

**STANDING RULES OF AUSTIN PEAY STATE UNIVERSITY**

**COLLEGE PANHELLENIC ASSOCIATION**

**Article I. Meetings**

**Section 1. College Panhellenic Executive Board Meeting**

The College Panhellenic Executive Board meeting will be held weekly before 4:30 p.m. during weekdays. The finalized time will be determined semesterly based on the College Panhellenic Executive Board school schedule.

**Section 2. College Panhellenic General Board Meeting**

The College Panhellenic Council General Board meetings shall begin at 6:00 p.m. on Tuesdays in the Morgan University Center biweekly in the Fall and Spring academic terms.

* 1. **General Board Meeting Requirement:** 
     1. Every active Panhellenic woman will be required to attend at least one (1) General Board meeting in an academic year.
     2. Failure to attend one (1) General Board meeting will result in a penalty for the individual member.
     3. Active Panhellenic women, unless they are the delegate of their chapter, will have a voice but no vote.

**Section 3. Recruitment Round Meeting**

1. There will be 4 recruitment roundtable meetings for the Spring semester. Two meetings will be held in February, one in March, and one in April. The dates for the round table meetings will be set at the first general body meeting of the Spring semester and announced to recruitment chairs and advisors.

**Section 4. Pre-Recruitment Meeting**

1. There will be a recruitment meeting held as specified in the College Panhellenic Google Calendar to discuss any final concerns the chapters, Coordinator of Fraternity & Sorority Affairs, or College Panhellenic Council Executive Board may have before the beginning of recruitment.
2. All chapter recruitment teams (which includes but not limited to: recruitment chair, president and chapter advisors), College Panhellenic Council Executive Board members, and the Coordinator of Fraternity & Sorority Affairs will be expected to attend this meeting.

**Article II. Campus Wide Events**

**Section 1. Regulations**

College Panhellenic chapters will adhere by Article II, Section 1, during the Formal Recruitment timeframe. A campus wide event at Austin Peay State University can be defined as events hosted by University Departments, recognized student organizations, or affiliated student organizations where College Panhellenic is invited to participate. Participants will follow all guidelines and regulations set forth by University host.

1. Each chapter cannot exceed more than 6 members at a time during the event. Members may relieve one another if necessary.
2. Chapters are expected to leave the space as they found it when they depart.
3. Additional members can help set up and take down before and after the event.
4. If displayed tables are provided during this event, each sorority will have one table each with table cloth provided by the chapter with only a tri-fold board and set of letters on the table.
5. College Panhellenic chapters will not be allowed to hand out physical items at these events.  They can have an activity at the event.
   * **Please note:** No student will be allowed to physically walk away with any item from the table unless provided by the College Panhellenic.

**Article III. Recruitment Counselors**

**Section 1. Selection**

Panhellenic Recruitment Counselors (Pi Chis) will be selected through a multi-step process:

**Step 1:** The first is an online application through a link accessible on the website of the Office of Fraternity and Sorority Affairs. This application will be available once announced by the Panhellenic Executive Board.

**Step 2:** Those who are approved to move on will be asked to attend a 2:1 interview with two members of the College Panhellenic Council Executive Board. Applicants will be discussed that night, and those who are approved to move on to the next round will receive a phone call announcing that they have moved on to the next process.

**Step 3:** The second day of interviews will be with everyone on the Panhellenic Executive Board. One room will be half of the College Panhellenic Council Executive Board members asking standard interview questions, and the other room will be the other half of the College Panhellenic Council Executive Board evaluating how well the applicants react to various scenarios that are randomly drawn out of a fishbowl. Applicants will be discussed that night, and the Pi Chis (Panhellenic Counselors) selected will receive a phone call to accept or deny the position once requirements are discussed with them.

**Section 2. Requirements**

1. Attend all recruitment counselor training sessions and other related commitments.
2. Explain all procedures and answer questions concerning the logistics of recruitment.
3. Promote and maintain interest in the recruitment process and membership in a sorority.
4. Show support for all PNMs through person-to-person contact.
5. Maintain confidentiality at all times. No information regarding a PNMs will be relayed to any fraternity or sorority members, non-Greek, or alumnae.
6. Monitor PNM progression through the recruitment process and give appropriate attention to issues.
7. Be available and flexible during recruitment for all PNMs to address their concerns as needed in one-on-one situations.
8. Maintain neutrality in difficult situations or conflicts requiring objective guidance to PNMs.
9. Promote a positive attitude in the Panhellenic community through conversation and personal behavior.
10. Consult Panhellenic officers and fraternity/sorority advisor in situations that require outside and more experienced guidance.
11. Understand the process for filing a recruitment infraction and commit to doing so in necessary situations only.
12. Model the Panhellenic Creed.
13. Perform additional duties as assigned and applicable to the campus recruitment style.
14. Escort recruitment group to Panhellenic scheduled functions and recruitment events **but do not attend the individual chapter’s recruitment events.**
15. Promote a positive attitude towards the women’s fraternities through personal behavior
16. Consult with the Coordinator of Fraternity & Sorority Affairs, the Panhellenic Assistant Vice President of Membership, and the Panhellenic President regarding situations that appear to be serious or uncomfortable to address.
17. Understand the procedure for reporting possible recruitment violations and reports such concerns to the Panhellenic President, the Panhellenic Vice President of Membership, the Panhellenic Assistant Vice President of Membership, or the Coordinator of Fraternity & Sorority Affairs **immediately.** Understand that the recruitment counselor is authorized to file recruitment violations, though it is not her primary responsibility.
18. Follow and uphold all rules and regulations set forth by the Panhellenic Council.

**Section 3. Expectations**

Recruitment Counselors are expected to:

1. Be in good standing with their member sorority.
2. Be active participants in their collegiate chapters.
3. Be enrolled in the institution where the chapter is located.
4. Serve as an impartial representative of the Panhellenic Council, who understands and implements the purposes and goals of the Panhellenic Council in recruitment.
5. Serve as a crucial link in the organization and success of recruitment
6. Be an enthusiastic person of the fraternal community who can convey their enthusiasm to the PNMs during the week.
7. Support the PNM through extensive personal contact during the membership recruitment process
8. Exhibit objectively with a wide-ranging attitude, being respectful to each organization’s membership in the College Panhellenic and has a willingness to share positive information or facts about each chapter
9. Be good listeners, sensitive, positive, perceptive, objective, and able to maintain confidentiality.
10. Be the responsible, dependable, and resourceful person in obtaining informative answers to difficult questions
11. Be willing to contribute personal time, complete all training, and execute assigned responsibilities
12. Maintain a positive Panhellenic spirit and image
13. Avoid wearing or displaying sorority letters, jewelry, or other identifying paraphernalia as well as never implying membership in her respective organization as anonymity is a must.
14. Not be a Row Leader
15. Maintain a 2.5 GPA

**Article IV. Formal Recruitment Calendar**

The calendar of formal recruitment dates, including deadlines and schedule, will be created by the College Panhellenic Council Executive Board of Austin Peay State University and approved by the Office of Fraternity and Sorority Affairs by May 1st each year.

**Article V. Fall Recruitment**

**Section 1. Orientation**

1. Orientation will be held on Day 1 of the formal recruitment calendar. This meeting will last approximately 2 hours. The session will include an Introduction of the College Panhellenic, review of the recruitment rules, review of the recruitment schedule, showcase/video regarding Circle of Sisterhood, expectations of Potential New Members (PNMs), including behavior, attire, and communication. Chapter Presidents will be allowed to participate during the chapter information portion of the program. Chapter Presidents are encouraged to be in jerseys and lettered shirts. Also, we will introduce them to their Pi Chi (Panhellenic Counselor) and their recruitment group.

**Section 2. Values Night**

1. Values Night will be held on Day 2 of the formal recruitment calendar. Each event will last 25 minutes with a 15-minute break between each event. Party lists will be available no later than 30 minutes before the parties begin.
2. Potential New Members (PNMs) will be given a name tag made by their Pi Chi (Panhellenic Counselor). All name tags will be collected at the end of each night and redistributed before parties begin each night.
3. The following will be permitted - the use of videos, one set of wooden letters, pipe and drape, conversation tables, table clothes, and chapters must submit their music playlist to be approved by Panhellenic by the marketing deadline as stated on the formal recruitment calendar. These videos shall not contain photos of the Panhellenic Recruitment Support Team or College Panhellenic Council Executive Board members. All slide shows or recruitment videos must be submitted to the College Panhellenic Council Executive Board no later than the marketing deadline as stated on the formal recruitment calendar.
4. Chapters may coordinate outfits but cannot be exactly matching each other.
5. The following will not be permitted - the use of glitter, confetti, decorations, singing, crafts, information boards, lights, tulle, open flames/real candles, chair covers, or anything that can be used to hang from the ceiling.
6. Invitation lists to Philanthropy Night events shall be entered into ICS Recruitment Database no later than Day 2 of formal recruitment by 3:00 a.m. Distribution of the party invitations to PNMs will occur on Friday in the Morgan University Center approximately 30 minutes before the parties begin by their Pi Chi (Panhellenic Counselor). Potential New Member (PNM) lists for Philanthropy Night will be ready for chapter recruitment chairs to access on ICS Recruiter on Friday.
7. The releasing of PNMs shall be made by using the Release Figures Methodology (RFM).
8. Chapters must be accompanied by an advisor at all times, and women must leave the Morgan University Center by 2:00 a.m.

**Section 3. Philanthropy Day**

1. Philanthropy Night events will be held on Day 3 of the formal recruitment calendar. Events are by invitation only, based on priority recruitment. Potential New Members (PNMs) may attend only up to three events if invited to all three. Each event will last 45 minutes with a 15-minute break between each event.
2. Potential New Members (PNMs) will be given a name tag made by their Pi Chi (Panhellenic Counselor). All name tags will be collected at the end of each night and redistributed before parties begin each night.
3. The following will be permitted - the use of videos, one set of wooden letters, pipe and drape, conversation tables, simple picture frames filled with photos of sisters doing service at conversation tables, table clothes, and chapters must submit their music playlist to be approved by Panhellenic by the marketing deadline as stated by the formal recruitment calendar. These videos shall not contain photos of the Panhellenic Recruitment Support Team or College Panhellenic Council Executive Board members. All slide shows or recruitment videos must be submitted to the College Panhellenic Council Executive Board, Vice President of Membership, no later than the marketing deadline as stated by the formal recruitment calendar.
4. Chapters may coordinate outfits but cannot be exactly matching each other.
5. **The following will not be permitted** - the use of glitter, confetti, decorations, singing, crafts, information boards, lights, tulle, open flames/real candles, chair covers, or anything that can be used to hang from the ceiling.
6. Party lists will be available no later 30 minutes before parties begin.
7. Invitation lists to Preference Night events shall be entered into the ICS Recruitment Database no later than Day 3 of the formal recruitment calendar, at 10:00 p.m. Distribution of party invitations to Potential New Members (PNMs) will occur on Day 3 of the formal recruitment calendar, in the Morgan University Center by their Pi Chi (Panhellenic Counselor) approximately 30 minutes prior to the first round. Potential New Member (PNM) lists for Preference Night will be ready for chapter recruitment chairs to access on ICS Recruiter on Sunday.
8. The releasing of Potential New Members (PNMs) shall be made by using the Release Figures Methodology (RFM).
9. Chapters must be accompanied by an advisor at all times, and women must leave the Morgan University Center by 9:00 p.m.

**Section 4. Preference Day**

1. Preference Day events will be held on Day 4 of the formal recruitment calendar. Events are by invitation only, based on priority recruitment. Potential New Members (PNMs) may attend only up to two events. Each event will last one hour with a 15-minute break between each event. Party-list will be available approximately 30 minutes before parties will begin.
2. The following will be permitted - the use of singing, official approved preference ceremony by your inter/national organization and the Office of Fraternity & Sorority Affairs, limited decoration lights, pipe and drape, one set of wooden letters, no more than four tables used for decorations, table clothes, and no more than four flower arrangements. Small tables for one-on-one conversations may be used, but the table may only have one centerpiece, one light source, and one-chapter specific affiliated item.
3. Chapters may coordinate outfits but cannot be exactly matching each other.
4. The following will not be permitted - the use of glitter, confetti, decorations on the physical pipe and drape, open flames/real candles, chair covers, or anything that can be used to hang from the ceiling.
5. Strict silence as outlined by NPC Manual of Information will begin at the close of Preference Night events until the Potential New Members (PNMs) reports to the sorority from which she accepts a bid.
6. Women must leave the Morgan University Center by 9:00 p.m.
7. The Bid Matching session will begin on Day 4 of the formal recruitment calendar in the Student Affairs Conference room in the Morgan University Center. Bid Lists and Bids must be entered into ICS Recruiter by 10:00 p.m. on Day 4 of the formal recruitment calendar. Bid matching will be done by the release figures specialist and the Coordinator of Fraternity & Sorority Affairs.
8. Following bid matching, all alumnae will address envelopes for each bid. All envelopes must be addressed with the witness of the Coordinator of Fraternity & Sorority Affairs. If pre-addressed bids are given to the Coordinator of Fraternity & Sorority Affairs, a $75 fine per pre-addressed bid will be given to the chapter.
9. **Please note:** Chapters may bring labels that include names of ALL women who were invited to preference parties.
10. Snap bidding begins immediately after bids are matched. A snap bid is an option that chapters have when they do not meet a quota. Chapters can offer bids to Potential New Members (PNMS) that did not preference that chapter on Preference night. It may occur from 8:00 a.m. - 10:00 a.m. Only women who have registered for Formal Recruitment and meet the academic requirements are eligible for snap bidding. Snap Bidding is open to any woman who participated in at least one round of the designated membership recruitment process.
11. All Potential New Members (PNMs) who attend your Preference Night events MUST appear on your bid lists.
12. Chapters must be accompanied by an advisor at all times, and women must leave the Morgan University Center by 11:00 p.m.

**Section 5. Bid Day**

1. Bid Day will be on Day 5 of the formal recruitment calendar.
2. Chapter recruitment chairs may pick up new member lists for their organization from the Office of Fraternity & Sorority Affairs at 1:00 p.m.
3. **Please note**: New Member lists may only be seen by chapter recruitment chair, chapter president, alumnae advisors, Panhellenic President, Panhellenic Vice President of Membership and the Coordinator of Fraternity & Sorority Affairs.
4. All active sorority women must be in the Red Barn/Football Stadium at 11:30 a.m.
5. Potential New Members (PNMs) will meet their Pi Chi (Panhellenic Counselor) and a member of the College Panhellenic Council Executive Board on Monday in the Morgan University Center Ballroom A between 10:00 a.m. - 12:00 p.m. The Recruitment Counselors and College Panhellenic Council Executive Board member will then be in charge of letting the Coordinator of Fraternity & Sorority Affairs, the Panhellenic President or the Panhellenic Vice President of Membership know what bids were accepted and what bids were declined. After signing or declining her bid, the New Member will be escorted to the Morgan University Ballrooms to meet her new member class. According to the Strict Silence Policy, Strict silence is the period from the end of a woman’s last recruitment event until the Potential New Member (PNM) reports to the sorority from which the Potential New Member (PNM) accepts a bid.
6. The women who have accepted bids will be revealed to their chapter in the Red Barn/Football Stadium.
7. Continuous Open Bidding (COB) may begin immediately following the close of formal recruitment, which is bid distribution.
8. Formal Recruitment officially ends at 11:59 p.m. on Day 5 of the formal recruitment calendar, unless noted otherwise by the College Panhellenic Council Executive Board.

**Article VI. Quota and Total**

1. The quota will be determined using the Release Figures Methodology (RFM).
2. Total shall be determined by the median chapter size (MCS).
3. Total shall be reviewed annually per NPC guidelines after consultation with the NPC Area Advisor.

**Article VII. Alumnae Recruitment Participation**

1. Alumnae may attend all Recruitment events providing that they do not “recruit.” They may not greet at the door and may not be introduced to Potential New Members (PNMs) or carry on a conversation with the Potential New Members (PNMs) about recruitment. Alumnae may speak if spoken to but must then specify they are not an active member of the chapter and direct them to a collegiate member.
2. Collegiate members from other chapters may help with recruitment but will not be able to interact with or be seen by the PNMs in any way.  They may not greet at the door and may not be introduced to Potential New Members (PNMs) or carry on a conversation with the Potential New Members (PNMs).
3. Chapters who wish to have alumnae present during recruitment must submit a list to Fraternity and Sorority Affairs by a week prior to Day 1 of formal recruitment. These alumnae are free to enter and exit until 30 minutes prior to parties starting. After that time if Alumnae are in the room, they must notify Panhellenic Advisor before leaving or 30 minutes until after all parties have ended.  Alumnae not on this list are not allowed to enter party rooms during recruitment whatsoever. This does not include chapter advisors or recruitment advisors.
4. Alumnae, who were included on the submitted alumnae list, are allowed to bring the chapter food but not until 30 minutes after the last party of the entire night has ended.
5. Chapters violating this rule will be fined $25 per alumnae.
6. The number of women in the recruitment room affiliated with the Chapter at any given time may not exceed 100.

**Article VIII. Entering and Exiting Room During Recruitment**

1. No one may enter an event any later than 10 minutes prior to the start of the event, other than a member of College Panhellenic Council Executive Board. Entrance by College Panhellenic Council Executive Board members will be kept to a minimum following the start of an event and, unless an emergency arises, will only occur within the first 5 minutes of the party.
2. Entrance to the rooms will be allowed up to 15 minutes prior to the start of the next party. All members and alumnae who must enter rooms in between parties must wait in the stairwells at either end of the Morgan University Center (the Ellington end and the Cafeteria end). The stairwell in the middle (by the elevator) will be used for Potential New Members (PNMs) only.
3. Once a party has begun, collegians and alumnae may only enter or exit an event after it has begun to use the restroom or a personal emergency. However, chapters may be asked to notify a College Panhellenic Council Executive Board member outside the room prior to the collegians or alumnae exiting the room.

**Article IX. General Recruitment Principles**

1. Active members, inactive members, new members, and alumnae (**including sorority advisors)** shall be bound by Panhellenic rules. It is the responsibility of each nationally affiliated local chapter to ensure that all actives, inactives, new members, and alumnae are informed of the latest Panhellenic rules so that they will not unknowingly participate in any infractions.
2. Should any member (active, inactive, new member, or alumnae) report an accusation against a member/members of another sorority, the sorority of the accused, as a member of the College Panhellenic, may be subject to the Panhellenic Judicial Procedures.
3. The agreements and regulations embodied in the National Panhellenic Compact and Standards of Ethical Conduct are binding on all NPC members and alumnae, which can be found in the NPC Manual of Information.
4. A spirit of equality and integrity of all sorority members should be fostered. It is the responsibility of each sorority member to uphold these rules and standards and for each chapter to hold its members accountable to the rules.
5. If a member fraternity of the College Panhellenic believes a violation of these rules has occurred, reporting procedures as detailed in the 24th edition of NPC Manual of Information, Unanimous Agreements Section should be used. Reports of violations will be turned in to the Coordinator of Fraternity & Sorority Affairs.
6. If an infraction is filed against a sorority, it will then be sent to the Recruitment board comprised of College Panhellenic Council Executive Board members, including, but not limited to, the Panhellenic President, Vice President of Membership, and Vice President of Judicial Affairs.

**In agreement with NPC Unanimous Agreements an Austin Peay State University Panhellenic Guidelines:**

1. NPC sorority members shall not suggest to any Potential New Member (PNM) that an invitation or bid is assured from their chapter, nor encourage a Potential New Member (PNM) to list only one choice on her Preference List.
2. The use of alcoholic beverages is prohibited during formal recruitment events, membership recruitment events, and bid day activities. (added bid day activities based on the NPC Manual of Information)
3. Men shall not be present at any recruitment events, nor shall they take an active part in sorority recruitment, excluding the Coordinator of Fraternity & Sorority Affairs and other para/professional staff members. **Men shall not be permitted to assist with moving chapter paraphernalia during formal recruitment events and bid day activities.** 
   1. **Please Note:** This is in effect until new members are at the chapter’s bid day location.

**It is in accord with the dignity and good standing of sorority members:**

1. To avoid disparaging remarks about any sorority or non-sorority women.
2. To create and encourage friendly relations between sorority and non-sorority women.
3. To lay aside competition and strive for respect, mutual trust, and cooperation amongst Greek organizations.
4. To prevent negative and promote positive publicity regarding the Greek community.
5. Panhellenic Recruitment Support Team are obligated by their Panhellenic contract to disassociate from their chapter, maintaining zero contact in person and on social media for 30 days, until noon on Day 5 of formal recruitment. so their actions and decisions support the welfare and best interests of the Panhellenic community. As such, sorority chapters shall respect this and not encourage actions designed to get information from the Panhellenic Recruitment Support Team.
6. Chapter members, delegates, and officers of the Panhellenic Council will be guided by the following Ethical Principles:
   1. To respect autonomy: Individuals and groups have the right to make their own decisions, as long as those decisions do not interfere with the rights and autonomy of others.
   2. To have integrity: Avoid activities that may bring either physical or psychological harm to others and act purposefully to contribute to the health and well-being of others.
   3. To be just: Represent fairness and consistency for all parties involved.
   4. To be faithful: An implicit agreement and belief to be loyal, truthful, and respectful, and to keep promises.

**As sorority women, we will abide by the NPC Recruitment Unanimous Agreements, in addition to the Austin Peay State University Panhellenic Formal Recruitment Rules. This includes, but is not limited to:**

1. Potential New Members (PNMs) may not enter the residence of an active sorority member except during recruitment events, nor shall active sorority members enter the residence of a potential new member (PNM).
2. Sorority members may NOT spend money on Potential New Members (PNMs), nor accept gifts from Potential New Members (PNMs). This includes, but is not limited to, food, photos, fake IDs, or alcohol.
3. Prearranged meetings between sorority members and Potential New Members (PNMs) are not permitted. These include, but are not limited to, lunch dates, dinner dates, etc.
4. Intentionally separating a Potential New Member (PNM) and engaging in inappropriate, intimidating conversation, and/or being in a situation where there are three or more active sorority members from any chapter with one Potential New Member (PNM) is considered hot boxing and is not permitted.
5. The use of social media and other electronic communication is not to be used in a negative capacity between sorority women and Potential New Members (PNMs). If a sorority woman has been discovered having a conversation with a Potential New Member (PNM) that is said to be negative or unbecoming of a Panhellenic woman, appropriate judicial procedures will be taken.
6. On Austin Peay State University first Spring commencement date all sorority women’s social media accounts must be in compliance with the social media policy:
   1. Active Panhellenic women must archive all photos of the Panhellenic Recruitment Support Team (Panhellenic Counselors, Recruitment Coordinators, and College Panhellenic Council Executive Board Members), whether affiliation is displayed or not, from all social media platforms including, but not limited to Facebook, Instagram, Twitter, VSCO, YouTube, and Snapchat. Members on Instagram using the archive feature should keep photos hidden from their page until Day 5 of the formal recruitment at 11:59 p.m. All photos must be archived by the date of Austin Peay State University’s first Spring commencement date at 11:59 p.m.
   2. Panhellenic Recruitment Support Team must privatize their accounts on the first day of the Spring commencement ceremony.
   3. Panhellenic Recruitment Support Team must change their last name on their account to Pi Chi by the first day of Pi Chi Retreat as specified on the College Panhellenic Google Calendar.
   4. Active Panhellenic women are allowed to accept new follow requests from Potential New Members (PNMs).
   5. In regards, to posting about your organization or about sorority life, it has to be pan-friendly. Here is a list of the examples of **unacceptable** social media posts:
      1. GO GREΣK
      2. GO ADPI, GO GREEK
      3. BE A GOV, BE A CHAMPION (highlighting C, H, I, and O)
      4. \*On Instagram Stories, be careful on the placement of your design (especially pictures), so it cannot be perceived to read Go Alpha Sigma Alpha, Go Greek\*
      5. \*On Instagram Stories, when placing sorority photos and adding text, do not put “we encourage you to go…” and in the next photo add “Go Greek” (this is deemed not pan-friendly especially the first story post\*)
7. Active Panhellenic women may not initiate contact with PNMs about fraternity and sorority life. If a PNM contacts an active Panhellenic woman, the member will not be penalized as long as the contact is Pan-friendly.
8. Active Panhellenic women, College Panhellenic Council Executive Board, Recruitment Coordinators, and Pi Chis (Panhellenic Counselors) are not permitted to promote fraternity life, including wearing articles of clothing and/or social media postings, beginning the first day of school to Panhellenic bid day.
9. **NO DIRTY RECRUITMENT TACTICS!** If there is a question about a sorority that needs to be answered, Panhellenic women must refer Potential New Members (PNMs) to a member of the Panhellenic Recruitment Support Team or a College Panhellenic Council Executive Board member.
10. Indirect communication, beginning on Freshman Move-In Day is the time during which conversations and contact between PNMs and sorority members (including alumnae) are limited to general recruitment conversations and/or academic topics. Topics related to specific chapters are prohibited. If this policy is violated, the College Panhellenic Council may determine to move to strict silence. According to the NPC Manual of Information, Strict silence will begin at [time of MRABA signing] and last until bid distribution [time of Bid Day]. No sorority member, including alumnae and new members, may communicate or live with potential new members during this period. Strict silence is defined as verbal, nonverbal, written, printed, text message and electronic communication or communicating through a third party. If potential new members live in a residence hall with sorority members, only casual greetings and contact are permitted.

**Article X. General Recruitment Rules**

1. At no time should individual chapters host recruitment events at local high schools. This does not include philanthropic or volunteer events during the summer.
2. **Definition of a PNM:** Any woman that is eligible to participate in recruitment
3. Indirect Communication will begin at 12:00 a.m. on Freshman Move-In Day. No sorority woman may advertise or discuss her own organization with a PNM.
4. Beginning at noon on Freshman Move-In Day, sororities may **ONLY** chalk the walk with the verbiage stated by the Vice President of Marketing and Communication prior to chalk the walk.
5. College Panhellenic chapters are not permitted to post posters, flyers,signs,or utilize any other campus marketing resources promoting their own organization from the first day of Spring Austin Peay Commencement to Day 4 of the Formal Recruitment Calendar. Publicity should only promote the Austin Peay State University College Panhellenic. The College Panhellenic Council shall have a table promoting all Panhellenic sororities at all promotional events.
6. College Panhellenic chapters will **NOT** be allowed to paint on the spirit rock, during the Formal Recruitment time frame including Bid Day.
7. Bid promising and persuading women to join or not to join a specific chapter/organization will not be permitted or tolerated at any point in time.
8. All sororities are responsible for having Potential New Members (PNMs) out of their rooms by the time the event is scheduled to end.
9. Singing and chanting are not permitted when PNMs are entering or leaving the party. There shall be NO singing, rallying, or chanting after the last PNM exits the room and the door shuts. This applies to all parties, each night.
10. The sororities shall serve no food or drink to Potential New Members (PNMs) in the parties. The College Panhellenic Council will provide food and drinks for the PNMs each night.
11. Potential New Members (PNMs) will be given a name tag made by their Pi Chi (Panhellenic Counselor). All name tags will be collected at the end of each night and redistributed before parties begin each night.
12. An updated list of women for each party will be handed to the advisor, recruitment officer, and/or President 10 minutes before the round begins. All sororities will receive a 5-minute warning to the start of the party, and a 3-minute warning to the end of the party.
13. During these breaks between parties, noise should be kept to a minimum. Potential New Members (PNMs) will be held in a designated hospitality room in between parties. The Pi Chis (Panhellenic Counselors) will monitor chapter restroom breaks.
14. Each sorority is responsible for returning each room to its original condition. It is the responsibility of the chapter recruitment chair to report any unnecessary messes (spilled liquid, broken glass, burned out light bulbs, etc.) to the College Panhellenic Council Vice President of Membership by MIDNIGHT each night if a problem is found.
15. Following Preference Night, the rooms must be returned to their original condition, excluding the furniture set-up. The College Panhellenic Council Executive Committee and a Morgan University Center staff member will check out each room after each night. If the room is not cleaned, the sororities will pay the fine given to the College Panhellenic Council by the University Facilities Office.
    1. The use of glitter and candles is not permitted in during recruitment events in the Morgan University Center.
16. Clean-up of rooms may begin as soon as all of a sorority’s parties are finished. However, this must be done quietly. Sororities must not leave rooms or have anyone else (including alumnae) remove anything from the room until notified by the College Panhellenic Council.
17. Please review the following items when decorating rooms:
    * 1. No *interior* decorations may be visible outside the rooms.
      2. NO TAPE OR TACKS may be used on any painted surfaces.
      3. Poster putty is not allowed.
      4. In the ballrooms, the use of Black Paper and piping and draping must be used to cover the windows.
      5. No materials or items are allowed to be hung from the ceiling.
18. No favors are to be given to Potential New Members (PNMs) during the week of recruitment. Potential New Members (PNMs) may not exit the rooms with anything they did not enter the room with.
19. The budget for recruitment is $500 per sorority. A summary of all recruitment expenses will be due to the College Panhellenic Council Vice President of Membership a week prior to Day 1 of formal recruitment. Summaries not submitted by the deadline will be considered late and will incur a $50 fine per day late. Any chapter exceeding the $500 limit has violated Recruitment Regulations and will be subject to a $150 fine + the amount the chapter exceeded the limit.
20. No animals other than service animals registered with the University Campus are allowed to attend any event throughout the recruitment process.

**Article XI. Recruitment Fines**

The College Panhellenic Council Executive Board entrusts honesty and integrity within each sorority woman throughout the Recruitment week. All members of Panhellenic organizations (including active, alumnae, special status, advisors, etc.) will uphold the spirit of the College Panhellenic and the NPC Unanimous Agreements as stated in the 24th edition of the NPC Manual of Information. We feel that any action brought to our attention that is considered wrong or unjust will be subject to the discretion of the College Panhellenic Council Executive Board. The following are actions that will be considered a threat to the Panhellenic spirit, along with the fines which may be considered as a penalty. This list is in no way inclusive.

**Section 1. Alumnae Infractions**

If an alumnae participation infraction is placed, a $25 per incident will be charged to the chapter.

**Section 2. Social Media Infractions and Fines**

1. If a member fails to comply with the guidelines provided above regarding social media, the following fines will occur:
2. Noncompliant members will be charged $5 per day for not deleting pictures of Pi Chis (Recruitment Counselors) or College Panhellenic Council Executive Board members including but not limited to Twitter, Instagram, Facebook, VSCO, YouTube, and Snapchat.
3. After the first offensive (of chapter postings or member postings) of a non-pan-friendly post the chapter’s social media chair will be informed of the action, and if it happens again, it will be an automatic fine of $5 per day until taken down.
4. Anything under review, by the Vice President of Marketing and Communication or by the Vice President of Judicial Affairs, will have a 24-hour window frame to take down the post before resulting in a $5 fine per day until taken down.

**Section 3. Penalties**

1. If a College Panhellenic chapter fails to abide by Article X: E, F, and G, the sorority chapter will be fined $100.
2. Not turning in bid lists or invitations on time - $100 fine per incident, up to 30 minutes late. For each additional 30 minutes - $20 added.
   1. **For example:** If the lists are due by 7:30 p.m. and a sorority do not turn in their list by that time, the fine is $100. If their list still is not turned in by 8:00 p.m., the fine is $120, and so on.
3. Breaking Strict Silence or policies regarding indirect communication, individual organization publicity, or dirty rushing will result in a sanction.
4. Hotboxing is not allowed at any time. Hotboxing is considered three or more sorority members are speaking to 1 Potential New Member (PNM) at the same time. Hotboxing may not occur inside or outside of recruitment events. If hot boxing occurs, it will result in a sanction.
5. Handing pre-addressed bids to the Coordinator of Fraternity & Sorority Affairs - $75 per bid.
6. Failure in providing the College Panhellenic Council with Pi Chis (Panhellenic Counselors) comparable to a ratio of at least 10% per chapter size will result in a $25 fine per applicant not submitted and participate in the first interview process. For example, if your chapter size is 80, that means we need at least 8 to apply and participate in the interview process. If only 6 apply, then the chapter will be charged for the 2 that did not apply and participate in the first interview process. So, the chapter would be charged $50.
   1. A member is only eligible to be a Pi Chi (Panhellenic Counselor) if she is in good standing with her chapter and not on probation or standards of any kind.
7. If a Pi Chi (Panhellenic Counselor) fails to attend a mandatory event (such as Freshman Move-In Day, Discovery Days, Spring and Summer Retreat, etc.), the chapter will be responsible for a fine of $50 per event. Exceptions must be cleared through the Panhellenic Assistant Vice President of Membership and the Coordinator of Fraternity & Sorority Affairs beforehand.
8. If a Pi Chi (Panhellenic Counselor) fails to uphold her obligation to the College Panhellenic Council by withdrawing, a fee of $200 will be fined to her chapter. Exceptions must be cleared through the Panhellenic Assistant Vice President of Membership and the Coordinator of Fraternity & Sorority Affairs beforehand.
   1. All fees made payable to the College Panhellenic Council on behalf of with Pi Chi (Panhellenic Counselor) expenses **non-refundable.**

**Section 4. Handling Infractions**

1. Recruitment infractions must be filed with the College Panhellenic Council Vice President of Judicial Affairs within 30 days of the infraction.
2. The handling of Recruitment infractions will follow the judicial procedures as described in the 24th edition of the NPC Manual of Information. The process will allow for timely written notification of the infraction, an appeal process, a hearing, and a chance to question witnesses.

**Article XII. Judicial Procedures**

The College Panhellenic of Austin Peay State University is established to promote and perpetuate the best interest of the university and the social sororities represented therein. Believing that a self-governing system is the strongest and best system, we do hereby adopt this constitution to ensure fair treatment in the enforcement of our rules.

**Section 1. Jurisdiction**

The College Panhellenic Council shall have jurisdiction in all cases involving violations of:

1. The College Panhellenic Constitution and Bylaws, Standing Rules, and Recruitment Rules.

**Section 2. Filing of Cases**

1. Cases may come before the Board in the following ways:
   1. Referral by the University Administration
   2. Charge from the College Panhellenic Council members, Executive Board, or representative members
   3. Charge from any executive officer member on behalf of her chapter
   4. Charge from any potential new member when it is related to recruitment efforts

2. The hearing shall be closed in compliance with the National Panhellenic Conference Unanimous Agreement VII. This can be found in the Manual of Information.

3. The Panhellenic Advisor shall notify, in writing, the accused sorority at least seven days before the Judicial Board is called into session.

4. There is a statute of limitations on formal complaints. Complaints cannot be filed after 30 days from the incident in contention occurred.

**Section 3. Judicial Board**

* 1. The Vice President of Judicial Affairs of the College Panhellenic Council shall chair the Judicial Board.
  2. The Panhellenic Judicial Board shall consist of the following voting members:
     1. One representative of each chapter excluding the chapter charged with the violation.
     2. Each representative must be in good standing with her chapter.
  3. The Panhellenic Judicial Board will consist of the following nonvoting members:
  4. College Panhellenic Council Vice President of Judicial Affairs except in the case of a tie
  5. The College Panhellenic Council Executive Vice President
  6. The Panhellenic Advisor
  7. The College Panhellenic Council Vice President of Membership in recruitment related incidents

4. At such times as the College Panhellenic Council Judicial Board meets, the following procedures must be observed for a decision to be valid:

1. All members of the Board must be present. Members may only address the Board as specified by the Vice President of Judicial Affairs of the College Panhellenic Council.
2. The Judicial Board is charged to perform an expeditious investigation. The amount of time necessary for investigation will be suggested by the Executive Board.
3. There must be substantial evidence before it can be brought to the Board.
4. Findings of the Judicial Board shall be confidential prior to the hearing.
5. The hearing shall be closed in compliance with the National Panhellenic Conference Unanimous Agreement VII. This can be found in the Manual of Information.
6. The charges shall be read to the Board in the presence of the President of the member fraternity(is) involved.
7. The investigators, complainant(s), and defendant(s) shall present evidence as deemed necessary by the Board.
8. The Board shall deliberate and vote in executive session, and the secret ballot shall be used, and a simple majority shall be necessary for a verdict; the Vice President of Judicial Affairs shall vote only in the case of a tie.
9. The sorority charged shall be given a written notice of the special session. At this special session, the decision of the Board shall be announced.
10. The Executive Vice President shall serve as Board Clerk unless presiding over the hearing, in which case she shall appoint a clerk.

5. The Executive Vice President shall preside over all hearings in the instance that the Vice President of Judicial Affairs is affiliated with the charged chapter.

a. All referrals to the Board shall be held in confidence by the Board if desired by the complainant or the Board.

b. The Board, in the absence of the accused, can render a decision based on the evidence at hand.

c. The advisor shall serve as the final judge on rule and policy interpretations.

d. Written minutes must be taken at the time of the Judicial Board Hearing.

**Section 4. Penalties**

Penalties that may be levied by the Board include, but are not limited to, the following:

1. Notify International Member Organizations
2. Suspension from intramural recreation
3. Monetary fines not exceeding five hundred (500) dollars excluding recruitment budgets and late fees
4. Community Service
5. Presentation of educational programs
6. Referral to the University Judicial System

**Section 5. Fines**

* + 1. The College Panhellenic Council Executive Board reserves the right to administer fines to individuals and/or chapters proving chapters are given notice of the possibility of a fine at least two College Panhellenic Council meetings prior to the due date and/or event.
    2. Possible announced fines may include, but are not limited to, the following:
       - 1. Service events
         2. Paperwork and/or reports
         3. University functions

**Section 6. APPEALS PROCESS**

The Judicial board decision may be appealed by the following appeals procedure:

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

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