

*University of Missouri*

Panhellenic Association

# **Standing Rules**

Approved: February 21, 2018

## **Panhellenic Officer Scholarships:**

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

- President: \$1,400 per the position term
- Vice Presidents: \$1,200 per the position term

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

Conditions of Scholarship:

- Must fulfill the duties outlined by the Panhellenic Association Bylaws.
- May only receive half of stipend each semester with payment occurring at the end of each academic term.
- Must be evaluated by the Fraternity & Sorority Life Office once a semester.
- Must maintain minimum 2.75 semester GPA throughout entire term.

## **Judicial Board Election Process**

The Judicial Board will consist of one representative from each of the 14 NPC chapters that are not represented by the VP - Risk Management. The VP - Risk Management will upload an application to OrgSync for chapter members to apply. The VP - Risk Management shall choose Judicial Board members based on their application and their chapter president approval.

## **Philanthropic Support**

The University of Missouri Panhellenic Association adopted the Circle of Sisterhood as the council wide philanthropy, bringing awareness of educational barriers women and girls are facing around the world, and raising funds to support those affected. The Vice President of Philanthropy and Service shall serve as the Director of the Circle of Sisterhood Executive Board for a one year term. Ambassadors from Panhellenic chapters are selected by the Circle of Sisterhood Executive Board to lead meetings and philanthropic events.

## **Alcoholic Event Policy**

*University of Missouri Panhellenic Association*

The University of Missouri Interfraternity Council and Panhellenic Association councils are committed to providing an environment that encourages responsible, healthy and safe uses of alcohol for those of legal drinking age. The councils actively discourage unlawful, irresponsible and abusive alcohol use. This code of policies is written and enforced with the purpose of

protecting the integrity of Greek men and women, Greek chapters, Greek life as a whole, our community and our university.

## **Section 1: Registration**

A. Chapter-sponsored events involving alcohol must be registered with the respective Interfraternity Council or Panhellenic Association Vice President of Risk Management

1. The following alcoholic event registration forms must be correctly completed and submitted on OrgSync before midnight at least one week prior to the scheduled event date:

- i. Event Registration Forms
- ii. Chapter Accountability Agreement
- iv. Proof of \$1 million insurance liability for the scheduled venue
- v. Proof of a valid liquor license for the scheduled venue
- vi. Receipt of transaction from transportation company to be utilized for the event

2. The following forms must be correctly completed and submitted on OrgSync before midnight at least two days prior to the scheduled event date.

- Event Guest List Form
- Chapter Adviser must approve the event by this time

B. Event structure

1. Chapters must register events involving alcohol in one of the following categories. A maximum of 700 guests and/or members may attend an event.

- i. Single-chapter sponsored event
  - a. One chapter is promoting, funding, and providing transportation for the event
  - b. Guests of chapter members may be invited to attend
- ii. Joint-chapter event
  - a. Two or more chapters are promoting, funding, and providing transportation for the event
  - b. Only members of the hosting chapters are permitted to attend the event; no other guests may be invited to attend

- iii. Co-sponsored event
      - a. Two chapters are promoting, funding, and/or providing transportation for the event
      - b. Guests of chapter members may be invited to attend
    - iv. Alumni/tailgate event
      - a. Event hosted at an Interfraternity Council chapter house
      - b. Chapter alumni and other guests may be invited to attend
      - c. This event type is prohibited for Panhellenic Association chapters
    - v. Parent event
      - a. One chapter is funding and/or providing transportation for an event
      - b. Parents and other relatives of chapter members may be invited to attend
  - 2. Any alcoholic event involving more than one chapter in which one or more of the chapters participating did not pay for or plan the event is prohibited
- C. Co-sponsored events
  - 1. No more than two chapters may co-sponsor an event
  - 2. Each chapter participating in co-sponsored events must provide proof that its national/international policy and liability insurance allows co-sponsored events
  - 3. Co-sponsored events must be registered by each participating chapter with the respective Vice President of Risk Management
- D. Unregistered or unapproved events are not sanctioned by the Interfraternity Council or Panhellenic Association
- E. Policy violations
  - 1. If a chapter fails to submit complete registration forms before midnight at least one week prior to the scheduled event date, the event will not be approved
  - 2. If a chapter's registration forms are incorrectly completed or necessary information is not included, the event will not be approved
  - 3. Chapters that participate in an unregistered or unapproved event will be assessed a \$1,000 fine and are subject to further disciplinary action

## **Section 2: Chapter Funds**

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

### **Section 3: Social Standards**

- A. All Interfraternity Council and Panhellenic Association chapters must operate in accordance with:
  - 1. Policies outlined in the respective Interfraternity Council and Panhellenic Association constitutions and bylaws
  - 2. University of Missouri policies
  - 3. FIPG risk management policy
  - 4. Chapter national/international organization policies
  - 5. Local, state and federal laws
- B. Chapters that fail to adhere to regulations outlined in this policy will be subject to disciplinary action, including but not limited to:
  - 1. Monetary fines
    - One day late: \$75
    - Two days late: \$175
    - Three days late: \$300
    - Four days late: \$450
    - Five days late: \$625
    - Approval for events registered after five days late will be under the discretion of the VP - Risk Management. Any combination of the following measures could occur as a result:
      - Deny the approval of the event, in which case if the chapter goes forward with the event as unregistered, they will automatically incur the fine of \$1000
      - Additional sober monitors based on the number of chapter members attending the event

- Fine to be determined by the VP - Risk Management that signifies the level of risk
  - 2. Alcoholic event probation
  - 3. Judicial board sanctions
  - 4. University of Missouri student conduct sanctions
- C. Chapter-sponsored events involving alcohol may only be scheduled during the University of Missouri academic semester.
- 1. No chapter-sponsored events involving alcohol may be held during the finals period of any semester
    - i. The finals period of an academic semester begins on the University of Missouri's scheduled "reading day" for that semester
  - 2. Chapter-sponsored events involving alcohol may not be held at any time between the close of the University of Missouri's spring semester and the beginning of the following fall semester.
- D. Chapters must uphold the values of their own organizations and Greek life as a whole by avoiding event themes that exploit a culture or people group for the entertainment of guests; all programming that could be construed as culturally insensitive by the general public are strictly prohibited.

#### **Section 4: Vendors and Establishments**

- A. Chapter-sponsored events involving alcohol must be held at a third-party venue
- B. The vendor/establishment must have a current liquor license
- C. Venues that are not approved by the Interfraternity Council or Panhellenic Association may not be utilized for any event
- D. A capable representative of the establishment must properly sign the Establishment/Vendor Form included in the Event Registration Forms and assume the following responsibilities:
  - 1. Ensuring that the establishment staff enforces local, state, and national laws
  - 2. Contacting the Office of Greek life or respective council's Vice President of Risk Management if the participating chapter(s) cause excessive difficulty, including but not limited to:
    - i. Attempted use of false identification
    - ii. Bringing drugs or outside alcohol into the establishment
    - iii. Fighting
    - iv. Damaging establishment property

3. Agree to ensure that the management and staff of the establishment will complete the following steps in order to remain in good standing for approved Greek events:
  - v. Identification will be checked before guests enter the establishment
  - vi. Guests will be monitored
  - vii. Guests who are heavily intoxicated will not be allowed to continue consuming alcoholic beverages and will be required to exit the event
4. Provide proof of the following to the participating chapter(s):
  - viii. Insurance policy with a minimum \$1 million liability coverage
  - ix. Valid liquor license
5. Agree to reserve the entire establishment exclusively for the use of the chapter(s) sponsoring the event

## **Section 5: Transportation**

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

## **Section 6: Security**

- A. One executive officer monitor must be utilized for chapter-sponsored events including alcohol
  1. The executive officer monitor must sign the Chapter Accountability Agreement for the event and assume the following responsibilities:
    - i. Serve as the primary contact for the event
    - ii. Remain sober for the duration of the event
    - iii. Intervene in any situation that may jeopardize the safety and/or wellbeing of members/guests at the event
    - iv. Ensure that the sponsoring chapter is upholding the alcohol policy for the University of Missouri, all Interfraternity Council/Panhellenic Association

- guidelines, the sponsoring organization's guidelines, and all state/federal laws
  - v. Be available for investigation by any staff of the Office of Greek Life, University officials, Columbia/University police, and/or national fraternity/sorority organizations regarding this event
- B. Sober monitors must be utilized for chapter-sponsored events including alcohol
- 1. Sober monitors must be members of the sponsoring chapter
  - 2. There must be one sober monitor present for every twenty-five members/guests attending the event
  - 3. Each sober monitor serving for the event must and sign the Chapter Accountability Agreement for the event and assume the following responsibilities:
    - i. Remain sober for the duration of the event

C. Guests

- i. Ensure that the sponsoring chapter is upholding the alcohol policy for the University of Missouri, all Interfraternity Council/Panhellenic Association guidelines, the sponsoring organization's guidelines, and all state/federal laws
- ii. Be available for investigation by any staff of the Greek Life Office, University officials, Columbia/University police, and/or national fraternity/sorority organizations regarding this event
  - 1. The sponsoring chapter is responsible for monitoring guests of its event
  - 2. All guests must be properly documented on the guest list submitted to the respective council's risk manager and it shall be the responsibility of the sponsoring chapter to ensure that guests who do not appear on the guest list are not be admitted into the event
  - 3. In the case of a single chapter-sponsored event, there shall be a maximum of a two-to-one guest-to-member ratio

## **Section 7: Chapter Standing**

- A. Chapters must remain in good standing with the following organizations in order to host or participate in an alcoholic event:



1. Office of Greek Life
2. Interfraternity Council and/or Panhellenic Association
3. Chapter national/international organization
4. University of Missouri Organization Resource Group

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