From the beginning of Formal Recruitment activities through the accepting of Formal Recruitment bids, no potential member shall directly or indirectly contact chapter members and no chapter shall directly or indirectly contact a potential member outside of structured recruitment activities.

H. At no time may a chapter host any formal or informal event for potential members outside of Formal Recruitment.
   1. This excludes younger sisters participating in sibling’s weekends.
I. Throughout Formal Recruitment, no potential member or chapter member may be on the property of a chapter that is not a member of the Panhellenic Association.

J. No members are allowed to step out of the chapter house during the rounds of Formal Recruitment. This includes porches, decks, balconies, and courtyards. A maximum of 2 chapter members may step out of the house at the start of each social to provide a 30 second welcome.

K. No amplified sound is allowed outdoors during recruitment, except on Bid Day. Chapter members may line the entrance and sing as the potential members enter and exit the social.

L. No choreographed movement is allowed with the exception of clapping, snapping, and small hand gestures.

**Section 3: Open House – Round 1**

A. Every chapter must wear the designated open house t-shirts.

B. Chapters may have one banner displaying chapter letters, crest, and/or chapter saying inside. No other decorations will be allowed, including items that have been donated or gifted to the chapter or individuals.

C. The focus of this round will be “Go Greek!”

**Section 4: Philanthropy – Round 2**

A. Each chapter is required to give a ten-minute highlight explaining the chapter’s philanthropy and its cause; this should include at least a five-minute presentation.

B. Decorations are limited to only spaces where a presentation is taking place.

C. Every chapter must wear the designated philanthropy t-shirt.
   1. Chapters will be allowed to choose the design that appears on the back to personalize it for their particular chapter’s philanthropy.
   2. All designs must be submitted for approval.

D. Chapters may allow no more than 20 women to dress in costume (rather than in the t-shirt) in order to fulfill roles for the house tour.
   1. Costumes must be associated with the round’s theme.
   2. Panhellenic Association Vice President of Recruitment External will approve costumes on the same date as skit approvals.

E. The chapter must present specific chapter financial information, as outlined by The Vice President of Recruitment External. This might include what it costs to be a member living in the house and living out of the house, new member fees, national fees, and annual fees. Additional relevant cost information may be presented.
   1. Information must be in a printed format (flyer, sign, etc.) and verbally presented.
   2. The Vice President of Recruitment External must approve the presentations and any material used.

**Section 5: Sisterhood – Round 3**
A. Chapters should promote the sisterhood of their particular chapter during this round.

B. This is the only round of Formal Recruitment in which a skit may be performed.
   1. Theme of the skit should focus on sisterhood.
   2. Skits should be no longer than 15 minutes. Skits include performances and any other audiovisual presentation.
   3. Skits and costumes must be approved on the date selected by the Vice President of Recruitment External. The Vice President of Recruitment External will schedule a time to review each chapter’s skit.

C. Decorations during this round are limited to a single room (the room in which the skit takes place). Outside of this room, decorations are limited to a single banner and/or a single bouquet of flowers.

Section 6: Preference – Round 4

A. Chapters may choose to present an additional video/slide show and/or ceremony.

B. Chapter members may individually call out potential members’ names as they enter the chapter house during this round.

Section 7: Chapters

A. There may not be any visible organized activities in and/or outside of the chapter house.

B. Chapter members may not congregate while wearing their chapter letters or while on the property outside of the chapter house, whether wearing letters or not, anywhere visible to potential members after 7:00 a.m. on move-in day, except while potential members are at Potential Member Orientation.

C. Sorority women, alumnae, or anyone acting as a representative of a sorority should not tell or imply to a potential member that she has a bid, ask her to join, or imply an invitation from a certain group at any time. Any type of statement, written or oral, that would lead a potential member to believe that she was automatically assured a bid or invitation from a sorority is prohibited.

D. No more than two women may recruit a single potential member at any time during recruitment socials.

E. All Formal Recruitment socials must be held in chapter houses.
   1. If a house is not available, both the chapter and the Panhellenic Association must agree upon a location.
   2. Chapter members are not allowed to take potential members to a chapter annex.

F. During Formal Recruitment, chapters are responsible for having the first potential member out of the houses at the time the social is over.

G. No outdoor decorations or props are allowed during Formal Recruitment. Permanent improvements to the chapter property, such as landscaping, are allowed.
H. Only national sorority members, house directors, alumnae, new members, new initiates, initiated members, and mothers of chapter members may assist with Formal Recruitment.
   1. Alumnae, house directors, and mothers of chapter members must be identified by nametags provided by the Panhellenic Association.
   2. Only active collegiate members may recruit potential members. No alumnae or house directors may recruit a potential member.
   3. Conversation between alumnae/house directors/mothers of chapter members and a potential member is limited to simple greeting.
I. Chapters are responsible for concealing all pictures and/or any other identifying items of members representing the Panhellenic Association during Formal Recruitment, including Panhellenic Executive Committee (Recruitment Team) and Panhellenic Counselors.
J. Panhellenic Counselors
   1. Chapters may not question Panhellenic Counselors about potential members.
   2. Chapters must provide Panhellenic Counselors with at least a comfortable room and water during all socials of Formal Recruitment.
K. Chapter Lists
   1. Lists must be submitted online by the designated time for each round of recruitment.
L. 24-hour Contact Phone
   1. Each chapter is responsible for providing the Panhellenic Association with a phone number that will be answered 24-hours a day during Formal Recruitment should the Panhellenic Association need to contact the chapter.

Section 8: Informal Recruitment

A. If, at any time, a chapter falls under the designated total members for that year they will be eligible to participate in Informal Recruitment.
   1. Chapters will inform the Panhellenic Vice President of Recruitment External that they are participating in Informal Recruitment so that their chapter names can be listed on the Greek Life website with the Informal Recruitment Interest Form.
   2. Potential members interested in Informal Recruitment should be directed to the Informal Recruitment Interest Form linked on the Greek Life website.
   3. All women interested in participating in any chapter’s events must fill out the Informal Recruitment Interest Form in order to be eligible to participate in any chapter activities.
B. Recruitment chairwomen of chapters that are participating in Informal Recruitment will contact the Panhellenic Vice President of Recruitment External and receive a link to the interest form responses.
   1. Recruitment chairwomen may only invite women who have filled out the interest form before an event or during an event.
2. Chapters may have computers at their events for potential members so that they may fill out the interest form if they had not expressed interest prior to the event and/or known to fill out the form before attending.

C. When Chapters have finished their Informal Recruitment events the recruitment chairwomen will turn in their Informal Recruitment Binding Agreements to the Panhellenic Vice President of Recruitment External, who will then remove the potential members listed from the interest form on the website.

Alcoholic Event Policy

The University of Missouri Interfraternity Council and Panhellenic Association councils are committed to providing an environment that encourages responsible, healthy and safe uses of alcohol for those of legal drinking age. The councils actively discourage unlawful, irresponsible and abusive alcohol use. This code of policies is written and enforced with the purpose of protecting the integrity of Greek men and women, Greek chapters, Greek life as a whole, our community and our university.

Section 1: Social Standards

A. All Interfraternity Council and Panhellenic Association chapters must operate in accordance with:
   1. Policies outlined in the respective Interfraternity Council and Panhellenic Association constitutions and bylaws
   2. University of Missouri policies
   3. FIPG risk management policy
   4. Chapter national/international organization policies
   5. Local, state and federal laws

B. Chapters that fail to adhere to regulations outlined in this policy will be subject to disciplinary action, including but not limited to:
   1. Monetary fines
   2. Alcoholic event probation
   3. Judicial board sanctions
   4. University of Missouri student conduct sanctions

C. Chapter-sponsored events involving alcohol may only be scheduled during the University of Missouri academic semester
   1. No chapter-sponsored events involving alcohol may be held during the finals period of any semester
      i. The finals period of an academic semester begins on the University of Missouri’s scheduled “reading day” for that semester
   2. Chapter-sponsored events involving alcohol may not be held at any time between the close of the University of Missouri’s spring semester and the beginning of the following fall semester

D. Chapters must uphold the values of their own organizations and Greek life as a whole by avoiding event themes that exploit a culture or people group for the
entertainment of guests; all programming that could be construed as culturally insensitive by the general public are strictly prohibited

Section 2: Chapter Funds

A. Chapter funds may only be used for the rental of a venue, third party transportation service and food provisions
B. No chapter funds shall be used for the purchase of alcohol
C. The purchase of alcohol shall, in no way, be undertaken or coordinated by members on behalf of the chapter
   1. Chapter members may not offer monetary donations to subsidize the cost of alcohol

Section 3: Registration

A. Chapter-sponsored events involving alcohol must be registered with the respective Interfraternity Council or Panhellenic Association Vice President of Risk Management
   1. The following alcoholic event registration forms must be correctly completed and submitted before 5:00 p.m. at least one week prior to the scheduled event date:
      i. Event Registration Forms
      ii. Chapter Accountability Agreement
      iii. Event guest list
      iv. Proof of $1 million insurance liability for the scheduled venue
      v. Proof of a valid liquor license for the scheduled venue
      vi. Receipt of transaction from transportation company to be utilized for the event
B. Event structure
   1. Chapters must register events involving alcohol in one of the following categories:
      i. Single-chapter sponsored event
         a. One chapter is promoting, funding, and providing transportation for the event
         b. Guests of chapter members may be invited to attend
      ii. Joint-chapter event
         a. Two or more chapters are promoting, funding, and providing transportation for the event
         b. Only members of the hosting chapters are permitted to attend the event; no other guests may be invited to attend
      iii. Co-sponsored event
         a. Two chapters are promoting, funding, and/or providing transportation for the event
         b. Guests of chapter members may be invited to attend
      iv. Alumni/tailgate event
         a. Event hosted at an Interfraternity Council chapter house
         b. Chapter alumni and other guests may be invited to attend
c. This event type is prohibited for Panhellenic Association chapters

v. Parent event
   a. One chapter is funding and/or providing transportation for an event
   b. Parents and other relatives of chapter members may be invited to attend

2. Any alcoholic event involving more than one chapter in which one or more of the chapters participating did not pay for or plan the event is prohibited

C. Co-sponsored events
   1. No more than two chapters may co-sponsor an event
   2. Each chapter participating in co-sponsored events must provide proof that its national/international policy and liability insurance allows co-sponsored events
   3. Co-sponsored events must be registered by each participating chapter with the respective Vice President of Risk Management
   4. A maximum of 700 guests and/or members may attend a co-sponsored event

D. Unregistered or unapproved events are not sanctioned by the Interfraternity Council or Panhellenic Association

E. Policy violations
   1. If a chapter fails to submit complete registration forms before 5:00 p.m. at least one week prior to the scheduled event date, the event will not be approved
   2. If a chapter’s registration forms are incorrectly completed or necessary information is not included, the event will not be approved
   3. Chapters that participate in an unregistered or unapproved event will be assessed a $1,000 fine and are subject to further disciplinary action

Section 4: Vendors and Establishments

A. Chapter-sponsored events involving alcohol must be held at a third-party venue
B. The vendor/establishment must have a current liquor license
C. Venues that are not approved by the Interfraternity Council or Panhellenic Association may not be utilized for any event
D. A capable representative of the establishment must properly sign the Establishment/Vendor Form included in the Event Registration Forms and assume the following responsibilities:
   1. Ensuring that the establishment staff enforces local, state, and national laws
   2. Contacting the Office of Greek life or respective council’s Vice President of Risk Management if the participating chapter(s) cause excessive difficulty, including but not limited to:
      i. Attempted use of false identification
      ii. Bringing drugs or outside alcohol into the establishment
      iii. Fighting
      iv. Damaging establishment property
3. Agree to ensure that the management and staff of the establishment will complete the following steps in order to remain in good standing for approved Greek events:
   v. Identification will be checked before guests enter the establishment
   vi. Guests will be monitored
   vii. Guests who are heavily intoxicated will not be allowed to continue consuming alcoholic beverages and will be required to exit the event
4. Provide proof of the following to the participating chapter(s):
   viii. Insurance policy with a minimum $1 million liability coverage
   ix. Valid liquor license
5. Agree to reserve the entire establishment exclusively for the use of the chapter(s) sponsoring the event

Section 5: Transportation

A. Professional transportation must be utilized for chapter-sponsored events including alcohol
B. No system using chapter members, new members or alumni may be utilized to transport members or guests to and/or from the event location

Section 6: Security

A. One executive officer monitor must be utilized for chapter-sponsored events including alcohol
   1. The executive officer monitor must sign the Chapter Accountability Agreement for the event and assume the following responsibilities:
      i. Serve as the primary contact for the event
      ii. Remain sober for the duration of the event
      iii. Intervene in any situation that may jeopardize the safety and/or wellbeing of members/guests at the event
      iv. Ensure that the sponsoring chapter is upholding the alcohol policy for the University of Missouri, all Interfraternity Council/Panhellenic Association guidelines, the sponsoring organization’s guidelines, and all state/federal laws
      v. Be available for investigation by any staff of the Office of Greek Life, University officials, Columbia/University police, and/or national fraternity/sorority organizations regarding this event
B. Sober monitors must be utilized for chapter-sponsored events including alcohol
   1. Sober monitors must be members of the sponsoring chapter
   2. There must be one sober monitor present for every fifty members/guests attending the event
   3. Each sober monitor serving for the event must and sign the Chapter Accountability Agreement for the event and assume the following responsibilities:
      i. Remain sober for the duration of the event
ii. Ensure that the sponsoring chapter is upholding the alcohol policy for the University of Missouri, all Interfraternity Council/Panhellenic Association guidelines, the sponsoring organization’s guidelines, and all state/federal laws

iii. Be available for investigation by any staff of the Greek Life Office, University officials, Columbia/University police, and/or national fraternity/sorority organizations regarding this event

C. Guests
   1. The sponsoring chapter is responsible for monitoring guests of its event
   2. All guests must be properly documented on the guest list submitted to the respective council’s risk manager and it shall be the responsibility of the sponsoring chapter to ensure that guests who do not appear on the guest list are not be admitted into the event
   3. In the case of a single chapter-sponsored event, there shall be a maximum of a two-to-one guest-to-member ratio

Section 7: Chapter Standing

A. Chapters must remain in good standing with the following organizations in order to host or participate in an alcoholic event:
   1. Office of Greek Life
   2. Interfraternity Council and/or Panhellenic Association
   3. Chapter national/international organization
   4. University of Missouri Organization Resource Group

B. Chapters must attend an event safety presentation scheduled by the Interfraternity Council and/or Panhellenic Association Vice President of Risk Management