

University of Missouri
Panhellenic Association

**Standing
Rules**

Updated: October 7, 2019

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 3.0 semester GPA throughout entire term.
- In Chapter Presidents one-on-one, Advisor will prompt discussion of PHA Boards performance. Advisor takes Chapter Presidents feedback into consideration when conducting annual evaluation.

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 Engage 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
 - a. The following alcoholic event registration forms must be correctly completed and submitted on Engage before midnight at least one week prior to the scheduled event date:
 - i. Event Registration Forms
 - ii. Chapter Accountability Agreement
 - iii. Proof of \$1 million insurance liability for the scheduled venue
 - iv. Proof of a valid liquor license for the scheduled venue
 - v. Receipt of transaction from transportation company to be utilized for the event
 - b. The following forms must be correctly completed and submitted on Engage 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 - Chapters must register events involving alcohol in one of the following categories. A maximum of 700 guests and/or members may attend an event.
 - a. Single-chapter sponsored event
 - i. One chapter is promoting, funding, and providing transportation for the event
 - 1. Guests of chapter members may be invited to attend
 - b. Joint-chapter event
 - 1. Two or more chapters are promoting, funding, and providing transportation for the event
 - 2. Only members of the hosting chapters are permitted to attend the event; no other guests may be invited to attend
 - c. Co-sponsored event
 - 1. Two chapters are promoting, funding, and/or providing transportation for the event
 - 2. Guests of chapter members may be invited to attend
 - d. Alumni/tailgate event
 - 1. Event hosted at an Interfraternity Council chapter house
 - 2. Chapter alumni and other guests may be invited to attend
 - 3. Alcohol must be provided by a third-party vendor and not held on Panhellenic Association chapter property.
 - e. Parent event
 - 1. One chapter is funding and/or providing transportation for an event
 - 2. Parents and other relatives of chapter members may be invited to attend
 - 3. 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. Policy violations - Unregistered or unapproved events are not sanctioned by the Panhellenic Association
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 Panhellenic Association chapters must operate in accordance with:
 - a. Policies outlined in the respective Panhellenic Association constitutions and bylaws
 - b. University of Missouri policies
 - c. Chapter national/international organization policies
 - d. 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:
 - a. Monetary fines
 - i. One day late: \$75
 - ii. Two days late: \$175
 - iii. Three days late: \$300
 - iv. Four days late: \$450
 - v. Five days late: \$625
 - vi. 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:
 1. 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
 2. Additional sober monitors based on the number of chapter members attending the event
 3. Fine to be determined by the VP - Risk Management that signifies the level of risk

- b. Alcoholic event probation
 - c. Judicial board sanctions
 - d. University of Missouri student conduct sanctions
- C. Chapter-sponsored events involving alcohol may only be scheduled during the University of Missouri academic semester.
- a. May only be held Thursday- Sunday
 - i. May not last longer than a 4 hour period
 - b. Social events with alcohol should not be permitted:
 - i. During the first week of classes in the fall and spring semesters (i.e., “Syllabus Week”)
 - ii. When the university is closed for business (such as snow days) and when the university does not have class (including, but not limited to official university holidays, finals week, winter break, spring break, etc.)
 - iii. During any Panhellenic designated primary recruitment period (including PHA Bid Day)
 - c. A chapter may request to be exempted from a portion of these policies.
 - i. These exceptions will be based on conduct history, past registrations violations, and academic performance and decided by the council leadership and advisors.
- 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:
 - i. Identification will be checked before guests enter the establishment
 - ii. Guests will be monitored
 - iii. 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):
 - i. Insurance policy with a minimum \$1 million liability coverage
 - ii. 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.
 - a. Buses are not required for Parent Weekend Events and Alumni Event.
- 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
 - 1) 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
 - 2) 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
 - i. The sponsoring chapter is responsible for monitoring guests of its event
 - ii. 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
- iii. In the case of a single chapter-sponsored event, there shall be a maximum of a two-to-one guest-to-member ratio
- 3) High school students may not be present at any chapter-sponsored social events with alcohol. (As noted earlier, no alcoholic beverages are allowed at recruitment events).

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

Section 8: New Member Education Requirements

- A. New member education programs must be submitted to the Membership Education Vice-President prior to the close of the spring semester. They will be reviewed and approved by the OFSL before the new member process can begin.

Section 9: Bid Day Requirements

- A. All members participating in bid day activities must complete and sign a bid day conduct agreement.
 - a. The agreement refers to Panhellenic Recruitment Rules, VI General Rules *Section 1 C* and *Section 6*. Violation of the bid day conduct agreement will result in a fine (\$500) and an alcohol education presentation.

Section 8: Panhellenic Mandatory Events

- A. In order to required Panhellenic women to participate in any event the Panhellenic executive board must notify chapters a minimum of 30 days prior to the event.
 - a. If this notification does not take place at least 30 days before the date of the event, chapters are not required to attend and cannot be penalized.

Standing Committees

A. Accessibility Committee

- 1) History
 - i. In 2009, the Mizzou Panhellenic Association had its first wheelchair user participate in Primary Recruitment. Since then, PHA has taken progressive steps toward inclusivity of women with disabilities. Implementing a volunteer committee solely dedicated to the education and support of accessibility issues would align with our values and help us become one of the most well-rounded Panhellenic communities in the country.

2) Operation

- i. Standing committee, therefore, would be able to present updates in delegation
- ii. Unpaid position, therefore not included in the PHA budget
- iii. Chairman: To be appointed by previous Accessibility Committee Chair and the Panhellenic Executive Board
- iv. Committee would consist of five members; each liaison would be the accessibility coordinator for three chapters. Committee would be made up of Panhellenic women and other leaders that are passionate and educated on the topic of accessibility
- v. The group would go into effect at the date of an approval vote, and last for the duration of the 2018 calendar year, or, until as needed within the 2018 year.

3) Purpose

- i. Ensure all houses are equipped and prepared for Primary recruitment
 - a) Evaluate individuals with disabilities going through Primary & COB recruitment and communicate expected accommodations to chapter houses
 - b) Will assist with coordinating with the Disability Center (They have knowledge of what accommodations will look like depending on the disability)
 - c) Would include ramp request reminders and planning centrally to provide ramps to inaccessible houses when needed
- ii. Help make chapter events more accessible
 - a) Establishing an accommodation request process
 - b) Would apply to socials only if a person with disabilities was attending.
 - c) Work closely with Philanthropy Chairs to make events accessible for all
- iii. Communication with Housing Corporations
 - a) Advocate for accessible designs with architects and alumni boards
- iv. Education
 - a) Educating chapters on disability through various programming
- v. Endorsed by MU ADA Coordinator Amber Cheek
 - a) Offered to train the chairman
 - b) Could count for internship credit through the University (if that is offered through their degree plan)

A. Junior Panhellenic Committee

1) Purpose:

- i. The purpose of the Junior Panhellenic Committee is to promote intersorority friendship and provide education for effective participation in the sorority community. The committee encourages new member engagement, leadership development, and mentorship. The committee embodies the Panhellenic values of scholarship, service, leadership, and sisterhood.

- 2) More Information:
 - i. NPC Manual of Information – Page 132
 - ii. Chairman: Vice President of Member Education
 - iii. A Junior Panhellenic Committee functions under the guidance of the College Panhellenic.
- 3) Composition, Selection & Removal:
 - i. Eight to fifteen women who are new members and new initiates of sororities during their first year of membership. These women will be selected through an Engage application and interview. They must be a full-time student and they must be in good standing with their chapter.
 - ii. Any Junior Panhellenic Committee member may be removed for cause by two-thirds of the Junior Panhellenic Committee and or Panhellenic Executive Board. There will not be any special elections if there should be any vacancies.
- 4) Meetings & Time Commitment:
 - i. The Junior Panhellenic Committee should meet bi-weekly as a committee as well as one bonding with the committee event per semester.
 - ii. Additionally, the committee members will meet with their corresponding Panhellenic Mentor on a regular basis to foster mentorship. Their term will coincide with the Panhellenic Executive Board.
- 5) Program:
 - i. Programming should contribute to fundamental knowledge and understanding of the purpose, values and goals of the University of Missouri Panhellenic Association. The Junior Panhellenic Committee should assist with and participate in the events put on by the Panhellenic Council and other Greek councils.
- 6) Potential Meeting Topics:
 - i. Panhellenic orientation | Panhellenic values | NPC Unanimous Agreements, policies and procedures | Building Panhellenic spirit | Public relations for alumnae, faculty, campus and community | Publications that promote Panhellenic and the value of sorority membership | Panhellenic programs and projects | Continuous open bidding | Potential new member orientation | Campus issues | Sexual assault awareness | Diversity and inclusion | Crisis management | Risk management| Be Bold Training
- 7) PHA New Member Mentorship Program
 - i. Three to five groups made up of less than ten Panhellenic new members. whom will meet twice, second semester, after the Junior Panhellenic interviews.
 - ii. These new members are invited to discuss feelings towards sorority life and their acclimation to the University of Missouri. Members of the groups are selected by a sign-up process through Engage.
 - iii. The previous Junior Panhellenic Committee will lead and facilitate the group discussion. Each small group is led by two or three members of Junior Panhellenic who are expected to have topics of conversation (refer to VI of Junior Panhellenic Committee) that are relevant and helpful to the new members and the Panhellenic board.

