



Bylaws of The Ohio State University Panhellenic Association

Article I. Name

The name of this organization shall be The Ohio State University Panhellenic Association.

Article II. Object

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

1. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
2. Promote superior scholarship and basic intellectual development.
3. Cooperate with member women's fraternities and the university/college administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, resolutions and policies.
5. 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 Ohio State University Panhellenic Association shall be composed of all chapters of NPC fraternities at The Ohio 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.

The following organizations are regular members: Alpha Chi Omega, Alpha Epsilon Phi, Alpha Gamma Delta, Alpha Omicron Pi, Alpha Phi, Alpha Xi Delta, Chi Omega, Delta Delta Delta, Delta Gamma, Delta Zeta, Gamma Phi Beta, Kappa Alpha Theta, Kappa Delta, Kappa Kappa Gamma, and Pi Beta Phi.

- B. **Provisional membership.** The provisional membership of The Ohio State University Panhellenic Association shall be composed of all colonies of NPC fraternities at The Ohio 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 Ohio State University Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval

of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the College Panhellenic Council. 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. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

The following organizations are associate members: Phi Sigma Rho and Alpha Sigma Upsilon.

Section 2. 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 The Ohio State University Panhellenic Association bylaws, code of ethics and any additional rules this Panhellenic Association may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.

Article IV. Officers and Duties

Section 1. Officers

The officers of The Ohio State University Panhellenic Association shall be as follows:

Executive Board: President, VP Judicial, VP Finance and Communication, VP Recruitment, VP Membership Development, VP Community Development, VP Risk Management, VP Public Relations, and VP Scholarship.

Directors: Director of Technology, Director (s) of Recruitment Guides, Director of Recruitment Marketing, Director (s) of Recruitment Logistics, Director of New Member Education, Director of Philanthropy, and Director of Service.

Justices: There shall be three (3) justices that serve as a part of the council.

Section 2. Eligibility

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 Ohio State University Panhellenic Association shall be eligible to serve as any officer.
- B. **Provisional membership.** Members from women's fraternities holding provisional membership in The Ohio State University Panhellenic Association shall not be eligible to serve as an officer.
- C. **Associate membership.** Members from women's fraternities holding associate membership in The Ohio State University Panhellenic Association shall be eligible to serve as an officer except President or Vice President of Recruitment.

Section 3. Selection of Officers

1. Applications shall be released in the beginning of October, and the slate shall be presented sometime late October, early November. Women shall be eligible to apply and be selected if she holds a minimum cumulative GPA of 2.5 or higher, is classified as a full-time student at The Ohio State University, and completed a minimum of twelve credit hours.
2. The slating team shall be composed of the current Executive Board, the Panhellenic Advisor, and other community leaders as appointed by the president.
3. The current Executive Board shall present a proposed slate of the new officers at the regular meeting during which elections are held. Members of the slate may not be present for voting or discussion. If a delegate is on the slate, she must have an appropriate substitute delegate attend for her chapter to vote.
4. Officers shall be elected by a majority vote from the Panhellenic Council.

Section 4. Office-Holding Limitations

No more than three executive board member(s) from the same women's fraternity shall hold office during the same term.

Section 5. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will officially following formal recruitment however officers should begin transitioning no later than the end of Fall term.

Section 6. Removal

Any officer may be removed for cause by a vote of majority of the Panhellenic Council.

Section 7. Vacancies

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

Section 8. Duties of Officers

The council structure as shown in Exhibit 1 of this document should serve as the organizational chart for The Ohio State University Panhellenic Association.

The President shall:

- Preside over all regular and executive meetings.
- Serve as the official student spokeswoman for the Panhellenic Association.
- Serve as a member of the Recruitment Team.
- Conduct roundtables for chapter presidents as needed.
- Meet individually with chapter presidents as needed to assess the needs of the community.
- Work in conjunction with the Interfraternity Council, Multicultural Greek Council, and National Pan-Hellenic Council Presidents.

- Create and implement a multi-year strategic plan in conjunction with the council.
- Provide a workshop and/or retreat that includes presidents/delegates that focuses on team/community building, identification of issues, and development of an action plan for solutions/goals.
- Publish calendars before the semester begins of fraternity/sorority community events, including academic deadlines and major campus events.
- Encourage chapter members and officers to attend and fully participate in meetings, workshops, and events sponsored by the council.
- Maintain regular communication with the NPC Area Advisor, chapter advisors, house corps officers, and other advisors during the year.
- Meet with peer council officers on a regular basis.
- Coordinate officer elections, training, and transition period.
- Coordinate a public installation ceremony for the new council officers and invite the greater campus community.
- Conduct roundtables for delegates at least twice per semester.
- Complete the Panhellenic Association Annual Report.
- It is preferred that the President reside in Columbus, Ohio during summer break.

The Vice President of Administration and Communication shall:

- Serve as a member of the Recruitment team.
- Oversee the council's finances.
- Distribute an annual financial budget and obtain approval of budget including anticipated income and expenditures.
- Review monthly or quarterly financial reports.
- Seek fiscal co-sponsorship or corporate sponsorship of activities and programs when appropriate.
- Encourage the council to raise money as a way to maintain programming and service at the current level without raising dues.
- Publish a directory of chapter and council officers with personal contact information and distribute to all appropriate organizations and departments each term.

The Vice President of Community Development shall:

- Serve as a member of the Recruitment Team.
- Plan, implement, and coordinate at least one community-wide philanthropy and community service events per semester.
- Attend roundtables for chapter philanthropy and service chairs.
- Coordinate the All-Greek Serve Trip for Winter Break.
- Plan at least two drives throughout the year to benefit different organizations.
- Work with other student organizations to raise money and awareness for Buckeyethon, Relay for Life, and Pelotonia.
- It is preferable that she reside in Columbus, Ohio for the summer break.

The Director of Philanthropy shall:

- Plan, implement, and coordinate the council's philanthropy (focus on money raised) efforts.
- Conduct roundtables for chapter philanthropy chairs at least twice per semester.
- Attend focus group meetings with the Vice President of Community Development and the Director of Service.
- Work with chapter representatives to coordinate a calendar of university, council, and chapter community service and philanthropy events.
- Coordinate with all peer councils to have a philanthropic project.
- Coordinate chapter philanthropy registrations and post-event forms.
- Ensure enforcement of the council's philanthropy policies.
- Provide support to chapter philanthropy chairs by attending chapter philanthropies.

The Director of Service shall:

- Plan, implement, and coordinate the council's community service (focus on hours volunteered) efforts.
- Conduct roundtables for chapter community service chairs at least twice times per semester.
- Attend focus group meetings with the Vice President of Community Development and the Director of Philanthropy.
- Work with chapter representatives to coordinate a calendar of university, council, and chapter community service and philanthropy events.
- Coordinate community service events with non-fraternity/sorority members and/or community members.
- Provide educational programs that articulate the need, benefit, and value of community service.
- Collect and record chapter service hours each semester.

The Vice President of Judicial Affairs shall:

- Serve as a member of the Judicial Board.
- Serve as a member of the Recruitment team.
- Hold weekly focus group meetings with the Directors of Risk Management and the Justices..
- Coordinate the council's judicial program.
- Enforce and ensure the completion of sanctions.
- Conduct Judicial Board training sessions at least once per term.
- Provide chapter presidents and council delegates with written and electronic copies of judicial procedures..
- Educate the council on the procedures for all Judicial Board matters.
- Visit chapters in conjunction with the council and other judicial officers to educate new member classes on hazing policies and procedures to follow when violations have occurred.
- Maintain current (reviewed and approved within the past two years) versions of the council mission statement, code of ethics, position statements and resolutions, judicial policies, constitution, bylaws, and other important policy or rules documents.
- Attend roundtables for chapter risk management and social chairs.

The Justice(s) shall:

- Serve as a member of the Judicial Board.
- Serve as a member of the Recruitment Team.

- Attend focus group meetings with the Vice President of Judicial Affairs and the Director of Risk Management.

The Vice President of Member Development shall:

- Serve as a member of the Recruitment team.
- Hold focus group meetings with the Director of New Member Education.
- Coordinate leadership development and education opportunities for member chapters.
- Conduct roundtables for chapter member development chairs at least twice times per semester.
- Educate the council and its members (the fraternity/sorority community) about the demographics of incoming students, issues facing the university, concerns and priorities of members of the faculty and student affairs professionals, and issues facing fraternity/sorority communities on a national level.
- Provide leadership-training sessions.
- Conduct a leadership experience that includes both fraternity/sorority and non-fraternity/sorority leaders.

The Director of New Member Education shall:

- Attend focus group meetings with the Vice President of Member Development.
- Conduct roundtables for chapter new member educators at least twice times per semester.
- Conduct a leadership development program targeted specifically for associates or new members.
- Coordinate an event immediately following the recruitment periods to introduce and welcome new members into the fraternity/sorority community.
- Send a letter to parents of new members that welcome them, provide information about the basics of fraternity/sorority community, and provide contact information if parents have questions or concerns.

The Vice President of Risk Management shall:

- Plan and implement educational programming in the area of risk management.
- Administrate and enforce the council's risk management policies and procedures.
- Design an emergency procedure policy, distribute the policy to all chapters, and hold a workshop that includes case studies at least once per year.
- Conduct an evaluation of the effectiveness of the risk management policies and make revisions for enforcement.
- Acquaint newly elected chapter presidents, risk management chairs, social chairs, and facility managers with university and council policies, position statements, and resolutions pertaining to risk management.
- Cooperatively program with peer councils to educate chapter officers and chapter members about a variety of risk reduction methods and coordinate events with peer councils that support risk management.
- Encourages chapters to have fire drills at the beginning of each term.
- Utilize trained individuals to monitor all-fraternity/sorority social events for the purpose of ensuring adherence to substance abuse policies, social responsibility, and to alleviate risk management concerns.
- Conduct roundtables for chapter social and risk management chairs at least twice per term.

The Vice President of Public Relations shall:

- Serve as a member of the Recruitment team.
- Hold focus group meetings with the Director of External Affairs.
- Develop and implement public relations initiatives.
- Design and implement a public relations program designed to improve relations with parents, faculty, university administration, non-fraternity/sorority students, and vendors.
- Conduct programs with other campus organizations (non-fraternity/sorority) or departments at least once time year.
- Coordinate at least four events per year that are open to non-fraternity/sorority members.
- Conduct at least one public relations workshop per year for chapter leaders.
- Design written emergency procedures, which identify specific council officers to act as spokespersons in crisis or emergency situations.
- Maintain communication with other student organizations, faculty and administration in order to establish positive relationships.
- Design a formal presentation that can be presented to the public that highlights the positive aspects of fraternity/sorority life, the accomplishments of the council and chapters; and actively seek opportunities for presentation.
- Be responsible for all non-recruitment marketing related to the council.
- Seek University support and recognition for the council's programs and services.
- Obtain timely radio, print, and television media coverage of events and accomplishments of the council, the member chapters, and individual members.
- It is preferable that she reside in Columbus, Ohio during summer break.

The Director of Technology shall:

- Attend focus group meetings with the Vice President of Public Relations.
- Keep the council website current and oversee chapter links.
- Update the council Facebook page as needed.
- Work with member chapters to establish links to the council website.
- Regularly review each chapter's website and require chapters to maintain accurate and current information.
- Maintain a written system and timeline for making revisions to the website and ensuring that it is current and accurate.
-

The Vice President of Scholarship shall:

- Serve as a member of the Recruitment team.
- Plan and implement programs and provide resources in the area of academic achievement.
- Develop a model chapter scholarship program and notifies or distributes this information to member chapters at least annually.
- Review new member grade point averages and retention rates and provides resources and programming to chapters to encourage and support the improvement in these areas.
- Implement at least two education programs and/or workshops pertaining to academic achievement per year. At least one of these programs must involve a campus faculty member or resource person.

- Discourage chapters from hosting social activities on weeknights or during finals week in order to encourage academic success.
- Provide a type of mediation or consultation and/or removal from office when council officers' grades fall below the stated/required expectations.
- Implement/promote programs pertaining to career planning, graduate school preparation and/or placement.
- Provide resources to all chapters on a consistent and proactive basis to ensure each chapter's grade average is above the all men/all women's or is improving consistently.
- Involve faculty in council and chapter activities in ways that provide academic support.
- Conduct roundtables for chapter scholarship chairs at least twice times per semester.

The Vice President of Recruitment and Retention shall:

- Serve as a member of the Recruitment team.
- Hold focus group meetings with the Director (s) of Recruitment Guides, Recruitment Logistics, Recruitment Marketing, and Recruitment Technology.
- Coordinate the council's recruitment program.
- Encourage and assist chapters that have not reached recruitment goals in doing year-round recruitment activities (continuous open recruitment).
- Ensure that appropriate university officers and organizations (such as admissions and orientation staff) have accurate and current information about the fraternity/sorority community including academic and retention reports, educational programs available to new members, summary reports about chapter conduct, and community-wide efforts to prevent hazing.
- Cooperate with other councils in a variety of ways to encourage successful recruitment.
- It is preferable that she reside in Columbus, OH during summer break.

The Director(s) of Recruitment Guides shall:

- Serve as a member of the Recruitment team.
- Attend focus group meetings with the Vice President of Recruitment and Retention, Director (s) of Recruitment Logistics, Recruitment Marketing, and Recruitment Technology.
- Coordinate two Recruitment Guide Retreats before Formal Recruitment begins.
- It is preferable that the Director (s) reside in Columbus, OH during Summer break.

The Recruitment Guide(s) shall:

- Serve as members of the Recruitment team.
- Represent the fraternity/sorority community to prospective members and their parents.
- Assist prospective members throughout the recruitment process.
- Go through a training process to prepare for their roles.

The Director(s) of Recruitment Logistics shall:

- Serve as a member of the Recruitment team.
- Attend focus group meetings with the Vice President of Recruitment and Retention, Director (s) of Recruitment Guides, Recruitment Marketing.
- Assist in the coordination of the council's recruitment program.

- Conduct a workshop on conversation skills for chapter recruitment chairs or all chapter members.
- Conduct evaluations among fraternity/sorority community leaders, potential members who did not join, all newly affiliated students, and admissions and/or orientation personnel in order to improve the recruitment process.
- It is preferable that the Director (s) reside in Columbus, OH during summer break.

The Director of Recruitment Marketing shall:

- Serve as a member of the Recruitment team.
- Attend weekly focus group meetings with the Vice President of Recruitment and Retention, Director (s) of Recruitment Guides, Recruitment Logistics, and Recruitment Technology.
- In conjunction with chapter recruitment chairs, design and implement a year-round marketing plan (including a timeline and budget) for recruitment.
- Coordinate informational programs about the fraternity/sorority community for prospective members and their parents.
- Provide publications that highlight the fraternity/sorority community in a positive manner to prospective members and their parents.
- It is preferable that she reside in Columbus, OH during summer break.

Article V. The Panhellenic Council

Section 1. Authority

The supporting and governing body of The Ohio State University Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare The Ohio State University Panhellenic Association 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 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 Ohio State University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at The Ohio 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, the vote may be cast by a member of the fraternity, providing her credentials have been presented to the association president.

Section 3. Selection of Delegates and Alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women’s fraternity chapters to serve for a term of one year commencing in January.

Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within two weeks and to notify the Panhellenic Association VP Finance and Communications of her name, email 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. 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 fewer than one-fourth of the member women's fraternities The Ohio State University Panhellenic Association. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 7. Quorum

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

Section 8. Vote Requirements

- A. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.
- B. A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.
- C. No decision made in an outside meeting or roundtable by chapter officers shall have legitimacy unless the majority of the Panhellenic council votes for such a decision to be allowed.

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the President, VP Judicial, VP Finance and Communications, VP Recruitment, VP Membership Development, VP Community Development, VP Public Relations, and VP Scholarship. All officers are expected to attend council meetings and executive board meetings.

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 VP Finance and Communications, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting. If an officer cannot fulfill her duties she shall be asked to resign.

Section 3. Eligibility

In order to hold an Executive Board position, one must have a cumulative Grade Point Average (GPA) of 2.5 or higher, be classified as a full-time student at The Ohio State University, and be an initiated, active member of a regular or associate member chapter.

Section 4. 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 5. 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 6. Quorum

A majority of Executive Board members shall constitute a quorum for the transaction of business.

Section 6. Duties as part of the Recruitment Team

Executive Board members, with the exception of the VP Recruitment and Retention, shall disaffiliate for the period designated as Informal Recruitment, and then 30 days prior to the beginning of Formal Recruitment.

Article VII. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of The Ohio State University Panhellenic Association shall be the Coordinator for Fraternity and Sorority Life.

Section 2. Authority

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

Article VII. Committees

Section 1. Judicial Board

The Judicial Board shall follow all guidelines established in the Panhellenic Association Judicial Board Constitution and the Joint Council Judicial Board Constitution. All violations shall go through this process as well with the exception of recruitment infractions, which can be handled by the VP Judicial Affairs through informal discussion.

Section 2. Recruitment Team

The Recruitment Team shall consist of the Vice President of Recruitment and Retention, serving as the chairperson, Panhellenic Advisor, Executive Board, Directors of Recruitment Logistics, Directors of Recruitment Technology, Directors of Recruitment Guides, and Justices. The Recruitment Team shall be responsible for all matters related to recruitment. The Recruitment Team shall meet upon request of the Vice President of Recruitment and Retention to plan recruitment and report to the Panhellenic Council. The members of the Recruitment Team shall sign a contract that all activities concerning recruitment shall be substance-free, confidential, and that they will remain disaffiliated throughout the recruitment period. Members other than the executive board shall be disaffiliated beginning at the start of fall term.

Section 3. Other Committees

Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council.

Article IX. Finances

Section 1. Fiscal Year

The fiscal year of The Ohio State University Panhellenic Association shall be from January 1 to January 1 inclusive.

Section 2. Contracts

Dual signatures of the President, VP Finance and Communications, and Panhellenic Advisor shall be required to bind The Ohio State University Panhellenic Association on any contract.

Section 3. Checks

All checks issued on behalf of The Ohio State University Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: the President and the VP Finance and Communications.

Section 4. Payments

All payments due to The Ohio State University Panhellenic Association shall be received by the VP Finance and Communications, who shall record them. Checks for payments shall be made payable to The Ohio State University Panhellenic Association.

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.
 - The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
 - The dues of each Panhellenic Association member fraternity shall be payable on or before a date as specified by the VP Finance and Communications.

Section 6. Fees and Assessments

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

- Failure of a chapter to submit a philanthropy registration form to the Director of Philanthropy at least two months prior to the day of its philanthropic event will result in a \$25.00 fine.
- Failure of a chapter to submit a post-philanthropy event form to the Director of Philanthropy no later than two weeks after the event is held will result in a \$25.00 fine.

- The unexcused absence of a delegate at a regular meeting and the failure of a chapter to send a substitute delegate will result in a \$25.00 fine.
- Failure of a chapter officer to attend her respective roundtable, specified as mandatory by the appropriate council officer, and failure of a chapter to send a representative in her place will result in a \$25.00 fine.
- Failure of a chapter to meet the designated attendance requirement at a mandatory Panhellenic Association event will result in a fine determined by the council.
- Failure of a chapter to submit a social registration form at least five days prior to the day of its social event will result in a \$25.00 fine.
- No council funds shall be used to purchase controlled substances.

Article X. Philanthropic Events

Section 1. No chapter shall hold its philanthropic event on the same day as another chapter's philanthropic event. If philanthropic events must be held on the same day, given that there is no other appropriate day, no chapter shall hold its philanthropic event at the same time as another chapter's philanthropic event without the explicit approval of the VP Community Development and Director of Philanthropy.

Section 2. Each chapter must submit a philanthropy registration form to the Director of Philanthropy no later than two months prior to the day of its philanthropic event. It is recommended and in the best interest of the chapter to do this at least one semester in advance.

Section 3. Each chapter must submit a post-philanthropy event form to the Director of Philanthropy no later than two weeks after the event is held.

Section 4. Each chapter must submit their total amount of service hours per member for each semester to the Director of Service.

Section 5. The use and association of alcohol, drugs, inappropriate sexual conduct, or tobacco at any chapter or council philanthropic or service event is prohibited.

Section 6. All chapters shall follow all guidelines established in the Philanthropy Policy, should the council choose to have one.

Article XI. Recruitment and Extension

Section 1. Recruitment policies shall be the guidelines for all membership recruitment related activities pertaining to the Panhellenic community.

Section 2. Extension is the process of adding an NPC women's fraternity. The Ohio State University Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

Section 3. Voting rights

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

Article XII. Hazing

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

Article XIII. Joint Council Judicial Board Alcohol Policy

Article I

Section I: Definition of a Social Function

Throughout this document, when a social function is referred to, it is assumed that alcohol is present. We realize that there are many social events that do not include alcohol. At all events, alcohol cannot be used as advertising. There are currently three distinct types of events:

A. Type 1: An event that is strictly for members and alumni/families and consists of no invited guests can be defined as a type one social. All type one socials must follow the guidelines of Section II, Section III, and Section IV paragraphs A, B, C1, C2, C3, C4, C5, C7, C8, C9, C10, C11, C13, and C14

B. Type 2: An event in which each chapter member invites a guest to their house for a social function. This includes formals, date parties, invite parties, or any other event where the ratio of guests to chapter members is equal to or less than 1:1. A type two event must follow all of the guidelines of Sections II, III, and IV, with the exception of C14. (Add opportunity to petition for Alumni and their dates)

C. Type 3: An event where the number of attendees is more than the total of in-house initiated members, and not all persons attending the party are members of the chapter. This includes “after-hours” and “theme-gatherings” (i.e., Halloween, Mardi Gras, etc) TG’s, and social Mixers. An invite list must be submitted with this event registration. A type three event must follow all of the guidelines of Sections II, III, and IV, with the exception of C14.

D. Type 4: An event that is held at a third party vendor and/or location. A type four event must follow the guidelines of Section II, III, and Section IV paragraphs A and B.

E. Type 5: An event that exists outside of the Columbus area that is an “overnight” event. The university has jurisdiction over all Ohio State students. The Code of Conduct and local, state, federal, and international laws apply at all times to those participating in this event.

Section II: Reporting a Social Function

A. All events must be registered on the designated Sorority and Fraternity Life website.

B. The host organization is required to register that event for themselves, regardless of where the event is held. If it is a paired event, you must register the event separately. If it could appear that an organization is represented at an event, the organization should register the event.

Note: If the chapters national policies indicate you must observe FIPG policy, the chapter must adhere to those regulations. The chapters regulations on FIPG should be observed at all times.

24

C. All events must be registered at least five (5) days preceding the event. This is a Standards of Excellence requirement.

1. The deadline for events held on Friday or Saturday is noon on the Monday before the event.

D. Failure to file a complete Event Registration form may be subject to fines and/or Judicial Board arbitration.

E. If for some reason an impromptu event seems as though it may occur at a chapter facility and the chapter believes that it may turn into a Type 3 event, a certain protocol must be followed. It is the chapter's responsibility to immediately contact that council's primary judicial contact, as well as take every step to follow the guidelines set forth in Section IV A, B, and C. If occurring more than three times in a semester, it will result in arbitration.

Section III: Time Parameters for an Event

A. All events must end the distribution of alcohol at 2 a.m. and guest must have the ability to remain in the hosting facility for at least one-half hour after the distribution of alcohol has ended.

B. No event may be scheduled for more than a four (4) hour period of time or for a group of events more than a five (5) hour period of time. Group events are defined by two back to back events such as a "pregame" and a social function or a social function and a "post party". All events must be registered.

C. When a chapter's registered event or group of events ends, the chapter may not participate in another event within 3 hours of the end time of the chapter's registered event, social or philanthropic, without the explicit approval by the council's main judicial contact.

Section IV: Alcohol Beverage Management

A. All alcoholic beverages at events shall be managed according to the following guidelines:

1. The possession, use, and/or consumption of alcohol at an event shall be in full compliance with any and all applicable laws or regulations of the federal, state, and county governments; the City of Columbus; the college student code of conduct, the IFC, MCGC, NPHC, and PHA bylaws/constitution.

B. All events are to be Bring Your Own Beverage or located at a third-party vendor.

1. No member chapter may purchase alcohol with chapter funds, nor may any person, on behalf of the chapter, coordinate the purchase of alcoholic beverages at any event.

C. Bring Your Own Beverage (BYOB) Guidelines

1. The purchase of alcoholic beverages may not be coordinated through the chapter treasury, by monetary collection (e.g. passing a hat), by any member of the chapter, or by any funds allocated to student organizations by the Council on Student Affairs or any other governing body.

2. Only beverages classified as "beer", "wine", or "cider" are permissible at a function in addition to nonalcoholic beverages. See the Ohio Revised Code for beverage definitions [Chapter 4301.01 (B)].

3. The serving of communal alcohol is not permissible at any function (punch bowls, gelatin shots, kegs, mini kegs etc.). No drinking games shall be played.

4. Alcohol may not be served in a container greater than 12 fluid ounces at any event (i.e. a Solo Cup, or comparable cup with measured lines).

5. Alcohol shall be distributed from one location. Each guest of legal drinking age will be allotted alcoholic beverages based upon *(number of hours of the event) x (2)*. *During the compliance check the*

chapter must provide proof of a system dedicated to monitoring the distribution of all alcohol based on time span of event.

- i. There will be two drinks allotted in a given hour per the hour of the event, which will be equal to the amount of tickets each attendee of legal drinking age is permitted.
 1. 1 drink is defined as:
 - a. 12 fluid ounces of beer
 - b. 6 fluid ounces of wine
 - c. 12 ounces of cider
 6. Persons attending shall show proof of age and be marked accordingly, either by an 'O' on the hand or wristband if they are of legal drinking age or an X if they are under age. Identification should also be checked at the central place of alcohol distribution each time a beverage is dispensed.
 7. Open containers of alcoholic beverages, as defined by federal, city, and state law, shall not be permitted to leave the event.
 8. Each sponsoring IFC/MCGC/NPHC/PHA member chapter must provide at least one (1) non-drinking member(s) for every 20 people present at the event or hire a security guard where two security guards are equivalent to three sober monitors. The names of these individuals shall be posted at the door and at the point of alcohol distribution.
 9. Alternate transportation numbers are to be listed at both the door and at the place where alcohol is distributed.
 10. The non-drinking door monitors shall deny access to any person who appears or actually is intoxicated.
 11. A predetermined guest list of expected attendees is required and if guests attend who are not originally on the list, their names must be added.
 12. Non-salty food and non-alcoholic beverages (other than water) shall be supplied by the hosting chapter(s) for 20% of the expected number of guests and shall be in plain view for the duration of the event.
 13. Water is to be made available at all times, to all guests. Hosts are required to ensure that hanging signs clearly denote from where guests may receive water.
 14. Each chapter must adhere to risk management trainings as offered. The risk management training will be considered a Standards of Excellence requirement covering Safety Health and Wellness. Prior to hosting a social event, the distributor of alcohol must be trained by the Student Wellness Center or comparable professional staff member (bartender /sober monitor training).
 - i. Member organizations must declare on all social registration forms who the distributor will be which will be cross-referenced with the list of distributors that have been trained by the appropriate risk management team.
- No beverage with a 'percent alcohol' greater than 8% may be distributed at the event.
- D. No alcohol is to be present at recruitment events.
- E. No alcohol is to be present at philanthropic and fundraising events. In order to obtain permission for University Events that involve alcohol, the students should refer to The Ohio State University's Student Life website: studentaffairs.osu.edu/pdfs/osu-policy-on-alcohol.pdf.

Section V: Drug Management

A. As stated in the Ohio State University Student Code of Conduct, unlawful possession, use, production, distribution, or sale of drugs either illegal or non-prescribed by any faculty, staff, or student is prohibited

on university property or as any part of university activities.

Section VI: Police Intervention

A. If the police intervene (meaning a police report is filed) in an event held at a chapter house, annex, or third party location, the council's primary Judicial contact must be contacted within 24 hours. A mediation will then be scheduled between the President, Vice President, Social Chair, and appropriate council contacts. This will be to discuss the incident, along with determining the role of IFC, MCGC, NPHC, and PHA in the situation.

1. An annex is defined as a place of residence where more than two members of a Greek organization reside.

Section VII: Football Block Policy

The Panhellenic Association of The Ohio State University voted to create a policy specific to tailgating events, which must be adhered to by all organizations participating in tailgating events with a Panhellenic organization. The following guidelines have been set to ensure the safety of participants during all registered (through the Office of Sorority and Fraternity Life) football tailgating events:

The supply and presence of non-salty food

The presence of security to ensure that unwanted individuals/ non-students cannot enter the event- suggestions include hired security guards and fencing

Football tailgating events still follow the BYOB policy

Article II

Section I: Risk Management Committee and Enforcement

A. Refer to the respective council's bylaws for the Risk Management Policies on Committee Development guidelines.

Section II: Education

A. Each council is responsible for developing a person or committee (i.e. compliance, risk training. Each chapter is to work with the appropriate contact on the Sorority and Fraternity Life team that deals with risk management.

B. As per Standards of Excellence (SOE) guidelines, Three-fourths (75%) of the chapter's membership must be present at the educational training.

C. All New Members are required to go through an educational session on the policy during their new member period.

D. If a chapter does not comply with parts A, B and C the chapter will be placed on social probation until the educational training is completed.

Section III: Alcohol-Related Infractions

A. There will be three (3) levels of infractions.

B. Level One infractions are the failure to:

1. Post all signs listed in Article I.
2. Have an invite list submitted and present at the event.
3. Have a non-alcoholic beverage present.

4. Have a non-salty food present.
5. Register the function on time, as stated in Article I.
6. Have an invite list submitted on time, as stated in Article I.

C. The first of these violations will result in a notification of the incompliance and a warning after that. Any Level One violation will result in a \$25 fine per violation. If four or more of these violations occur at any one event that chapter(s) will face a judicial hearing, in addition to the fines.

D. Level Two infractions are the failure to:

1. Admit people with open alcohol containers.
2. Allow those with open containers of alcohol to leave the event.
3. Have a sober door monitor checking ID's
4. Check IDs and properly mark everyone at the party either over or under.
5. Minor Harassment of Risk Management Committee (RMC) at the discretion of the RMC and the respective governing board.

E. Any Level Two violations will result in a \$50 fine, per violation. If two or more of these violations occur at one event then the chapter(s) will face a judicial hearing in place of the fines.

F. Level Three infractions are the failure to:

1. Allowing those under the age of 21 to either bring in or consume alcohol.
2. Admit RMC into the event.
3. Major Harassment at the discretion of the RMC and the respective governing board.
4. Have at any time throughout the party an unattended alcohol distribution point.
5. Have a sober, overage bartender for each fraternity attending the event, unless there is a third party vendor.
6. Follow BYOB policy, which includes, but is not limited to:
 - a. Having unopened cases of beer not in the serving bin.
 - b. BYOB ticket system not being used.
7. Register an event.

G. Any Level Three violations will result in a follow up conversation by the appropriate judicial commission.

Section III: Joint Council Judicial Board

Any recurrence of any of the levels of additional penalties can result in more serious consequences.

Article XIV. Policies of the Greek Programming Board of The Ohio State University

Section I.

NAME:

The name of this organization shall be the Greek Programming Board.

Section II:

Mission, Purpose and Limitations:

The Greek Programming Board is a board comprised of representatives from all four governing councils: Interfraternity Council (IFC), Multicultural Greek Council (MCGC) National Pan-Hellenic Council (NPHC), and the Panhellenic Association (PHA). The purpose of the Greek Programming Board is to provide intentional opportunities for cross council collaboration through the development of community based large-scale programming. It is the hope of the Greek Programming Board, that large scale programs will offer our community intentional opportunities for better understanding each other's values, principles and common practices. Through the planning of various large scale events, our community will come together to better understand the importance of service, promoting positive wellness, diversity, scholarship and brotherhood/sisterhood through a community based model.

It shall be the purpose of this board to:

- a) Be a programming branch operating on behalf of the councils.
- b) Greek Programming Board is an affiliated entity of the IFC, MCGC, NPHC, and PHA councils.
- c) Provide educational programs and services on behalf of the governing councils of The Ohio State University Sorority & Fraternity Community.
- d) Promote diversity within The Ohio State University Sorority and Fraternity Community through programs and services.
- e) Educate and communicate that sororities & fraternities are values based organizations.
- f) Promote scholarship, academic success, and effective time management by providing timely and well planned programming and services.
- g) Cooperate with the four councils and the university administration in concern for and maintenance of high social and moral standards and activities.

Limitations of this board are:

- a) The Greek Programming Board shall in no way be a judiciary body to the independent fraternities and sororities.
- b) The Greek Programming Board shall in no way create legislation or conduct business (pass motions) that knowingly causes any member Fraternity/Sorority organization and/or the governing councils to violate its own governing documents, university, state, or federal law.
- c) Greek Programming Board shall not host official Board meetings in conflict with the OSU Greek Council meetings and times.
- d) Greek Programming Board shall not have the power to levy dues.

Section III: Description of Programming Board Positions:



a. Logistics Committee

The logistics committee works closely with the programming committee to ensure organization and appropriate planning of the initiatives for the community. It is important for the planning of each event to follow a systematic timeline to ensure all needs are met in regards to the planning of the event. The logistics committee is responsible for the coordination of room scheduling and venue securing. The committee should be familiar with booking rooms in the Ohio Union and other campus and off-campus venues. The committee will be responsible for the day of logistics and needs for each event, including but not limited to; obtaining volunteers for chapter registration and check in, timeline and scripts for events, materials collected and in place for events.

b. Programming Committee

The programming committee works with the entire Greek Programming Board to plan major events. Responsible for overseeing Greek-wide events, the planning and development of programming initiatives that show our community's dedication to scholarship, leadership, service, cultural awareness/diversity and friendship. They will also serve as the major contact for all GPB events. The position also includes serving as a liaison to all Greek Organizations for additional Greek social events, as well as plan spontaneous events when appropriate and plausible. The Programming committee will also plan and implement an additional diversity and Community service/philanthropic event throughout the semester excluding Greek Week/ Homecoming.

c. Standards Of Excellence Committee

This committee will work to plan special events that fulfill the Standards of Excellence requirements throughout the year. They will work to secure a panel of speakers or performers for

Greek Week and/or Homecoming. It is up to the committee to decide which SOE topic is relevant and will be discussed each semester.

d. Marketing and Publicity Committee

Positively promotes the Greek Community and Greek programming board events throughout the university. Committee will maintain the Greek Programming Board Twitter and event calendar while keeping a file on how to do so, along with the password information. Should be well prepared to organize and distribute literature pertaining to all events surrounding events planned by GPB and any event that will encompass the entire Greek community. Must be able to arrange schedules, task lists, and any publication for public viewing in a manner that is aesthetically pleasing. This may entail creating and seeking approval for on-campus flyers, schedules of events for GPB run events, making sure all events are well publicized with material fitting for the board (advertisements). Committee will also be in charge of T-shirts and apparel for events.

e. Finance committee

Works with Greek Programming Board, and council boards to create and maintain an annual budget, works with programming committee to form a programming budget, and keeps up to date records of all financial transactions for all events. Create the Greek Programming Board Budget, oversee financing activities, and apply for funding from Student Government and other sources. The Finance committee needs to meet regularly with the current advisor to discuss funding and budget issues. They are responsible for presenting issues to the Board and any of the four councils if the need arises. Be constantly exploring new funding alternatives. **(This committee is already comprised of the 4 VP of Finance/Treasurer from the four Greek Councils).**

f. Membership and Recruitment Committee

The Membership and recruitment person(s) will be responsible for membership recruitment and membership development for the entire Greek Programming Board. Along with creating a recruitment plan which engages a diverse population of fraternity and sorority students. Coordinate and plan training sessions for the entire board using university and union resources. Responsible for creating a marketing plan for the recruitment process and oversee the committee placement process for new and returning members. The exec board member will provide professional/personal/social and team (morale) development opportunities for the GPB members. In addition they will coordinate an online application process using an interview procedures and protocol with appropriate timeline of membership pipeline for example:

a. Application → interview → selection and placement → trainings → full membership
The committee will work with other GPB VPs to assess the personnel needs of each committee and facilitate general membership feedback opportunities. Lastly, they will oversee the “good-standing” policy and member standings.

g. At-Large Members

Member At Large: The main duty of a member at large is to be a liaison between the Greek Programming Board and the Greek community. They are to relay the information discussed between the two entities. Be able to assist directors or other members at large in any way necessary to achieve goals and aspirations of GPB.

Section IV:

Programming Board Events:

Greek Programming Board will plan the following events, including but not limited to:

National Hazing Prevention Week- a week long initiative corresponding to the dates selected by the national organization National Hazing Prevention.org providing organizations an opportunity to better understand the effects of hazing within a student experience.

Homecoming Week- a week long initiative in the fall providing organizations an opportunity to celebrate the rich history of The Ohio State University and the greater Columbus community.

Greek Week- a week long initiative in the spring providing organizations to celebrate traditions built within the Sorority and Fraternity Life community here at The Ohio State University.

Diversity Initiative- a large scale guest speaker or interactive program to allow organizations an opportunity to better understand the connection between culture, multiculturalism and social justice as it relates to our identity as members of sororities and fraternities.

Service/Philanthropic Initiative- a large-scale program or initiative that allows organizations to understand the importance and difference between philanthropy and community service.

Section V: Application process:

The directors of each committee will be filled by the elected/appointed officer from the four governing councils. Each committee will be comprised of students initiated into a recognized fraternal organization by the Ohio Union, Sorority and Fraternity Life staff at The Ohio State University. Potential members of the committees will apply before the end of each semester to be considered for board membership for the semester to follow. From the pool of applicants, interviews will be conducted on an as needed basis. The council officers and advisor will select committee members based on this process and the merit and experience of the application. Applicants will be chosen based on involvement with the Sorority and Fraternity Life community, leadership skills, and programming skills.

Section VI Policies:

Alcohol consumption- All chapter members are responsible for being familiar with the policies and procedures that govern the use and sale of alcoholic beverages at The Ohio State University, as well as individual chapter and council policies which have been established in accordance with the laws regarding alcohol established by the State of Ohio. Alcohol abuse is not to be promoted, encouraged, or tolerated. There should be no alcohol present during any Greek Programming Board Events. Participants should not be intoxicated or under the influence of any illegal substances while attending any GPB event. Any grievance filed regarding a chapter found responsible for members attending under the influence will be sent to the JCJB.

Meeting Times and Dates: The GPB will meet biweekly or as requested by the advisor at a time selected at the beginning of each semester. Committee meetings will happen at least once a month and at a time decided upon by the council officers in charge of each committee.

Events - Are determined through survey and evaluation of past events. The council representatives are responsible for making sure the member organizations share ideas and feedback about the events for the GPB to plan.

Sportsmanship- During an event, all sorority and fraternity members attending and participating in that event are expected to conduct themselves in a manner of sportsmanship that will reflect positively upon the sorority and fraternity community, The Ohio State University, and the local community. All officials are expected to be treated with respect during an event by all Sorority and Fraternity members participating and attending that event. Any grievance filed regarding a chapter found responsible for members attending promoting un-sportsman like conduct will be sent to the JCJB.

Point Structure- Points will be given to teams during Homecoming Week and Greek Week. Points will be awarded based on attendance, participation, and placing in a judged event. The teams with the most points will be announced as the overall winner of the respective week.

All Team Meetings (ATM's)- A monthly meeting will be held for a representative (preferably the social /homecoming/Greek week chair) from each organization to provide updates and community building opportunity for teams.

Attendance structure- Attendance at GPB meetings/events will be taken. Reasonable excuses, (i.e. work, class, organization function, family emergency will be allowed.) GPB members should be present at GPB meetings, activities and events unless a reasonable excuse has been provided. Excessive absences will cause removal from the board.

Lewd/offensive acts- All lewd or offensive acts will not be tolerated at any GPB event. Any organization with a grievance filed against them for performing lewd or offensive acts will be sent to the JCJB.

Team selection- Teams for Greek Week and Homecoming Week will be selected using a random pairings process and random number generator system. The programming board reserves the right to fairly change pairings if there is more than a 40 team member size difference between the largest and smallest team, if a team is made up of more than two-thirds of one gender, or if an organization has been paired with

another organization within the past 18 months. The purpose of the random pairings process is to promote a more inclusive Greek community. Each team will be three of the four councils represented.

Section VII:

Discriminatory Clause

It is the policy of the OSU Greek Programming Council that no person on the basis of race, color, religion, national origin, ancestry, age, weight, height, familial status, political affiliation, marital status, disability, or sexual orientation shall be discriminated against in educational programs, facilities, activities, sex/gender, veteran status, or admission.

Section VII:

Amendments and changes:

All changes and or suggestions for the Greek Programming Board will take into full consideration by the council officers, committee members and advisor. Majority vote in each council will be needed to pass any amendments to the Greek Programming Board bylaws.

Article XV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of The Ohio State University Panhellenic Council by a majority 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 XVI. Dissolution

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

Exhibit 1 Council Structure

