Bylaws Of The Iowa State University
Collegiate Panhellenic Council

Revised: May 2015

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Article I: Name

The name of this organization shall be the Iowa State University Collegiate Panhellenic Council.

Article II: Object

The object of the Iowa State University Collegiate Panhellenic Council shall be to develop and maintain women’s fraternity life and Interfraternity relations at a high level of accomplishment and in so doing to:

A. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
B. Promote superior scholarship and basic intellectual development.
C. Cooperate with member women’s fraternities and the university/college administration in concern for and maintenance of high social and moral standards.
D. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, resolutions and policies.
E. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member women’s fraternities.

Article III: Membership

Section 1: Membership Classes

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

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

B. Provisional membership. The provisional membership of the Iowa State University Panhellenic Council shall be composed of all colonies of NPC fraternities at Iowa State University. Provisional members shall pay no dues and shall have 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 Iowa State University Panhellenic Council.

a. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council.

b. Associate members shall pay dues as determined by the Collegiate Panhellenic Council.

c. An associate member shall have 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.

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d. An associate member may be expelled for cause by a majority vote of the Panhellenic Council.
e. An associate member shall not be entitled to vote on the question of its expulsion.

Section 2: Chapter Distinction

A. Regular Membership

Alpha Chi Omega  
Alpha Delta Pi  
Alpha Gamma Delta  
Alpha Omicron Pi  
Alpha Phi  
Chi Omega  
Delta Delta Delta

Delta Zeta  
Gamma Phi Beta  
Kappa Alpha Theta  
Kappa Delta  
Kappa Kappa Gamma  
Pi Beta Phi  
Sigma Kappa

B. Associate Membership

Alpha Sigma Kappa  
Phi Beta Chi

Section 3: Privileges and Responsibilities of Membership

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

B. Academics. All member and associate chapters will maintain an average 2.0 GPA in accordance with Iowa State University policy. Those chapters falling below a 2.0 GPA will be subject to action deemed appropriate by Iowa State University Student Activities Center. Chapters who fall below the all women's average GPA of Iowa State University will be required to participate in the Greek Academic Achievement Plan (GAAP) done through the Vice President of Scholarship and Iowa State University's Academic Success Center.

a. Iowa State University Honor Code. Collegiate Panhellenic Council at Iowa State University adopts the Iowa State University Academic Misconduct policy that reads as follows: “The entire academic community at Iowa State University is responsible for maintaining high standards of academic integrity in research and scholarly activities in an effort to prevent academic misconduct. It is important to recognize that academic misconduct involving deception must carefully be distinguished from honest error and differences in judgment which are intrinsic parts of research and scholarly activities.”

C. All Member Sororities.

a. All chapters will be recognized organizations in good standing with the Iowa State University Student Activities Center

b. All chapters must have internal risk management policies addressing alcohol, social
functions, and hazing.
c. All chapters must have an internal scholarship program.
d. All chapters will pay annual dues.
e. Application for membership process is followed as outlined in the University Committee on Fraternities and Sororities

D. Provisional and Associate member sororities

a. Provisional member sororities will have voice but no vote on all matters.
b. Provisional member sororities may not hold an executive office on Collegiate Panhellenic Council
c. Associate member sororities will have voice and vote in Panhellenic business matters, excluding NPC extension and formal recruitment items.
d. Associate member sororities may hold positions on the Collegiate Panhellenic Council Executive Board with the exception of President, Vice President of Recruitment: Programming, and Vice President of Recruitment: Education.
e. Associate member sororities do not participate in formal recruitment with the exception of the open house round. Associate member sororities shall recruit using continuous open recruitment procedures outlined in Appendix 9.
f. Associate member sororities are allowed and expected to participate in all Panhellenic Council programming. They are also eligible to apply for all honors and awards.

Section 4: Representation

All member sororities will appoint two members as Panhellenic Representatives. Member and associate sororities must send a substitute delegate if the registered representative is unable to attend.

If delegates are not able to attend, they need to contact the Vice President of Public Relations 48 hours prior to their absence.

The only excused absence is for initiation purposes, other reasons are up to the President and the Vice President of Public Relations to deem appropriate.

Section 5: Voting

Only member and associate member sororities will have voting privileges.
A. Each member and associate member sorority is allowed one vote, and the voting representative will be identified to the Vice President of Public Relations during roll call.
B. Each member and associate member sorority present at the meeting will have voting privileges provided that the sorority is in good standing.
a. Attendance at two previous meetings.
b. Member and associate member sorority has at least 1 representative present on
day of voting.

c. For proposals deemed important by the Executive Council, it is strongly suggested chapter Presidents are present during voting.

C. A chapter can vote Pass, No Pass, or Abstain. Voting will consist of one of the following:
   a. Secret ballot
   b. Show of hands
   c. Verbal confirmation through roll call

Article IV: Officers and Duties

Section 1: Officers

The officers of the Iowa State University Panhellenic Association shall be President, Vice President of Judicial Affairs, Vice President of Risk Prevention, Vice Presidents of Recruitment, Vice President of Public Relations, Vice President of Scholarship, Vice President of Finance, Vice President of Community Service and Philanthropy, and Vice President Membership Development.

Section 2: Eligibility

A. Eligibility to serve, as an officer shall depend on the class of membership:
   a. Regular membership. Members from women’s fraternities holding regular membership in the Iowa State University Collegiate Panhellenic Council shall be eligible to serve as any officer position.
   b. Provisional membership. Members from women’s fraternities holding provisional membership in the Iowa State University Collegiate Panhellenic Council shall not be eligible to serve as an officer.
   c. Associate membership. Members from women’s fraternities holding associate membership in the Iowa State University Collegiate Panhellenic Council shall be eligible to serve as an officer except president or the officer in charge of recruitment.

B. Applicants will be deemed ineligible if they will serve on the following positions during their term on the Collegiate Panhellenic Executive Council.
   a. Homecoming Central Committee
   b. Greek Week Central Committee
   c. President of their Chapter
   d. Recruitment Chair of their Chapter

C. In order to hold a Panhellenic Executive position, one must have a cumulative 2.7 Grade Point Average (GPA) or have maintained a 2.9 GPA for their previous two consecutive semesters. Throughout this executive position, it is required that one must maintain a 2.5 semester GPA during their term and failure to do so will result in actions deemed appropriate by the Assistant Dean of Students/Director of Greek Affairs. One must also be classified as a full time student at Iowa State University to hold an Executive position.
Section 3: Application

All candidates seeking office, except the Student Government Representative, will submit a written application to the Panhellenic Council and present a short oral presentation to the Council. The Student Government Representative will be selected in accordance with Student Government law (Student Government Constitution Article II, Sections B and C, Bylaws 15.8-15.13).

Section 4: Selection of Officers

A. Slating Process Procedure
   a. Applications and job descriptions will be made available at a predetermined date by the Collegiate Panhellenic Executive Council and sent out to all Panhellenic chapters.
   b. Applications will be due on a date communicated by the Executive Council.
   c. The Executive Council will form a Selections Committee to review all application materials and conduct all slating interviews two weeks prior to elections.

B. Defining the slate
   a. The slate will consist of a formal recommendation of candidate(s) from the Selections Committee for the upcoming Executive Council elections.

C. The Selections Committee shall consist of:
   a. Collegiate Panhellenic Council Graduate Advisor (required)
   b. Vice President of Judicial Affairs
   c. Executive Council officer(s) of the position being interviewed.
   d. Nominated current Chapter President
   e. One alternate, to be chosen by the Selection Committee as seen appropriate

D. The Vice President of Judicial Affairs will be the chair of the Selection Committee.

E. The Panhellenic President will fill in for the Vice President of Judicial Affairs if the Vice President of Judicial Affairs chooses to run for an Executive Council position or in any situation the Slating Committee deems appropriate.

F. The current Chapter President on the committee will be elected by all Panhellenic presidents, and will not be of the same affiliation of the Vice President of Judicial Affairs or the current Panhellenic President. Presidents who are running for an Executive Council office are ineligible to be on the Selection Committee.

G. The slate can consist of any number of candidates for a position, including zero, and this number is at the discretion of the Selections Committee. The Selections Committee will interview all candidates and vote whether or not to include each candidate for the slate based on a majority vote.
   a. The Selection Committee Members that are eligible to vote include the Collegiate Panhellenic Council Graduate Advisor, Vice President of Judicial Affairs, Current Chapter President and/or Collegiate Panhellenic Council President
   b. In the event of a tie vote by the Selections Committee, the Vice President of Judicial Affairs will serve as the tiebreaker.
Affairs will cast the deciding vote for placing the candidate on the slate based solely on the applications for the position.

c. The Panhellenic chapters do not have to approve the slate candidates presented by the Selections Committee.

H. The slate will be announced a week before elections at the delegate meeting after all candidates have been interviewed.

I. Any candidates who did not participate in the slating process and that are considering running from the floor must notify the Vice President of Judicial Affairs the Tuesday prior to the elections meeting so that grade checks can be completed.

J. Election Meeting

a. At the meeting of elections, all candidates for each Executive Council position will present her platform to the Panhellenic chapters with a five-minute time limit.

b. The candidate must be present during their election time to present their platform and answer questions from delegates, unless the candidate has an exam that conflicts with the election time or another academic conflict deemed as excused by the Executive Council.

c. The Panhellenic chapters will be allowed to ask questions to the candidate after the five-minute speech has been completed.

d. Each candidate will be allowed up to two supporting spokespersons for her position, each with a two-minute time limit. Each candidate must leave the room during the supportive speeches.

e. The Vice President of Judicial Affairs will be responsible for distributing each slated applicant’s application to each chapter after the slate has been selected.

f. Each candidate must leave the room during the supportive speeches.

g. Following the presentation of all candidates’ platforms and supportive speeches, all candidates will be asked to leave the room. The floor will then be open for discussion for five minutes for on each of the Executive Council positions.

K. A majority vote of the quorum from the Panhellenic chapters is needed for approval of the candidate from the election meeting.

a. If a majority vote is not attained, the top two vote getters will have a runoff election in which a majority will be necessary.

b. If the top two vote-getters tie two consecutive times, the current Executive Council and the current CPC Graduate Advisor will vote to determine the elected candidate.

Section 5: Office-Holding Limitations

No more than 3 member(s) from the same women’s fraternity shall hold office during the same term.

Section 6: Nomination Procedure

A majority vote shall elect 1 chapter president to serve as the nominated chapter president role on the nomination committee. The nominating committee shall consider the qualifications
of all candidates for elected officers.

Section 7: Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin upon election.

Section 8: Removal

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

Section 9. Vacancies

All vacancies, excluding the President role (see Section 10 of this article), shall be filled in the same manner of selection as provided in Section 4 of this article.

Section 10. Presidential Vacancy

In case the President resigns or leaves school before her term has expired, the Vice President of Judicial Affairs shall take her place. In this case, the Collegiate Panhellenic Council will elect a new Vice President of Judicial Affairs from members of the Greek Chapters. In the case of any other officer vacancy, an election may be held as stated above or appointed by the President or Executive Panhellenic Council, with the exception of the Student Government Representative, who will be selected in accordance with Student Government law (Student Government Bylaws 5.7.2).

Section 11: Duties of Officers

A. The President shall:
   a. Have previously been a Chapter President or CPC Executive Council officer.
   b. Attend all Panhellenic and Executive Council Meetings
   c. Serve as the official student spokeswoman for the Panhellenic Community.
   d. Preside at all meetings of the Panhellenic and Executive Council meetings as the chairwoman. She shall vote only to break a tie.
   e. Serve as a liaison to the Interfraternity Council, Multicultural Greek Council, and the National Pan-Hellenic Council unless otherwise designated.
   f. Hold individual meetings with Chapter Presidents once a semester in order to assess the needs of chapters in the Panhellenic Association.
   g. Serve as a member of the University Committee on Fraternities and Sororities, Ames Area Alumnae Panhellenic Council, and co-facilitate ISU Greek Chapter President’s Council with the IFC President.
   h. Maintain communication with the NPC Area Advisor, on an as needed basis.
   i. Maintain communication among alumnae, campus administration, and campus leadership, professional and student led, as well as other stakeholder groups.
   j. Coordinate Panhellenic Executive Officer elections, training, and transition period. Because of the importance of competent, trained officers, she shall be responsible for overseeing the training of all new officers, including her successor.
   k. Maintain a complete and up-to-date file of the Panhellenic Association Constitution, Bylaws, current budget, current correspondence and material received from NPC advisor, copies of Panhellenic reports sent to NPC advisor, minutes from Collegiate
Panhellenic Council meetings, minutes from Ames Alumnae Panhellenic meetings, and minutes from University meetings.
l. Coordinate the Panhellenic Executive Officer Installation Ceremony.
m. Coordinate the Iowa State University Panhellenic Annual Report at the end of her term, involving all student and alumni stakeholder groups, if needed.
n. Coordinate ISU sorority delegations to the Association of Fraternal Leadership and Values (AFLV) area and regional conferences.
o. Coordinate AFLV Awards, including the Sutherland Award and any NPC Awards.
p. Coordinate all courtesy correspondence of the Iowa State University Collegiate Panhellenic Council.
q. Provide accurate information from council to other community or civic groups, such as Ames Chamber of Commerce, etc.
r. Assist the executive council by any other means, as needed.
s. Assist the Vice President(s) of Recruitment during all recruitment activities.
t. Be elected the semester before their term begins in order to work with current CPC president, strategically plan upcoming year, and prepare for upcoming council.

B. The Vice President of Judicial Affairs shall:
   a. Attend all Panhellenic and Executive Council Meetings.
   b. Perform the duties of the President in her absence, inability to serve, or at her request.
   c. Serve as a liaison between the Greek community and the Office of Judicial Affairs for the University. Attend weekly meetings with the OJA representative and the Greek Judicial team.
   d. Coordinate all revisions of all documents, bylaws, and constitutions.
   e. Prepare any documentation for the Office of Judicial Affairs (OJA) regarding violations of the Collegiate Panhellenic Council Constitution, Bylaws, Events Policy, and University Student Disciplinary Regulations as needed.
   f. Facilitate a training session with the Office of Judicial Affairs at least once per semester for the Judicial Board.
   g. Serve as the director and chair of the All-Greek Judicial Board and serve as liaisons for the Collegiate Panhellenic Council.
   h. Communicate and work with the Vice President of Risk Prevention on all judicial matters
   i. Assist in the preparation of the AFLV Sutherland award entry.
   j. Maintain an up-to-date notebook and/or files with current policies and procedures.
   k. Educate chapters and delegates on judicial procedures and policies.
   l. Act as an administrator for CPC as a recognized student organization through the Iowa State Student Activities Center, ensuring that the Collegiate Panhellenic Council Bylaws and Constitution meet the outcomes of the Student Organization Recognition Policy.
   m. Assist the Vice President(s) of Recruitment during all recruitment activities.

C. The Vice President of Risk Prevention shall:
   a. Attend all Panhellenic and Executive Council meetings.
   b. Coordinate all training sessions of the chapter event coordinators, risk managers, and Chapter Presidents.
c. Coordinate scheduling of educational events on risk prevention and management with IFC.
d. Be responsible for the proactive monitoring of risk and other concerns with individual chapters as well as provide counseling for individual chapters concerning risk management issues.
e. Be responsible for promoting alcohol-free alternative programming for the Greek Community through other University programs and organizations.
f. Coordinate workshops for the chapter house managers and Alumnae boards to update them on housing codes and inspections.
g. Serve on the Greek Community Events Review Board and as well as on the Judiciary Team and be in communication with Iowa State Events Authorization Committee.
h. Coordinate the registration of sorority events.
i. Maintain and update the IFC/CPC Events Policy and handbook with the IFC Vice President of Risk Prevention as needed.
j. Coordinate with the Judicial Team on all judicial matters.
k. Maintain, update, and distribute a list of local third party vendors with the correct requirements for the events.
l. Maintain official documentation of sororities’ national risk management policies.
m. Maintain an up-to-date notebook and/or files with current policies, procedures, correspondence, budgets, and programming resources.
n. Assist in the preparation of the AFLV Sutherland Award entry.
o. Assist the Vice President(s) of Recruitment during all recruitment activities.

D. The Vice President(s) of Recruitment shall:
a. Attend all Panhellenic and Executive Council meetings.
b. Be elected the semester before their term begins in order to work with the current Vice Presidents of Recruitment to plan the following year’s recruitment activities.
c. Plan, conducts, and evaluates Recruitment Procedures.
d. Serve a role in planning and conducting Formal Recruitment.
e. Be available to live in the Ames area throughout the summer to assist in Iowa State Orientation resource fair and Greek 101 informational session.
f. Perform all other duties as agreed by their contract under the supervision of the Assistant Dean of Students/Director of Greek Affairs and the Assistant Director of Greek Affairs.
g. Participate in the selection of the Recruitment Guides.
h. Assist in the preparation of the AFLV Sutherland Award entry.
i. Maintain a complete and up-to-date notebook and/or files with current policies, procedures, correspondence, budgets, and programming resources.
j. Coordinate all events relating to Experience Iowa State Days, Daily Visits, Transfer Student Orientation, ClubFest, and Destination Iowa State
k. Vice President of Recruitment: Programming
   1. Have previously been a chapter recruitment chair or recruitment counselor.
   2. Plan, coordinate and communicate the chapter participation of Greek Visit Day as well as other internal administrative duties associated with Greek Visit Day.
3. Plan, coordinate and communicate the chapter participation of formal recruitment.
   a. Communicate with National Panhellenic Conference, University Officials when necessary as well as other internal sources.
4. Keep a running account of Recruitment finances
5. Be responsible for educating the chapter Recruitment Chairs and Collegiate Panhellenic Council Executive Board about the Recruitment procedures and policies.
6. Hold individual meetings with chapter Recruitment Chairs once during spring semester and once during formal recruitment.
7. Be responsible for providing assistance to chapters with the informal recruiting process through open houses, workshops, and coordinating informal recruitment ads.

I. Vice President of Recruitment: Education
1. Have previously been a recruitment counselor.
2. Plan, coordinate and communicate the Potential New Member and Recruitment Counselor participation of Greek Visit Day as well as other external administrative duties associated with Greek Visit Day.
3. Plan, coordinate and communicate the Potential New Member and Recruitment Counselor participation during formal recruitment.
   a. Communicate with Potential New Members, family members when necessary as well as other external sources.
4. Be responsible for aiding in development and distribution of informational literature for prospective members, parents and general community.
5. Coordinate the selection of recruitment counselors.
6. Coordinate all training of Recruitment counselors.
7. Coordinate all Panhellenic Council Continuous Open Bidding Events.

E. The Vice President of Public Relations shall:
   a. Attend all Panhellenic and Executive Council meetings.
   b. Strategically implement a communication plan for the Greek Community and its stakeholders.
   c. GREC: Select and facilitate the members of GREC to develop communication pieces
   d. Obtain sponsorship for the council to be used for marketing pieces.
   e. Encourage collaboration and involvement between alumni, parents of Greek students and the Greek Alumni Alliance
   f. Continue Relationships between ISU faculty, staff, department of residence and other departments as deemed appropriate
   g. Host two roundtables for marketing/communications chairs for chapters per term, to discuss best practices and any new information
   h. Encourage the use of chapter archives through the library archives projects as well as within their own chapter

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i. Create agendas for Executive Council and Delegate meetings. Take Minutes at these meetings and send minutes out
j. Create flyers and advertising materials
k. Photograph all Greek events
l. Assist the Vice President(s) of Recruitment during all recruitment activities.

F. The Vice President of Scholarship shall:
   a. Attend all Panhellenic and Executive Council meetings
   b. Work closely with the Vice President of Membership Development to establish academics as first priority with new members.
   c. Coordinate the development of leadership opportunities, resources, scholarship, and educational programming.
   d. Organize all GAAP planning and programming in conjunction with the Academic Success Center Staff
   e. Coordinate all-Greek scholarship programming in cooperation with respective counterparts.
   f. Coordinate roundtable discussions and workshops for chapter scholarship chairs.
   g. Organize Faculty Appreciation activities.
   h. Promote scholarship through recognition of individual member accomplishments.
   i. Assist in the preparation of the AFLV Sutherland Award entry.
   j. Maintain a complete and up-to-date notebook and/or files with current policies, procedures, correspondence, budgets, and programming resources.
   k. Assist the Vice President(s) of Recruitment during all recruitment activities.

G. The Vice President of Finance shall:
   a. Attend all Panhellenic and Executive Council meetings.
   b. Develop, recommend, and implement a semester budget for the Collegiate Panhellenic Council.
   c. Develop, recommend, and implement an itemized yearly budget for the Recruitment Executive Council.
   d. Prepare monthly updates for the Collegiate Panhellenic Council budget and keep all financial records for the Council.
   e. Impose monetary sanctions and their collection.
   f. Manage all monetary transactions through the review, approval, and the signature of all Collegiate Panhellenic Council and Recruitment Executive Council vouchers.
   g. Instruct the Executive Council how to use campus, community, and bookstore vouchers
   h. Collaborate with Campus Organizations Accounting.
   i. Have basic knowledge of Microsoft Excel or a compatible program and be able to use this program in the creation and up-keep of the budgets.
j. Assist in the preparation of the AFLV Sutherland Award entry.

k. Maintain a complete and up-to-date notebook and/or files with current policies, procedures, correspondence, budgets, and programming resources.

l. Commit to making twice-monthly trips to Ames in the summer to handle financial matters. A small compensation may be provided for fulfilling this requirement.

m. Assist the Vice President(s) of Recruitment during all recruitment activities.

n. Vice President of Finance will be elected during first round of elections in order to work with current Vice President of Finance on the upcoming year’s budget.

H. The Vice President of Philanthropy and Community Service shall:
   a. Attend all Panhellenic and Executive Council meetings.
   b. Serve as coordinator with her IFC counterpart for the Greek Visit Day Luncheon, Greek Trick-or-Treat, Greeks Give Back and all other CPC/IFC sponsored philanthropies and community events.
   c. Coordinate roundtable discussions with chapter philanthropy chairs.
   d. Be responsible for contributing to and distributing a calendar of chapter philanthropic events.
   e. Coordinate activities surrounding the annual All-University and/or All-Greek Philanthropy, including community service events.
   f. Work with the Vice President of Communications to publicize all Greek philanthropic and service projects.
   g. Collect and approve registration forms and summary forms for philanthropy projects from Panhellenic chapters.
   h. Inform Panhellenic chapters of philanthropy events and volunteer opportunities in the community.
   i. Assist in the preparation of the AFLV Sutherland Award entry.
   j. Maintain a complete and up-to-date notebook and/or files with current policies, procedures, correspondence, budgets, and programming resources.
   k. Serve on the Event’s Review Team along with her IFC counterpart, CPC Vice President of Risk Prevention, IFC Vice President of Risk Prevention, NPHC Representative, and MGC Representative.
   l. Assist the Vice President(s) of Recruitment during all recruitment activities.

I. The Vice President of Membership Development shall:
   a. Attend all Panhellenic and Executive Council meetings.
   b. Coordinate all Central Campus Bid-Day activities.
   c. Assist in recruitment efforts for counseling any withdrawals during Recruitment Week.
   d. Facilitate educational programs for new members.
   e. Devise scholarship and leadership resources for new members.
   f. Provide assistance to new member educators on topics pertinent to new members.
g. Coordinate roundtable discussions for new member educators.

h. Coordinate with her IFC counterpart, a New Member Forum in the fall semester for all new members to attend

i. Assist in preparation of the AFLV Sutherland Award entry.

j. Maintain a complete and up-to-date notebook and/or files with current policies, procedures, correspondence, budgets, and programming resources.

k. Coordinate roundtable discussions for membership development chairs

l. Assist the Vice President(s) of Recruitment during all recruitment activities.

Article V. The Panhellenic Community

Section 1: Authority

The governing body of the Panhellenic Community shall be the Collegiate Panhellenic Executive Council. It shall be the duty of the Collegiate Panhellenic Executive Council to conduct all business related to the overall welfare of the Iowa State University Panhellenic Community including, but not limited to: annually review and adjust total as needed; determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish recruitment rules and recruitment style. The Collegiate Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of member women’s fraternities.

Section 2: Composition and Privileges

The Iowa State University Collegiate Panhellenic Delegation shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at Iowa State University 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, a member of the fraternity may cast the vote, providing her credentials have been presented to the Council president.

Section 3: Selection of Delegates and Alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective 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 2 weeks and to notify the Panhellenic Association secretary of her name, address and telephone number.

Section 5: Regular Meetings

Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term.
Section 6: Annual Meeting

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

Section 7: 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 Iowa State University Collegiate Panhellenic Council. 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 8: Quorum

Two-thirds of the delegates from the member fraternities of the Iowa State University Panhellenic Council shall constitute a quorum for the transaction of business.

Section 9: Vote Requirements

A. Proposed motions on issues that impacts 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.

B. 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.)

Article VI. The Executive Board

Section 1: Composition

The composition of the Executive Board shall be the President, Vice President of Judicial Affairs, Vice President of Risk Prevention, Vice Presidents of Recruitment, Vice President of Public Relations, Vice President of Scholarship, Vice President of Finance, Vice President of Community Service and Philanthropy, and Vice President Membership Development.

Section 2: Duties

The Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council through the secretary, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.

Section 3: Regular Meetings

Regular meetings of the Executive Board shall be held at a time and place established at the
beginning of each academic term.

Section 4: Special Meetings

Special meetings of the Executive Board may be called by the president when necessary and shall be called by her upon the written request of three members of the Executive Board.

Section 5: Quorum

A majority of Executive Board members shall constitute a quorum for the transaction of business.
Section 6: Responsibilities

A. The Executive Council shall be responsible for executing and abiding by all policies established by the Collegiate Panhellenic Council. The Executive Council members for the Collegiate Panhellenic Council also serve as the Panhellenic Association Officers.

B. The Executive Council shall meet prior to each regular meeting to discuss the order of business and to hear reports.

C. The Executive Council shall appoint all Standing and Special committees and their chairwomen and, in making these appointments, recognize representation of all member fraternities, where possible. All members of these committees shall be responsible to the Executive Council and shall make reports to the Executive Council when necessary.

D. Each member of the Executive Council shall make a report of her actions and business of her office at both regular and executive meetings.

E. Members of the Executive Council are required to attend all Executive Council meetings and regular meetings of the Council, unless her absence is excused by the President.

F. If a member of the Executive Council is unable to fulfill the duties of her position, she shall resign or be asked to resign.

G. All Panhellenic Council officers are required to be present at Collegiate Panhellenic Council meetings, Executive Council meetings and any other special meetings called by the Panhellenic Council President, Panhellenic Advisor, or Assistant Dean of Students/Director of Greek Affairs. If any Executive Council member has two unexcused absences during one semester, she will be asked to turn in her resignation from office.

Article VII: The Panhellenic Advisor

Section 1: Appointment

The Panhellenic advisor of the Collegiate Panhellenic Council shall be appointed by the Iowa State University Office of Greek Affairs Administration.

Section 2: Authority

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

Article VIII: Committees

Section 1: Standing Committees

A. The standing committees of the Iowa State University Collegiate Panhellenic Council shall be the Judicial Board, Emerging Greek Leadership Council, Greek Relations Executive Council and Membership Recruitment Committee.

B. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.
Section 2: Appointment of Committee Membership

The Executive Board of the Collegiate Panhellenic Council shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and, in making these appointments, recognize fair representation from all member women fraternities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board.

Section 3: Judicial Board

The Judicial Board shall consist of the Vice President of Judicial Affairs as chairman and 1 representative from each of the member and associate chapters. The Panhellenic advisor shall serve as a nonvoting ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member fraternities about the Panhellenic judicial procedure.

It shall be the Judicial Board’s duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the Iowa State University Collegiate Panhellenic Council that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board, unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4: Membership Recruitment Committee

The Membership Recruitment Committee shall consist of a chairman and one representative from each regular, provisional, and associate member. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the membership recruitment period. After each membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member group and chapter advisor.

Section 5: Emerging Greek Leadership Council

The Emerging Greek Leadership Council shall follow all guidelines established in the Emerging Greek Leadership Council Constitution.

Constitution found in Appendix 13.
Article IX: Finances

Section 1: Fiscal Year

The fiscal year of the Iowa State University Panhellenic Council shall be from July 1 to June 30.

Section 2: Contracts

The signatures of the Vice President of Finance and either the Assistant Dean of Students/Director of Greek Affairs or Assistant Director of Greek Affairs shall be required to bind all contracts of the Iowa State University Panhellenic Association.

Section 3: Intramurals

All intramurals issued on behalf of the Iowa State University Panhellenic Association shall be signed by the Vice President of Finance and the Assistant Dean of Students/Director of Greek Affairs or the Assistant Director of Greek Affairs.

Section 4: Payments

All payments due to the Iowa State University Panhellenic Association shall be given to the Vice President of Finance who shall record them. Checks shall be made to the Collegiate Panhellenic Council.

Section 5: Dues

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

B. Panhellenic Association membership dues shall be an assessment per member and new member.
   a. The semester dues of each Collegiate Panhellenic Council member fraternity shall be payable on a semester basis.
   b. Associate member sororities will not be financially responsible for the expenses of Formal Recruitment and will be assessed dues based on the total Panhellenic expenses without formal recruitment (They will be assessed 75% of the regular member chapter dues, which is proportionate to the total budget excluding formal recruitment costs).
   c. Regular and associate member sororities will be assessed dues at a flat rate on February 15th and September 15th of each year. Assessments will be due on March 15th and October 15th. These dates are subject to change under extenuating circumstances.
   d. The semesterly flat rate will be $34 per member and new member for regular member sororities and $25.50 per member and new member for associate member sororities. These flat rates will remain consistent for three years and be reviewed again in Spring 2018. These rates are subject to change under extenuating circumstances.
e. A $20 per day fee will be added to dues for each day they are late to the Panhellenic Vice President of Finance.
f. Failure to pay dues two weeks after a letter of notification to the chapter’s treasurer will result in sanctions including the loss of that chapter’s right to vote in Iowa State University Collegiate Panhellenic Council meetings (including Council, Executive Board, and Judiciary Hearings). Voting rights will be withheld until payment is made to the Iowa State University Collegiate Panhellenic Council. Any chapter who does not update their roster numbers by the date assigned by the Fiscal Director will be assessed according to a standard of chapter total.

Section 6: Payment Plan

If a payment cannot be paid in full by the date set by the Vice President of Finance, a payment of fifty percent of the total will be paid on that date. The remainder fifty percent will be paid three weeks from the initial date set by the Vice President of Finance. The payment plan must be brought to the attention of the Vice President of Finance prior to the initial due date.

Section 7: Controlled Substances

No Iowa State University Panhellenic Association funds shall be used to purchase any controlled substances.

Section 8: Fees and Assessments

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

Section 9: Excess Funds

A. Any item or purchase with the use of excess or rollover funds over $100 and not explicitly outlined in the Collegiate Panhellenic Council budget, must be proposed, voted on, and approved by the Collegiate Panhellenic Council Executive Board through a written proposal.

B. Approval of the use of the rollover budget or any reserve funds will be a majority vote.

Section 10: Purchasing Card

All purchases external to Iowa State University shall be made using a purchasing card (p-card) registered through ISU Campus Organizations Accounting (COA). Only the CPC Vice President of Finance is authorized to make purchases using the purchasing card (p-card).

Upon making purchases, the Vice President of Finance is required to:

1. Obtain an itemized receipt of the purchase
2. Attach the itemized receipt and validate the purchase through COA via AccessPlus
Article X. Extension

Section 1. Extension is the process of adding an NPC women’s fraternity

The Iowa State University Collegiate Panhellenic Council 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 XI. Violation Resolution

Section 1. Violation

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, and the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the Iowa State University Collegiate Panhellenic Council 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 Iowa State University Collegiate Panhellenic Council shall follow all mediation guidelines found in the Manual of Information.

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

B. Judicial Board hearing. When a violation is not settled informally or through mediation, the Judicial Board 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 decision. A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeal Committee. The Iowa State University Collegiate Panhellenic Council shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.
Article XII. Hazing

Section 1: Hazing

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

Section 2: Definition

Hazing is defined as any action taken or situation created, intentionally, whether on or off fraternity property, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities include but are not limited to, creation of excessive fatigue; physical and psychological shocks; wearing publicly or privately apparel which is conspicuous and not normally in good taste; engaging in public stunts or jokes; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities which are not consistent with the regulations and policies of the educational institution.

Article XIII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Iowa State University Collegiate Panhellenic Council 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 Iowa State University Collegiate Panhellenic Council may adopt.

Article XIV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Iowa State University Collegiate Panhellenic Council by a two-thirds vote, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting allowing an opportunity for chapter input.

Article XV. Dissolution

This Council shall be dissolved when only one regular member exists at Iowa State University. In the event of the dissolution of this Council none of the assets of the Council shall be distributed to any members of the Council, but after payment of the debts of the Council its assets shall be given to the National Panhellenic Conference.
Appendix Of The Iowa State University
Panhellenic Association

-Standing Rules-

Appendix 1: Code of Ethics

We, as the Undergraduate Members of women’s fraternities at Iowa State University, strive to exemplify scholarship, leadership, service, and sisterhood by abiding by all UNANIMOUS AGREEMENTS of the National Panhellenic Conference. We will work to promote the best interests of Iowa State University and to ensure that the Panhellenic community is an asset to our institution.

We foster good relationships with all of our peers and we emphasize strengthening relationships with all Greek and non-Greek organizations. We shall keep all information pertaining to Panhellenic business private.

We will be fair and democratic in all procedures. We recognize that the Panhellenic community is a unique opportunity for women to learn how to live a life of meaning. We embrace differences among our fellow sisters and we will be fair-minded in all of our interactions. Because we recognize that every member sorority is an integral part of our community we refrain from making disparaging remarks about any member sorority. Because all members’ actions are a reflection of the community, every member shall present herself in the best manner possible and conduct herself with irreproachable moral conduct.

The standards that we have set forth shall guide our everyday actions and ensure success of our community.

Appendix 2: Order of Business

Section 1

The Iowa State University Collegiate Panhellenic Council shall be governed by Robert’s Rules of Order-Newly Revised, except in matters that are specifically provided for in the Constitution, Bylaws, and Standing Rules.
Section 2

The order of business of the Iowa State University Collegiate Panhellenic council shall be as follows:

A. Speakers
B. Creed
C. Roll Call
D. Minutes and Approval
E. Reports
   a. President
   b. Vice President of Judicial Affairs
   c. Vice President of Risk Prevention
   d. Vice President of Recruitment: Programming
   e. Vice President of Recruitment: Education
   f. Vice President of Public Relations
   g. Vice President of Scholarship
   h. Vice President of Finance
   i. Vice President of Philanthropy and Community Service
   j. Vice President of Membership Development
   k. Student Government Representative
   l. Greek Week Coordinator
   m. Standing Committees
   n. Assistant Dean of Students/Director of Greek Affairs, Panhellenic Advisor

F. Old Business
G. New Business
H. Announcements
I. Adjournment

Appendix 3: Collegiate Panhellenic Council Election Procedure

Section 1: Election Procedure

A. Nominations
B. Candidates leave
C. Candidate 1 Speech
D. Candidate 1 Questions
E. Candidate 1 leaves
F. Candidate 1 Speakers 1 and 2
G. Candidate 2 Speech
H. Candidate 2 Questions
I. Candidate 2 leaves
J. Candidate 2 Speakers 1 and 2
K. Etc. until all candidates are finished
L. Open the floor for 3 minutes max of discussion
M. Move to a secret ballot vote
N. Tally votes – majority needed to win
O. Winner announced

Section 2: Nomination Procedure

Candidates running from the floor need to be nominated at the meeting. The President will read the list of candidates previously nominated and ask for any nominations from the floor. The candidate will raise her hand, be called upon, and say, “I nominate (insert name here).” If the candidate is not in attendance, a delegate may nominate her. No candidate is eligible to be nominated if they have not turned in their application by noon the day of the election. After all nominations have been made, the President will entertain a motion to cease nominations. The candidates will then leave the room.

Section 3: Speaker Procedure

Anyone, with the exception of current CPC officers, may be one of the two speakers for the candidates; this is not limited to women of the Panhellenic community. The Candidate has 5 minutes to give her speech, the chapters than have 5 minute for a question and answer session. The Candidates speakers then have 2 minutes each to speak.

Section 4: Discussion Procedure

The discussion period is a chance to voice any concerns your chapter may have about any of the candidates, or to express strong chapter support of a certain candidate. Each discussion speaker will be limited to 30 seconds. The total discussion period will be a maximum of 3 minutes, however this time period may be extended if it is deemed necessary. Panhellenic does not use a pro/con/pro format, this is open discussion. As a Panhellenic community, the concerns of other chapters play an important role in your chapter decisions. While comments of strong support for a candidate will be entertained, please keep in mind that this is the only opportunity chapters will have to voice their concerns. It is imperative that all comments made during the discussion period are kept strictly confidential.

Discussion is limited only to those who answer roll call as a chapter delegate or substitute delegate. If anyone other than your usual delegates wishes to speak during the discussion period, they need to answer roll call in place of one of their delegates as a substitute. Only those listed on the roll call sheet will be called upon during the discussion period. When called upon for discussion, please stand and state your name and chapter before continuing.

Section 5: Voting procedure

Each chapter will have 3 minutes to confer and decide on their vote. Ballots are brought forward by a chapter delegate to the Vice President of Judicial Affairs, and are counted by the President, the Vice President of Judicial Affairs, and the Panhellenic Graduate Advisor. A majority of the votes (9) is necessary to be elected to any position. A vote of ABSTAIN is treated as a vote of no-confidence for any candidate on the ballot, and is not applied to the necessary 9 votes.

In the case of 3 or more candidates on the ballot, in which no candidate receives a majority of the vote, a run-off election is held between the top two vote-getters.
The required number of people from each chapter will be 15% of the chapter (with a maximum of 5, minimum of 3) which must include the 2 delegates and the president. The number required per chapter will be announced the week before voting.

In the case of a tie between two candidates, the vote will be recast once. In the case of a tie during a re-vote, the President will cast the tie-breaking vote.

**Appendix 4: Risk Management**

**Section 1: Alcohol and Drugs**

A. While on chapter premises, during a sorority event, in any situation sponsored or endorsed by the chapter, or in any event an observer would associate with the fraternity, all activities must be in compliance with any and all applicable laws of the state, province, county, city, and Iowa State University, and must also comply with the CPC Risk Management Policy.

B. In accordance with the National Panhellenic Conference Resolution on SUBSTANCE FREE HOUSING, no alcohol shall be permitted on chapter premises.

C. In accordance with the National Panhellenic Conference Resolution on SUBSTANCE FREE CO-SPONSORED SOCIAL EVENTS, no sorority chapter may co-sponsor an alcoholic event on fraternity property.

D. No alcoholic beverages may be purchased through chapter funds nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter.

E. No chapter may co-sponsor or co-finance an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present.

F. Council funds shall not be used to purchase of alcohol.

G. Presence or use of alcohol at council-sponsored events is prohibited.

**Section 2: Appearance**

Items will not be displayed that can be considered as racial, sexist, or insensitive by any ethnic group. All images, marketing, and communication must be consistent with Panhellenic values and portray an overall positive image. These items include but are not limited to, banners, t-shirts, billboards, signs, house party themes, Web site material, etc.

**Section 3: Sexual Abuse and Harassment**

In accordance with the National Panhellenic Conference Resolution on HARRASSMENT AND HUMAN DIGNITY, no chapter will tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions, which are demeaning to women or men including but not limited to date rape, gang rape, or verbal harassment.
Section 4: Fire Health and Safety
A. All chapter houses should meet all local fire and health codes and standards.
B. All chapters should have posted by common phones emergency numbers for fire, police, and ambulance and should have posted evacuation routes on the back of each sleeping room door.
C. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house are expressly forbidden.

Section 5: Enforcement
Chapters who violate these policies will be subject to sanctions set by the respective All Greek Judicial Board and/or the All University Judiciary committee. University and Greek liaisons as defined by the Iowa State University Student disciplinary handbook will review all violations and if deemed necessary will recommend such violations to the proper judicial process.

Appendix 5: Collegiate Panhellenic Council Events Policy
Section 1: Purpose
A. We, the women of the Panhellenic Council at Iowa State University use this document as a reflection of the high standard we uphold. We place high value and esteem on the Greek Community and thus respect each member’s individual chapter, its property, and its member’s safety. We understand the right for each member to take responsibility for her own actions and understand every individual is a representation of the Greek Community as a whole.
B. This document is an addition to each Chapter’s national/international policies, the laws of the state, and of the university.
C. All Chapters and colonies recognized by the CPC fall under the jurisdiction of the Collegiate Panhellenic Council Events Policy and are expected to abide by its regulations.
D. Forms, as referred to in this Article, may be found online at the Office of Greek Affairs website.

Section 2: Definition of Terms
A. The term “event” will be interpreted as any function sponsored by a Chapter at Iowa State University.
B. The term “premeditated” will be interpreted as planned or deliberated.

Section 3: Event Types
A. All premeditated social events with a third party vendor.
B. All premeditated social events without a third party vendor where alcohol is present.
C. All events for philanthropic or community service projects.
D. All premeditated social events where alcohol is not present.
E. All pairing events including, but not limited to, all events associated with Homecoming, Varieties, and Greek Week.
Section 4: Registration of Social Events

A. All events must be registered with the Collegiate Panhellenic Council. Events with alcohol must be registered by 5:00 p.m. at least 14 calendar days before the event. Events without alcohol using a Form C must be registered by 5:00 p.m. at least 14 calendar days before the event. All philanthropic or community service projects must be registered at least 2 weeks prior to the event with the Vice President of Philanthropy and Community Service. Events using a Form D must be registered by a time determined by the events review board at the beginning of each semester. This time will not change throughout the semester. The Vice President of Risk Prevention along with the Events Review Board will review the registration forms and approve or deny the event. In the case of philanthropic or community service projects, the Vice President of Philanthropy and Community Service will review the registration forms with the Events Review Board.

B. It is advised that each chapter notifies the Vice President of Risk Prevention with their choice of third party vendor as soon as it is decided. Events may be denied because of the venue being too close to another previously registered event.

C. Each Chapter sponsoring the event must individually register group or combined events. All judicial processes will apply equally to each co-sponsoring chapter. In the case of violations, all chapters will be held equally responsible.

D. Events occurring with a third party vendor must be registered with the Collegiate Panhellenic Council using “Form A.”

E. Alcoholic events occurring without a third party vendor are not allowed by the Collegiate Panhellenic Council.

F. Events registered with alcohol using the “Form A” are to include with the form the “CPC/IFC Third Party Vendor Contract” signed and dated by the Third Party Vendor, and a copy of the vendor’s Certificate of Insurance. The Certificate of Insurance must have “General Aggregate” and “Each Occurrence” amounting to $1,000,000. These must be turned into the Collegiate Panhellenic Council by Friday at 5:00 p.m. 14 days before the event with the Form A.

Section 5: Requirements of All Social Events

A. The following acts are prohibited: binge drinking, kegs, hazing, peer pressure, or drinking games as well as other drinking activities not listed.

B. Each named Chapter sponsoring any activity regardless of location is held responsible for any and all persons attending.

C. The unauthorized possession, sale, and/or use of any illegal drugs or controlled substances are strictly prohibited.

D. No Chapter may sponsor an event with an alcohol distributor or establishment where 50 percent of their proceeds come from alcohol.

E. The event’s theme shall not have any suggestion of being racial, alcoholic, sexist, dangerous, or insensitive of any group. The Events Review Board has the ability to ask the chapter(s) involved to change the theme. If the theme is not changed, the chapter(s) may be sent through the Events Judicial Process.
F. Before hosting an event, the chapter officers of Risk Management and Social Chair(s) and any other event coordinators, and Chapter Presidents must complete Events Policy Training. Failure of these officers to be present will result in the Chapter being prohibited from hosting any events.

G. No more than 500 total guests shall be allowed at an event at one time.

H. The number of people at the event must not exceed the fire code or guest-to-active ratio as defined by an individual Chapter’s national, international, or local association.

I. All registered events must end by 2 a.m. and be cleaned up by 9 a.m. the following day. (Homecoming displays within 2 weeks.) All registered events held at third party vendor location shall end at the discretion of the Events Review Board.

J. Alcohol shall not be present at any council-sponsored event.

Section 6: Requirements of all Social Events with Alcohol

A. No alcoholic beverages may be purchased through the Chapter treasury or on behalf of the Chapter.

B. No alcoholic beverages may be purchased with Collegiate Panhellenic Council funds.

C. No one under the age of 21 shall consume or possess alcohol.

D. Each event shall have 5 alcohol free monitors from each Chapter and one additional monitor from each Chapter for every 50 additional people over 300 guests.

E. All events with alcohol must be held off Chapter property, and hired transportation for all members attending must be provided.

F. All chapters must submit their choice for their third party venue to the Vice President of Risk Prevention as soon as it is decided. The Vice President of Risk Prevention retains the right to deny the location of a third party event due to its close proximity to a previously registered event. The location may be switched and then later approved if appropriate.

Section 7: Requirements of Philanthropy and Community Service Events

A. All philanthropic and community service events must be registered using the IFC/CPC Philanthropy Registration form.

B. All philanthropies and community service events shall be registered with the Collegiate Panhellenic Council by 5:00 p.m. 3 weeks prior to the event.

C. All philanthropy and community service events are substance-free events (i.e. no alcohol, drugs, etc.) and must follow the Iowa State University Student Code of Conduct.

D. Within three weeks after the event, all IFC/CPC evaluations as well as copy of the check to the benefiting organization must be submitted to Greek Affairs.

E. By the end of each semester, each chapter will turn a log of each member’s community service hours.

Section 8: Serenade Policy
A. The purpose of this policy is to ensure that a safe, comfortable, and respectful environment is provided for all members of the Greek Community during our traditional serenades for Bid Day, Homecoming, Varieties, Greek Week, Bus/House Parties, and Formals.

B. The following are a set of guidelines and conduct expectations that all Chapters are required to follow in order to participate in serenades:
   a. Appropriate lyrics
   b. Appropriate dress/costumes
   c. Appropriate/minimal physical contact
   d. Obey Federal/State/Local/University law
   e. Stay in line with normal standards of decency
   f. Respect your audience and their facilities

C. Violations of the above listed guidelines should be reported to the Judicial Team, consisting of the Vice President of Judicial Affairs and Risk Prevention.

D. Upon notification of a policy violation, a case will be opened, reviewed, and the Chapter notified.

Section 9: Enforcement

A. The Chapter(s) who violates the Collegiate Panhellenic Council Events Policy shall be sent through the Event Judicial Process outlined in the flowchart that can be found in the Risk Management and Events Policy Handbook given out at Events Policy Training. If the case becomes an Office of Judicial Affairs matter, the Chapter(s) will enter due process with the Office of Judicial Affairs, which includes notice of a violation and the opportunity to respond in an All University Judiciary Board hearing.

B. The Chapter(s) who violates the philanthropy and community service events policy will receive no promotional nor organization aid for the philanthropy or community service event from the Collegiate Panhellenic Council. Furthermore, the event will not qualify as a “fundraising philanthropy” as referenced in the Fraternal Awards of Excellence guidelines. In the event of unforeseen circumstances regarding this violation, the Director of Special Projects and the Vice President of Judicial Affairs may agree to grant an exception to this rule if the need arises.

C. The University bears the right to close any sponsored function by a Chapter if the event has the potential of threatening the health and safety of its members or others in attendance by recommendation of the Collegiate Panhellenic Council, Greek Affairs, or University Officials.

Section 10: Good Faith

It is recognized that this policy cannot address, in specific fashion, all possible social situations that may occur. When this policy is not specific on a particular point, the Collegiate Panhellenic Council Chapters and their members are expected to conduct their events and themselves in the spirit of social responsibility expressed in this policy.

Appendix 6: Philanthropy and Community Service

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A. No chapter shall hold their philanthropic event on the same day as another chapter’s philanthropic event. If events must be held on the same day, given that there is no other appropriate day, no chapter shall hold their philanthropic event at the same time as another chapter’s philanthropic event.

B. All philanthropy registration forms must be turned in three weeks prior to the event.

Appendix 7: Collegiate Panhellenic Recruitment Code of Ethics

The Iowa State University Panhellenic Council is established to ensure that each Panhellenic sorority woman and chapter upholds their ethical responsibilities of Recruitment. Each chapter is given an equal opportunity to recruit new members. The needs of the potential members should always take precedence over the individual chapter needs. Each potential member needs to receive a positive impression as possible at all times. As members of the Panhellenic Council, it is our responsibility to recruit new women to strengthen, preserve and promote Panhellenic spirit in our Greek community. In addition, all Unanimous Agreements of the National Panhellenic Conference must be followed in accordance with the NPC Manual of Information.

Appendix 8: Administration of Membership Selection

Section 1: An early Fall Recruitment shall be held

Section 2: Quota-Total System

The Iowa State University Quota-Total system as described in “Policies, Rules and Practices” of the National Panhellenic Conference Manual of Information shall be followed. To allow groups to achieve parity as quickly as possible at the conclusion of primary recruitment, total will be automatically adjusted annual no later than 72 hours following bid distribution. The adjustment will be to average chapter size unless the Collegiate Panhellenic adopts an acceptable alternative formula according to the Manual of Information.

Section 3: The preferential bidding system shall be used

Section 4: Continuous Open Bidding

Except for Formal Recruitment periods, Continuous Open Bidding (COB) shall be in effect during the school year (Fall through Spring) for all eligible women students.

Section 5: Chapter Total

Every regularly enrolled new member, initiate, or affiliate shall be included in the chapter total except women designated by the chapter as inactive members and/or mid-year graduates. A list of pledged, initiated, and affiliated members shall be filed with the Assistant Dean of Students/Director of Greek Affairs at the beginning of each semester.

Any de-pledging, termination, or other change in membership shall be reported to the
Assistant Dean of Students/Director of Greek Affairs no later than twenty-four hours after it has occurred.

Section 6: Representation

Representatives shall be nominated by each member chapter to apply for Panhellenic Recruitment Counselor during the Formal Recruitment period. All applicants must have a 2.5 GPA to apply and serve as a Recruitment Counselor. The Vice Presidents of Recruitment will designate a set number of nominees. The final Recruitment Counselors shall be selected through interviews with the Vice Presidents of Recruitment.
Section 7: Code of Ethics

The Formal Recruitment Rules and Code of Ethics will be reviewed and revised as necessary by the fraternity recruitment chairs and approved with a two-thirds vote of the Collegiate Panhellenic Council.

Section 8: Advising

The Assistant Dean of Students/Director of Greek Affairs and the Panhellenic Advisor shall oversee all Recruitment procedures.

Appendix 9: Panhellenic Recruitment Rules

Section 1: General Guidelines

A. All Unanimous Agreements of the National Panhellenic Conference must be followed in accordance with the NPC Manual of Information.
B. The Office of Greek Affairs with assistance from the Office of Admissions, the Panhellenic Vice Presidents of Formal Recruitment will provide information about Greek life to incoming students.
C. The maximum allowable Chapter size, or total, is 157 at Iowa State University and shall be reviewed annually.
D. Formal Recruitment Spirit Week will start the Monday of the second week of August at 12:00 noon. Formal Recruitment activities will begin the following Friday of August and will conclude at 11:00 a.m. the Thursday before classes commence. Continuous Open Recruitment will begin immediately following Chapters receiving a formal recruitment bid list.
E. Release Figures Method (RFM) will be used to establish quota following preference night.
F. A Chapter must have at least 1 collegiate member at all recruitment meetings.
G. All Chapters will be highly encouraged to follow the release figures provide to them by the Collegiate Panhellenic Council through consultation with the RFM Specialist. Preliminary release figures will be provided to each Chapter prior to the first round of Recruitment. Chapters choosing not to follow the release figures should seek the advice of their NPC Delegate.
H. Only Collegiate Panhellenic Council members may participate in running/executing Collegiate Panhellenic Council sanctioned recruitment events.
I. Tentative schedules from each Chapter for Formal Recruitment Spirit Week must be turned in at the first meeting with the CPC Vice Presidents of Recruitment. It is suggested that time spent on specific Formal Recruitment activities be limited to, at most, 6 hours on the Monday of Spirit week and 8 hours on the Tuesday of Spirit Week through the Thursday of Spirit Week. This does not include sisterhood activities, eating, etc.
J. All members of the Collegiate Panhellenic Council and all Recruitment Counselors must change all electronic profiles and social media outlets by Monday before Greek Visit Day to abide by standards and rules set by the council. This includes changing last names, removing indications of specific Chapter affiliation, and any other materials that may not agree with set standards. These changes last throughout the duration of Formal Recruitment.

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K. The Potential New Members registered and participating in Formal Recruitment will abide by the priority rank method when selecting Chapters to attend the following day. Chapters will submit invitation lists by the time specified by Collegiate Panhellenic Council and be presented with party lists the following morning, based on priority ranks form Potential New Members.

L. Collegiate Panhellenic Council members may not participate in Chapter affiliated recruitment events for the entire length of their term of service on the Collegiate Panhellenic Council.

Section 2: Greek Visit Day Mechanics

A. Any woman who is attending Greek Visit Day must be registered through the Collegiate Panhellenic Council in order to participate in the Greek Visit Day. Only senior and junior high school women, transfer women, and current ISU women are allowed to attend.

B. All women participating in Greek Visit Day are required to participate in planned activities. This includes but is not limited to the information session, house tours, etc.

C. All rules regarding Recruitment behavior apply during from 4 PM Friday through 12 PM Sunday during the weekend of Greek Visit Day.

D. Conversations between members and Potential New Members occurring between the conclusion of Greek Visit Day and Bid Day, outside of recruitment activities, cannot be focused on recruitment related topics.

Section 3: Recruitment Mechanics

A. The Collegiate Panhellenic Council will follow the most current edition of the National Panhellenic Council’s Manual of Information in regards to the Quota Addition process.

B. A list of women eligible for snap bids will be given to the Chapters who did not reach quota after the initial bid matching process. The Collegiate Panhellenic Council will follow the National Panhellenic Council’s Manual of Information (most current edition) in regard to the snap bidding process.

C. The Recruitment Position, on behalf of each Chapter, will present a written invitation for membership on Bid Day, at a time specified by Collegiate Panhellenic Council.

D. Evaluation of Formal Recruitment will be held within two weeks of the last day of Formal Recruitment.

E. A Chapter is encouraged to have their Judicial Board Representative, President, and Recruitment Chairs present at scheduled recruitment related Judicial Board meetings.

F. Statistics for Formal Recruitment will be available online the morning of Bid Day for Chapter use.

G. Each Chapter is entitled to pledge the full quota at any time during the fall semester prior to the initiation of the members recruited during Formal Recruitment, even if by doing so the allowable Chapter total size is exceeded and the Formal Recruitment period is over. For further clarifications refer to the National Panhellenic Council’s Manual of Information (most current edition).

H. In order for a woman to be eligible to participate in Formal Recruitment she must be a full-time student at Iowa State University, and sign and follow all guidelines of the liability
waiver.
I. In order for a woman to be eligible to accept a bid from a Chapter, she must be a fully matriculated student at Iowa State the semester that the bid is extended.

**Section 4: Major Agreements**

A. At no time during Formal Recruitment sessions shall more than two chapter members surround a Potential Member at one time.

B. At no time should a Potential Member be left alone or unattended in the chapter house.

C. No member or alumnae shall either pressure or obligate a potential member to accept a bid or guarantee a bid to a potential member. This includes insinuating that they will be invited to the next day’s round by saying, “I'll see you tomorrow,” “I’d love to see you back,” or any suggestive or misleading comments.

D. Alumnae may participate in Formal Recruitment activities, but must be clearly marked as alumnae via nametag and never left alone with a potential member.

E. At no time shall members’ behavior and/or conversation be inappropriate as determined by the Collegiate Panhellenic Council.
   a. Acceptable actions would include handshakes or light/minimal guidance.
   b. Inappropriate contact would include but is not limited to hugging, handholding, and anything else the Collegiate Panhellenic Council deems inappropriate.

F. Recruitment session programming shall not include intimidating group activities a. This includes, but is not limited to “bursting”. No bursting means that each potential member must be greeted and escorted by a chapter member as they walk through the door. Opening and closing songs are allowed as long as chapter members accompany potential members and conversation is continuing while the Potential Member is seated. Opening and closing songs are to be sung in the background. There is to be no singing outside of the chapter house.

G. Potential Members shall not receive gifts from chapter members until the conclusion of Panhellenic Bid Day activities.
   a. A gift is defined as anything given to the Potential Member by a chapter member. (Example: notes, phone numbers, etc.)
   b. Gifts include flowers, nametags, candles, food, and any other objects the Collegiate Panhellenic Council deems as a gift.
   c. Should a “gift” be taken out of the house, that chapter will receive a recruitment infraction. The “gift” will then be returned to the appropriate chapter.
   d. Items such as napkins, tissues, and plastic cups may be taken out with no infraction but will be disposed of by Recruitment Counselor.

**Section 5: Minor Agreements**

A. Chapter members’ files must be updated by Tuesday of Spirit Week at 8:00 a.m. on Odysseus. Chapter’s totals should be confirmed at one-on-one meetings prior to the All Sorority Spirit Rally.

B. All new members matched during Formal Recruitment need to be entered in Odysseus by the Monday following the conclusion of Formal Recruitment. Bid cards are due the same day at 12:00pm.
C. Upon receiving a signed bid card from a new member through Continuous Open Recruitment, a Chapter must have their Odysseus updated with the new member’s information and turn the signed bid card into the Greek Affairs Office within 72 hours.

D. All Chapters must supply their own membership invitation cards and envelopes and provide them to the Recruitment Executive Committee at the Formal Recruitment Information Session meeting.

E. The Collegiate Panhellenic Council Vice Presidents of Recruitment, President, and Vice President of Judicial Affairs must hold a recruitment workshop with the Continuous Open Bid Chairs and Recruitment Chairs within two weeks of the start of the spring semester.

F. Members wishing to move into their Chapter house after the official start of Recruitment may do so only through entrances not visible to any potential member. Any persons affiliated with a Chapter must wait 15 minutes after the completion of a Recruitment session to leave the Chapter and return 15 minutes prior to the next session.

G. House directors, delivery persons, waiters, persons employed by the Chapter house, and alumnae advisors may enter and exit when needed through side or back doors. Alumnae members visible to potential members and/or participating in recruitment parties must follow the 15-minute rule. Extreme circumstances must be communicated to and approved by the Collegiate Panhellenic Council.

H. Each Chapter must submit a Chapter Recruitment Budget, Patent, Financial Sheet as specified by the Fiscal Director, and multimedia presentation/skit at the time specified by the Collegiate Panhellenic Council. For each day that these items are late, a fine of $20 will be given.

I. Chapters must be on time for date processing during Formal Recruitment including information on Campus Director. Tardiness for up to 5 minutes is fined $25; for each additional 5 minutes late, $10 will be fined.

J. Beginning at the conclusion of the academic school year and continuing through the day before the start of Spirit Week at 12:00 noon, any Chapter meetings discussing membership selections are strictly prohibited.

K. Any pictures and/or slides of the Collegiate Panhellenic Council or Recruitment Counselors are not permitted to be shown to the Potential Members. No Chapter member shall ever tell a potential member the last name or affiliation of any Recruitment Counselor or Collegiate Panhellenic Council member.

Section 6: Structure of Formal Recruitment Sessions

A. Formal Recruitment
   a. First round is designated Welcome Weekend. Each event is 20 minutes long with 10 minutes between each event. A maximum of 14 National Panhellenic chapter events can be attended on this weekend. Only tap water will be served. Sorority women inside the house during this weekend will wear “casual” attire which will be a mass purchased t-shirt provided by the Collegiate Panhellenic Council.
   b. Second round is designated Values Showcase Day. A maximum of 10 events can be attended on this day. This may include but is not limited to multimedia presentations

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or skits that are limited to 10 minutes. All presentations must be approved by the Collegiate Panhellenic Council. Productions such as these shall not be allowed on first or third rounds of recruitment. Each event is 40 minutes long with 15 minutes between each event. Only tap water may be served.

c. Third round is designated Living Greek Day. A maximum of 6 events can be attended on this day. House Tours should be given on this day only. Financial, GPA requirement, and Housing obligation information sheets will be distributed to potential members. Only water-based beverages may be served. Each event is 45 minutes long with 15 minutes between each event.

d. Preference Night is the last round consisting of 2 events. Each event is 60 minutes long with 15 minutes between each event. Food and beverage may be served at all events of the night.

e. The $550 per chapter budget for Formal Recruitment will also include money spent on the philanthropy and sisterhood multi-media presentations. If a professional videographer is hired and footage is included in over 25% of the presentation, the cost of the videographer and production must be included in the recruitment budget. Preference Night will be handled separately with $5 per potential new member, plus $100. All donations will be assessed on value and included in the Recruitment budgets. This will include, but is not limited to flowers, plants, food, etc.

f. House lighting, luminaries, and candles may be used for sidewalks/steps leading to the main entrance of the chapter houses for Preference night events. No other outside decoration is allowed, i.e. signs and banners. Glitter as an outside decoration is not allowed during Formal Recruitment unless maintained throughout the year. Repainting glitter is not allowed within two weeks prior to formal recruitment. Luminaries may not be used on public sidewalks. Traditional holiday (Christmas) lights for outside lighting may not be used for any Recruitment session.

g. Chapters will provide a table, maximum 6 ft. in length, and two 2-5 gallon water dispensers outside of their chapter house for potential new members during the first, second, and third rounds. Chapters will fill the dispensers with ice water at the start of the day and CPC will refill them throughout the day as necessary.

h. In the event of inclement weather, chapters will provide a tent for potential new members and Rho Gammas outside of the chapter house. Inclement weather shall be defined at the discretion of the Collegiate Panhellenic Council, and chapters will be notified when they need to have the tent set up. The tent shall not exceed 20 ft. X 20 ft.

i. A “no frills” recruitment will be stressed and encouraged at all times. A “frill” is considered anything not essential to the recruitment process that is not present year round. “No frills” means that no elaborate decorations, costuming, or entertainment shall be part of the recruitment sessions. Elaborate is defined by the Collegiate Panhellenic Council.

j. At the beginning of the sessions on 1st, 2nd, and 3rd rounds, three minutes are allowed to enter (the three minutes start at the designate start time) and three minutes to exit (the three minutes start at the designated end time) the chapter house.
Example: If an event begins at 6:00 the chapter must open its door at 6:00 and will have until 6:03 to have all potential members/chapter members inside the chapter house with the door shut. If the event concludes at 6:30, the chapter must open its door at 6:30 and will have until 6:33 to have all potential members out of the chapter house and all chapter members inside the chapter house with the door shut.

k. Eight minutes will be allowed to enter the house for all Potential Members on Preference Night. Eight minutes will be allowed to exit the house for all Potential Members on Preference Night.

l. Example: If the round begins at 6:00 the chapter will have until 6:08 to have all Potential Members/chapter members inside the chapter house. If the round concludes at 6:30, the chapter will have until 6:38 to have all Potential Members out of the chapter house and all chapter members inside the chapter house.

m. A maximum number of three people may leave the chapter house during the time allotted for potential new members to enter and exit the chapter house (3 minutes the first 4 days and 8 minutes on Preference Night) to greet or bid farewell to the potential members (this includes preference night) or for any other reason (e.g. to light luminaries).

n. Member must be in alphabetical order when entering the Chapter house during all Recruitment events, including Preference Night.

B. Conversation

a. The subject of boys, money, faith, alcohol, or bad news of other chapters should not be discussed with a potential member. If the Potential Member brings the subject up, the chapter member must steer the conversation away from it immediately.

b. Chapter members shall not suggest to any Potential Member that she refuse a membership invitation from one group in order to wait for a membership invitation from another group, or suggest that a potential member list only one choice on her Membership Recruitment Acceptance Card.

c. We will uphold and demonstrate the Panhellenic spirit in thought, word, song, and action. At no time shall chapter members say anything negative about any other Greek Chapter; this includes rumors, stereotypes, or any other harmful information. This also includes suggestions and discussion of the informal recruitment process.

C. Interaction Outside Formal Recruitment Sessions

a. No person shall be outside of the chapter house or visible through windows or doorways during the time specified between Formal Recruitment Rounds (i.e. between Round One and Round Two), Saturday through Wednesday of Formal Recruitment. The Potential Members or Recruitment Counselors shall hear no noise from the chapter house during these times as well.

b. The only period of strict silence between Potential Members and chapter members outside of recruitment sessions is the time between the end of preference night and bid presentation. If conversation is engaged by the potential new member, minimal
friendly contact is encouraged. However during this contact the members may not “recruit” or persuade potential members in any way. Wearing of badges and insignia is encouraged at all times.

c. Chapter members may not communicate with Potential New Members either personally or through a second outside party this includes, but is not limited to telephone, posted mail, electronic mail, Facebook, texting, or through any form of social media.

d. No chapter summer Recruitment events can be held between conclusion of the academic school year and Monday at noon of Spirit Week. These events include but are not limited to: bringing potential members to Fraternity Recruitment events, holding events with potential members, and so on.

e. No chapter member may distribute or solicit any form of advertising or publication between the times of the conclusion of the spring semester and the commencement of the fall semester, unless given approval by the Collegiate Panhellenic Council.

f. Prior to Formal Recruitment, all information given to potential members must be information about Panhellenic life for the Greek community, not about a specific chapter.

g. During Formal Recruitment, no chapter member or alumna may contact friends and/or family members of a potential member to either gather information about or to influence a potential member’s decision.

h. Chapter members living in the residence halls will not return to the hall from 9:00am Friday, of Formal Recruitment until after bid cards have been distributed. All emergency situations may be brought to the attention of the Collegiate Panhellenic Council for evaluations and approval. This also includes any chapter member that may be living in the residence halls. This also includes communication with the potential member.

i. Any contact that chapter members have with potential members during the week of Formal Recruitment in a setting where alcohol is present will be considered an illegal recruitment event and chapter members will be held responsible.

D. Reporting Recruitment Rules and Code of Ethics Violations

a. Chapters are encouraged to communicate with each other.

b. Chapters must report violations within 30 days of the incident.

c. Collegiate Panhellenic Council must file all infractions within 30 days. The chapter must be notified immediately and the infraction is to be processed within 10 days.

d. Refer to the NPC Manual of Information for clarifications and more information.

E. General

a. Each chapter is responsible for educating their members on appropriate “recruitment conversation” and conversation outside of recruitment as determined by their national organizations, the Iowa State University Panhellenic, and National Panhellenic Conference. Each chapter member, alumnas, and house director is responsible for knowing and following all Recruitment Rules and Code of Ethics. If any individual member violates these rules, the chapter will be held responsible.

b. Chapter Continuous Open Recruitment activities must follow Recruitment Rules
and Code of Ethics.

c. During recruitment, members of all ages must abide by the Recruitment Alcohol Policy. Chapter members, regardless of age, may not consume alcohol; nor shall alcohol be used in any part of recruitment beginning Thursday of Spirit Week at the Spirit Rally through the Saturday following Formal Recruitment at 8 A.M. This includes all activities (i.e., Bid Day).

d. The Collegiate Panhellenic Council encourages sisterhood activities to occur on the Friday following Bid Day.

e. The Collegiate Panhellenic Council prohibits the participation of men in membership recruitment activities beginning on the first day of Formal Recruitment through the completion of Collegiate Panhellenic Council Bid Day activities.
Section 7: Bid Day

A. All chapter members attending Bid Day activities should wear their letters promoting their chapter. They should also bring two signs indicating their chapter. One sign with Greek alphabet letters and one sign with chapter name.

B. At no time shall chapter members attending Recruitment Week and Bid Day activities be under the influence of a controlled substance.

C. Quota will determine the maximum amount of chapter members who can attend the Bid Day activities along with the New Member Educator and Assistant, President, Recruitment Chair, and House Director or Chapter Advisor. If a chapter has made quota plus, they can bring that number of chapter members to the location set by the Recruitment Executive Council.

D. Every chapter member permitted to attend will walk to and from the Bid Day activities at the location set by the Collegiate Panhellenic Council to meet and leave with their new members.

E. Chapter members should not bring gifts, photographers, etc. to the Bid Day activities at the location set by the Collegiate Panhellenic Council.

F. No bids shall be extended or conversations had about joining a specific chapter from the conclusion of the academic school year till 11:00 a.m. on Bid Day.

G. All chapters will receive a list of eligible women for COB when bid lists are distributed.

Section 8: Informal Recruitment Open House

A. The Informal Open House will be held only if deemed necessary by the Collegiate Panhellenic Council after the completion of Formal Recruitment

B. If held, Chapters will agree upon minor rules involving the open house.

Section 9: Recruitment Counselors

A. Those to be nominated and considered for the position of Recruitment Counselor must have and maintain a 2.5/4.0 G.P.A. throughout their term, as well as, be in Good Standing academically with their particular chapter and the university.

B. Members will only be considered for the position of Recruitment Counselor if they have previously completed formal recruitment up through preference night activities, as well as, have participated in formal recruitment within their own chapter or by the discretion of the Collegiate Panhellenic Council.

C. Those to be nominated and considered for the position of Recruitment Counselor must be available and attend all recruitment activities during Spirit Week, Spring, and Fall Education Sessions. In addition, they must be available to help out with Greek Calling Project, Greek Visit Day, and Fall Panhellenic recruitment events. If Recruitment Counselors do not attend the Greek Calling Project, they will not be allowed to participate in Greek Visit Day.

D. While in the position of Recruitment Counselor, the Panhellenic Rules of Conduct will be followed and reinforced (refer to the NPC Manual of Information).

E. Abide by all recruitment rules including but not limited to the Panhellenic Alcohol Policy, and all local and federal laws.

F. Inappropriate behavior by Recruitment Counselors may result in a meeting with Recruitment Exec and the Office of Greek Affairs staff.
G. Recruitment Counselors must be present and disaffiliated from their Chapters during Spirit Week and Recruitment.
H. Recruitment Counselors may not participate in either Chapter or Collegiate Panhellenic Council affiliated recruitment events for the duration of Spring and Fall semesters.
I. All Recruitment Counselors must change all electronic profiles and social media outlets by Monday before Greek Visit Day to abide by standards and rules set by the council. This includes changing last names, removing indications of specific Chapter affiliation, and any other materials that may not agree with set standards. These changes last throughout the duration of Formal Recruitment.

Section 10: Sanctions

A. All violations of the Iowa State Panhellenic Recruitment process will be referred to the judicial procedure as outlined in the NPC Manual of Information unless the violation is subject to the University Rules and Regulations handbook.
B. All sanctions for violating the Recruitment Rules and Code of Ethics will be determined by the Panhellenic President, the Vice President of Judicial Affairs, the Assistant Director of Greek Affairs and the graduate Collegiate Panhellenic Council advisor. Mandatory programming and service projects are examples of possible sanctions.

Appendix 10: Pledging and Initiation

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

Appendix 11: Iowa State University Fraternal Award of Excellence

Award Period: January 1 – December 31

Section 1: Good Standing

A. For those chapters wishing to apply for the Fraternal Award of Excellence, to be considered in good standing with the Collegiate Panhellenic Council the following criteria must be met.
   a. Chapter President or chapter representative must attend all President’s Council Meetings
   b. Chapters Philanthropy Chairs must meet with the Collegiate Panhellenic Council Vice President of Philanthropy and Community Service two weeks before holding a philanthropic event as well as turn in pre-and post-philanthropy forms and checklists.
   c. Chapters have required representatives at all Collegiate Panhellenic Council Roundtables.
Appendix 12: All Greek Judicial Board Constitution

Section 1: Purpose

The Iowa State University All Greek Judicial Board is established to regulate and enforce all Interfraternity, Panhellenic, and National Panhellenic Council rules/policies of all chapters and to ensure that the All Greek Judiciary Board constitution, Rules for Recruitment, Code of Ethics, Events Policy, Panhellenic Bylaws, Interfraternity Bylaws, and all other Panhellenic and Interfraternity Policies are followed. The All Greek Judiciary Committee is set up to provide the self-disciplinary action necessary for a strong Greek Community and to ensure an equal and fair judiciary system.

Section 2: Jurisdiction

The All-Greek Judiciary Committee handles judicial matters that deal with the actions of members of the Greek Community. Each chapter may be held responsible for any of its members or new members. If the problem involves a single member, not acting on the chapter's behalf, the chapter may be dismissed from charges pending the approval of the Office of Judicial Affairs.

Pursuant to 3.12 of the Iowa State University Student Disciplinary Regulations the All Greek Judicial Board hears cases involving violations of the rules of the various Greek Councils and minor violations of the University Conduct Code. When the matter involves an alleged violation of the Conduct Code, the matter will be referred to the Office of Judicial Affairs for a determination of the proper Board to hear the case. Decisions of the All Greek Judiciary are recommendations to the Office of Judicial Affairs Administrator. The All Greek Judiciary is composed of representatives from the Greek Council (Panhellenic, Interfraternity Council and the National Pan-Hellenic Council). The All Greek Judicial Board will sit in panels of five members, at least three of whom are from the cognizant Council of the accused Greek organization.

Section 3: Ethical Expectations

The All Greek Judicial Board shall keep all matters in strict confidence, including speaking on or about the case pending to anyone outside the selected committee for said trial.

A. Each active All Greek Judiciary Committee member has the responsibility to vote at each hearing in which they serve. They will also decide on proper sanctions in a fair and unbiased manner, while upholding the policies involved.

B. Each All Greek Judiciary Committee member must also appear at all hearings as requested to ensure due process to the chapter involved. If an All Greek Judiciary Committee member has conflicts with the scheduled hearing, he/she must contact the All Greek Judiciary Chair of that hearing no later than 24 hours prior to the hearing so an alternate member can be found.
Section 4: Membership

A. Members of the AGJB
   a. Judicial Liaisons
      i. Each governing council shall designate liaisons to the Office of Judicial Affairs. Generally, this shall include the Vice President of Judicial Affairs, the Vice President of Risk Management of CPC, the Vice President for Judicial Affairs of IFC, the Vice President of Risk Management for IFC, and an Executive Officer from NPHC.
   b. Chairpersons
      i. There will be up to three chairpersons elected, one from CPC, one from IFC, and one from NPHC.
      ii. Chairpersons will be elected by all members of the AGJC and will take place during AGJ training at the beginning of each semester.
      iii. Chairpersons will serve for a period of 2 semesters, not to exceed 4 semesters with re-election.
   c. Justices
      i. At the end of each fall semester, each chapter in good standing shall designate one member from their respective chapter for appointment as a committee member.
      ii. This person must be in their second year of membership, and are appointed for a minimum of 2 semesters, not to exceed 4 semesters. The Judicial Liaisons will appoint a maximum of 1 justice per chapter. An application or interview process may be conducted concurrently with each chapter designation.
      iii. A member is ineligible if they hold any of the following positions:
           1. Chapter President
           2. Chapter Vice President
           3. Any Recruitment Executive Officer
           4. Members of the Events Review Board
           5. Any Executive Officer of IFC, CPC, or NPHC
   d. Chairs
      i. Coordinate the scheduling of hearings of the AGJ.
      ii. Preside over all hearings of the AGJ.
      iii. Conduct all deliberations of the AGJ in a manner that is efficient and fair to all parties involved.
      iv. Draft and submit recommendations to the Office of Judicial Affairs.
   e. Justices
      i. Attend training and hearings when designated.
      ii. Hear cases brought before the AGJ.
      iii. Participate in deliberations and in making recommendations to OJA.
   f. AGJB Membership Criteria
      i. All AGJB members must have a cumulative GPA of 2.5 or higher.
      ii. Each member must be in good standings with Iowa State University.
iii. Each member must be in good standings with his or her chapter.

g. Dismissal of AGJB Members

i. If any chapter, AGJB member, or Judicial Liaison believes that any AGJB member is not fulfilling his or her responsibilities as outlined in this constitution or in the AGJB manual, they may file a report with one of the chairpersons.

ii. At that time, the chairpersons will meet with the Judicial Liaisons and the Office of Judicial Affairs Program Assistant to evaluate the complaint and determine if further action should be initiated.

iii. If further action is taken, the chairperson from the respective council, and/or a Judicial Liaison will meet with that individual to discuss the report.

1. The AGJB member will be given an opportunity to respond.

2. The chairperson and/or Judicial Liaison will evaluate the complaint and response, and make a determination.

iv. If an AGJB member is asked to step down from his or her position, he or she must do so immediately.

v. All vacancies will be filled by the chapter as soon as possible, and according to the criteria above, for the remainder of the term.

Section 5: Violations Procedure

A. Filing a Complaint

a. Any individual or organization may register a complaint about a member organization of the Iowa State Greek Community. To do so, a formal report must be filed with the Vice President of Judicial Affairs for Panhellenic or the Vice President for Judicial Affairs for the Interfraternity council. The report must include the accused actions, specific dates of alleged actions, and any other supporting information. A copy of the witness(es) report shall be given to the Office of Judicial Affairs, the Vice Presidents of Judicial Affairs and Risk Management for Panhellenic and the (Greek Judicial Representatives) the two Chief of Investigative Affairs for the Interfraternity council.

i. All actions pertaining to Interfraternity Council policy violations during Formal Recruitment and Continuous Open Bidding shall be taken subsequent to the filing of a petition of complaint by an individual in conjunction with his chapter, an Interfraternity Executive officer or a Recruitment Executive officer. This petition of complaint must be filed within 24 hours after the individual gains knowledge of the incident and no later than 14 days after the incident occurred.

ii. All other policy violations shall be taken subsequent to the filing of a petition of complaint by an individual in conjunction with her/his chapter or Interfraternity/Panhellenic Officer.

b. Upon receiving a complaint, the Vice Presidents of Judicial Affairs, Risk management for Panhellenic, the Chiefs of Investigative Affairs for the Interfraternity council, and the Office of Judicial Affairs shall decide whether a violation of Panhellenic/Interfraternity policy or University policy has occurred and if it is within the jurisdiction of the All Greek Judiciary Committee. If not, it will be resolved in accordance with the Iowa State University Student Disciplinary Regulations.
c. If the action deemed is a violation then the complaint forwarded is copied to the accused chapter’s president, the accused chapter’s advisor, and the Director of Greek Affairs. The complaint must include the specific sections of the rules or policy broken, the accused actions, specific dates of the alleged action, and a meeting date that is no less than five work days after the complaint is sent.

d. If the accused chapter has a major conflict they must contact the Office of Judicial Affairs no less than 24 hours before the scheduled meeting to set a new date and time.

e. Chapter presidents and chapter advisors will be notified of the charges filed against them as well as the date and time of the judicial hearing. It is highly recommended that the chapter contact their NPC delegate as well as their national/international headquarters with the hearing details.

f. The Office of Judicial Affairs shall call a meeting of representatives of the groups involved. The responding chapter has the right to have any members, advisors, or witnesses they want present at the hearing with a limit on the total number of six.

g. AGJC Participation in Hearings
   i. There will be 5 members of the AGJC present for each hearing.
   ii. These members will be determined at random by the chairperson.
   iii. There will be 3 members from the respective council for each hearing.
   iv. Members of the chapter(s) involved will not participate for that hearing.

Section 6: Hearing Process

A. The appropriate Judiciary Committee Chair prepares a roster of participants/witnesses in the hearing

B. The appropriate Judiciary Committee Chair calls the hearing to order.
   a a. A written record will be kept of all Judiciary Committee hearings
   b. The Chair shall name the respondent and the complainant(s)
   c. The Chair shall state which alleged policy and/or rule(s) has been violated.
   d. The Chair shall state the summary of the allegations

C. The Chair gives instructions and introductions in the following order:
   a. Judiciary Committee members.
   b. Representatives of the complainant(s).
   c. Representatives of the respondent.
   d. Additional witnesses.
   e. Review outline of hearing procedures (D: 1-4).
   f. Review due process rights.
   g. Entertain procedural questions from the hearing participants.

D. Procedures
   a. The Chair shall respond to the respondent’s challenge of the hearing committee membership (if challenged)
   b. The Chair shall list the contents of the case file
c. The respondent shall enter a plea of responsible or not responsible to each of the charges

E. Presentations and questioning
   a. Opening of the Hearing by AGJ Chair
   b. Description of the Charges by Advisor or Judicial Liaison
   c. Response to Charges by Respondent Chapter
   d. Verbal Accounts of all Witnesses
   e. Questioning and Submission
   f. General Questioning of Involved Persons
   g. Closing Summary by Respondent
   h. Closing of the Hearing by AUJ Chair
   i. The Judiciary Committee Members shall deliberate in private and reach a decision. Each member will vote on responsible/not responsible for the respective group(s), sanctions will then be discussed.
      i. All decisions must be passed with a simple majority (three of those present) with a quorum of five members present. Each person receives one vote.
   j. The hearing committee shall forward its recommendation to the Office of Judicial Affairs Administrator. The OJA Administrator will send notice confirming the decision to the accused within five business days of the hearing and will also inform the appropriate University officials and the Complainant of the decision, Panhellenic Judicial records, the Interfraternity Judicial records, the Office of Judicial Affairs, and the Greek Affairs Office.

Section 7: Agreed Resolutions

Agreed Resolutions provide an alternative resolution process in which the accused chapter admits responsibility for the alleged violations and agrees to the proposed terms and sanctions presented by the AGJ and Office of Judicial Affairs. This is viewed as a positive alternative to the sometimes-confrontational nature of the AGJ hearing. In this process, members of the AGJ meet with chapter leadership to hear, review, and discuss the chapter's proposed sanctions and stipulations for the incident(s) in question.

Section 8: Definition of Possible Sanctions

A. University Sanctions
   a. Disciplinary Reprimand: An official warning followed by the written notice to the student or student organization that his/her/its conduct is in violation of University rules and regulations.
   b. Conduct Probation: A more severe sanction than a disciplinary reprimand. It is a period of review during which the student or student organization must demonstrate the ability to comply with University rules, regulations, and other requirements stipulated for the probation period.
   c. Education: A requirement to participate in some project, class or other activity that is relevant to the nature of the offense and appropriate for the violation.
d. Restitution: A requirement to pay the cost of property damage to another student or student organization incurred during conduct violation or makes other appropriate restitution, so long as the costs do not exceed $200.00.

B. Interfraternity council members
a. Sanctions on chapter events.
   i. Limit events (#).
   ii. Eliminate events
b. Community Service
   i. Create/Execute Projects.
   ii. Set a given number of hours to be donated.
c. Recruitment
   i. Ban chapter from recruitment process.
   ii. Make all recruitment events public.
   iii. Alumni present at all events.
   iv. Participation, limit or restrict participation in certain events such as...
      1. Homecoming
      2. Varieties
      3. Greek Week
d. Miscellaneous
   i. Must pair with another fraternity for certain projects.
   ii. Nationals contacted and sanctions provided.
   iii. Charter suspension
   iv. No recognition as a campus organization
C. Collegiate Panhellenic council members
   i. The Vice President of Judicial Affairs, Greek Affairs Director, Program Assistant in the Dean of Students Office, and the Judiciary Committee reserves the right to give any sanction they deem necessary for any violation brought before them in accordance with due process rights and the NPC Manual of Information (13 ed.)
   ii. For more serious violations or repeated violations, multiple sanctions may be given.
   iii. Failure to comply with any sanctions may result in additional charges or sanctions as deemed necessary by the Office of Judicial Affairs.

Section 9: Appeal Process

Pursuant to section 6: Appeals of the Iowa State University Student Disciplinary Regulations. A campus organization found responsible with having violated the Student Conduct Code has a right to appeal that decision. Appeal procedures are listed in Section 6 of the Student Disciplinary Regulations. The Student Disciplinary Regulations document may be obtained from the Dean of Students Office at Iowa State University.
Section 10: Chapter Rights and Responsibilities

A. Due Process
   a. Pursuant to the Iowa State University Student Disciplinary Regulations:
      i. Right to Due Process in the Judicial Process (2.1 Student Rights and Responsibilities and 5. Process).
      ii. Right to receive a written notice of the alleged student conduct violation (5.2 Investigation, Notice and Referral to Hearing).
      iii. Right to a Student Judicial Hearing (5.6 Hearing).
      iv. Right to be present at the hearing. (Note: Disciplinary Hearings may also be conducted in absentia as specified in the Student Disciplinary Regulations, 5.6.3(b) Administrative Hearings and 5.6.4(g) Right to be Present/Failure to attend).
      v. Right to present documentary, testimonial, or physical evidence at the hearing.
      vi. Right to remain silent during the hearing.
      vii. Right to have an advisor(s) present at the hearing (5.6.4(f) Right to Presence of Advisors at the Hearing).
      viii. Right to receive a written notice of the Conduct Decision within five business days after a final decision has been rendered by the Hearing Officer (5.6.3(d) Notification of Result of Administrative Hearing).
      x. Right to review disciplinary file maintained in the office of Judicial Affairs by scheduling an appointment with a Judicial Affairs representative.

B. Chapter Rights
   a. Every chapter has the right to keep confidential or to disclose any information they deem necessary about the charges brought upon them, the proceedings, or the sanctions they receive.
   b. Each individual chapter is responsible for informing all their members of the charges being brought forth against them.

Section 11: Good Faith

It is recognized that this policy cannot address, in specific fashion, all possible social situations that may occur. When this policy is not specific on a particular point, the Collegiate Panhellenic Council, the Interfraternity Council, and National Panhellenic Council chapters and their members are expected to conduct their events and themselves in the spirit of social responsibility expressed in this policy.
Appendix 13: Constitution of the Emerging Greek Leadership Council

Emerging Greek Leadership Council Mission Statement

As members of Emerging Greek Leadership Council, our purpose is to provide a stimulating environment for new members of the Greek community and to project a positive image of the Greek community to all members of Iowa State University. We will work in conjunction with the Panhellenic and Interfraternity Councils to build a strong foundation for future Greek involvement by encouraging the development of leadership skills, citizenship, character, and camaraderie. The Council will serve as a stepping-stone for future involvement both throughout the Greek community and the campus as a whole.

Section I: Members

A. Application: The members of Emerging Greek Leadership Council shall be chosen as follows:
   a. A written application, created by the previous executive council, will be distributed to chapters in the middle of each fall semester.
   b. Completed applications will be reviewed by the council, and should the need arise, narrowed down to a reasonable number.
   c. Personal interviews will be held according to a schedule decided upon by the executive council. The V.P.’s of New Member Education and members of the executive council will conduct these interviews.

B. Selections: Selections will be limited to no more than three members per chapter.
   a. The Council will consist of no more than thirty-two total.

C. Membership Requirements:
   a. Members of Emerging Greek Leadership Council must maintain a 2.5 Grade Point average each semester (2) of their term. Failure to maintain this G.P.A will result in the actions deemed appropriate by the Emerging Greek Leadership Council Executive board and V.P.’s of New Member Education.
   b. If he/she obtains an IFC/CPC executive council position they will be automatically removed from Emerging Greek Leadership Council.

Section 2: Officers

A. Election
   a. Officers shall be elected by a popular vote of the entire Council
   b. Nominations will be accepted from the Council.

B. Officer Positions
   a. The Executive Board shall consist of the offices of;
      i. Co-Presidents
      ii. Philanthropy and Community Service Co-chairs
      iii. Secretary/Treasurer
      iv. Professional Development Co-chairs
      v. Event Management Co-chairs
      vi. Sponsorship Co-chairs, Social Co-chairs

b. The council as a whole will elect all positions.

c. Each position of the Emerging Greek Leadership Council will include two members per position with the exception of Secretary/Treasurer (1) and Professional Development (3).

d. All positions will be responsible for holding each other responsible for their duties and actions.

C. Resignation/Removal

a. An officer may be removed from his/her office for any of the following reasons:
   i. Non-Performance of duties, including but not limited to excessive unexcused absences from Emerging Greek Leadership Council meetings, while his/her term is in session.
   ii. Conduct not befitting of an officer of Emerging Greek Leadership Council.
   iii. He/She fails to maintain full time student status at Iowa State University.
   iv. Any member of Emerging Greek Leadership Council may initiate removal procedures.
   v. The Emerging Greek Leadership Council Co-Presidents shall inform the officer in question of the proceedings.
   vi. Written notice to impeach an officer must be presented to the Emerging Greek Leadership Council Co-Presidents, and V.P.’s of New Member Education.
   vii. A two-thirds majority vote of the Emerging Greek Leadership Council members is needed to remove the officer from his/her position.
   viii. Any officer may resign from his/her position after submitting a letter of resignation to the Co-Presidents and V.P.’s of New Member Education.
   ix. In the event that one or both of the Co-Presidents resigns or leaves school before his/her term has expired, an election will be held to decide who will take his/her place. In the case of any other officer vacancy, an election will be held for that position.

Section 3: Meetings

A. Meetings
   a. The Emerging Greek Leadership Council will meet once a week.
   b. Meeting times will be set by the IFC and CPC Student Advisors and the council.

B. Absences
   a. No member shall have more than two (2) unexcused absences; they will receive a warning from the first unexcused absence and asked to step down from their position on Emerging Greek Leadership Council if acquiring a second absence.
   b. Excused absences 24 hours in advance include: tests, class, laboratory section, and emergencies, to be decided on by advisors.
   c. Members are expected to contact the Secretary before the meeting they are to miss. If they have to miss for an emergency they must contact the Secretary within 24 hours.
the 24 hours following the absence.

d. All appeals can be addressed to the Executive Board (with \( \frac{1}{2} \) (one-half) of board members presiding, including the Co-Presidents.)
e. All attendance information is public knowledge and all knowledge will be forwarded to the respective governing bodies.

Section 4: Policies

A. Alcohol
   a. Emerging Greek Leadership Council will not allow the consumption or promotion of alcohol at any Council-sponsored event.

B. University Policy
   a. It is recognized that this constitution cannot address, in specific fashion all possible situations to occur. If this constitution, its related bylaws, is not specific on a particular point, members of Emerging Greek Leadership Council are expected to conduct themselves in accordance with the expectations of the University and the spirit of social responsibility expressed in this policy.

C. Code of Conduct
   a. All Emerging Greek Leadership Council members and Executive Council Members will sign the Emerging Greek Leadership Council Code of Conduct and abide by its rules.

Section 5: Amendments

A. Amendments to the Constitution may be proposed at any time, but must be passed by 2/3 vote of the entire Council.

B. Amendments must be proposed in writing at the meeting previous to the vote.

Section 6: Legislation

A. All members of the council, both elected and non-elected may bring motions before the Emerging Greek Leadership Council and participate in all discussion.