

Wittenberg Panhellenic Association Standing Rules  
Revised October 27, 2016

Per NPC: A College Panhellenic Association may wish to adopt additional rules that pertain to the administration of the association. These types of rules belong in standing rules rather than bylaws. Standing rules are written as a separate document from the bylaws, but should be attached to and distributed with the bylaws.

**Article I: Recruitment Counselor Selection, Requirements and Expectations**

1. Recruitment Supervisors/Rho Gammas
  - a. Minimum Qualifications: at least one year of Formal Recruitment and the ability to attend all Formal Recruitment functions, along with mandatory training sessions
  - b. Duties:
    - i. Promote a positive attitude toward the Greek Community and an understanding of the benefits of sorority affiliation, and emphasize the similarities in ideals and goals of all women's fraternities.
    - ii. Explain and help with the mechanics of Formal Recruitment.
    - iii. Lead a selected group of students through the Recruitment process in its entirety.
    - iv. Must disassociate from respective sorority through the entirety of Formal Recruitment.
    - v. Promote an understanding and explanation of the mutual selection process.
    - vi. Designate times for counseling and helping potential Greek members.
    - vii. Perform all other duties as assigned and pertaining to the position.

**Article II: Judicial Procedures**

1. Duty

It shall be the duty of the Judicial Hearing Board to deal with violations of Formal Recruitment rules, the Constitution, and By-Laws of Wittenberg Panhellenic Association.
2. PJC Committee
  - a. The Panhellenic Judicial Council (PJC) shall be composed of one appointed woman per chapter, excluding those members representing the sorority/sororities involved in a particular case. The appointed woman must be a voting member in good standing for one (1) calendar year with a cumulative grade point average of 2.5.
  - b. The PJC shall be chaired by the Chief Justice. If the Chief Justice does not feel she can perform her duties without bias, or if the sorority with which the Chief Justice is affiliated is involved with the case at hand, the hearing will be chaired by the President.
  - c. The Greek Advisor to the Panhellenic Council shall function as a consultant to the PJC to ensure due process before and during the hearing.
3. Jurisdiction

- a. Any alleged violation of Panhellenic policies shall fall within the jurisdiction of the PJC.
  - b. Any other alleged violations of University policies and procedures shall be subject to the Student Conduct Hearing Board.
4. Hearing Procedures
  - a. Upon a receipt of the charges, the Chief Justice shall convene the PJC and a hearing shall result.
5. Informal Discussion
  - a. If accusing chapter representative is comfortable confronting the representative of accused chapter, NPC encourages informal discussion between the disputing chapters.
  - b. If a mutual understanding exists, then the accusing chapter must contact the CPH to inform her of the discussion. No mediation will take place.
  - c. If a mutual understanding cannot be achieved, or the conflict cannot be resolved, then the Chief Justice and PJC shall be called upon to mediate the conflict.
6. Violation Report Form/Notice of Infraction Form
  - a. The accusing chapter has 30 days from the day of the incident to fill out a Violation Report Form.
  - b. The form should be turned into the CPH who will give a Notice of Infraction Form to the accused chapter.
  - c. When a sorority believes an infraction may have occurred, a written report of the incident signed by the accusing party/parties must be submitted to the Chief Justice (accusing party's name to be withheld from the accused) with two (2) copies to the accused sorority within twenty-four (24) hours after the alleged infraction is known, but no more than ten (10) days after it has occurred.
  - d. The Chief Justice will notify all participants of the time, location, and the date of the hearing, and will collect evidence.
7. Distribution of the Hearing Report
  - a. The decision of the PJC shall be published by the Chief Justice and distributed as follows:
    - i. The accused party involved in the incident
    - ii. President(s) of the involved chapter(s)
    - iii. The Panhellenic President
    - iv. The Chief Justice
    - v. The Panhellenic Advisor
    - vi. The Faculty Advisor and the Alumnae Advisor to the involves sorority/sororities
    - vii. The Panhellenic Secretary
8. Mediation
  - a. Both the accusing chapter representative and the accused chapter representative need to be at the Mediation.
  - b. The representatives need to have the authority to make decisions on behalf of the chapter.
  - c. Each chapter may have two representatives. An advisor may be present.
  - d. The Mediator is a unbiased, neutral third party (usually not the Panhellenic advisor) who has no interest in the outcome of the case.

- e. Each side is allowed to tell their version - uninterrupted.
  - f. The chapters will negotiate appropriate actions to be taken.
  - g. There are no “sanctions;” rather, the outcome is an agreement.
  - h. Everything discussed in the mediation is CONFIDENTIAL, including the final agreement.
  - i. The accused chapter representative may provide a letter or have a conversation with the individual who committed the infraction so that her opinions are expressed at the mediation.
  - j. The goal of mediation is the satisfaction of the complainant and the charged parties.
9. Judicial Hearing
- a. If no mutual agreement can be reached during the Mediation, then a Judicial Hearing will be scheduled.
  - b. This process is explained in the Manual of Information.
  - c. The Hearing
    - i. The Chairman shall call the meeting to order.
    - ii. Introduce all participants.
    - iii. State: “Any member who feels undue bias, either from friendship or prior knowledge of the case, is asked to step down at this time.”
    - iv. The Chairman shall read the charges.
    - v. Cite the appropriate rule.
    - vi. Ask the defendant(s) to enter plea(s) of guilty or not guilty.
    - vii. Specify the charges by giving all pertinent evidence and written statements.
    - viii. The defendant(s) shall present her version of the incident.
    - ix. PJC shall question the defendant(s).
    - x. Defendant(s) shall give a closing statement.
    - xi. Council shall convene to reach a verdict. In the event of a guilty finding, a sanction will be reached. Suggested sanctions are as follows:
    - xii. A warning, which is written notice to the chapter that they were found guilty of the allegation(s) and that any further violations by the sorority or sorority members may lead to more serious sanctions by the Panhellenic Judicial Council.
    - xiii. “Probation without restrictions” is defined as a specific period of time during which the chapter is expected to conform to all established policies and regulations of Panhellenic Council and of Wittenberg University, and participate fully in all Panhellenic meetings and Panhellenic-sponsored activities. If the chapter has a social or event, they will be up for observation by a member of Panhellenic Council. Any other further violations during this probationary period are grounds to lengthen the period of probation or to impose specific restrictions with probation.
    - xiv. “Probation with restrictions” is defined as a specific period of time during which a sorority must conform to all established policies and regulations of Panhellenic Council and Wittenberg University, participate fully in all Panhellenic meetings and Panhellenic-sponsored activities, and comply with conditions specified by the Panhellenic Council. Such conditions may

include, but are not limited to, suspension of right to participate in intramural sports, participate in Panhellenic-sponsored social events, and other conditions or restrictions deemed appropriate by the Panhellenic Judicial Council. There will also be a restriction of chapter sponsored socials and events during this probation.

- xv. Failure to comply with a sanction will result in the matter being referred to the Panhellenic Judicial Authority for review and/or further action.

#### 10. Appealing Process

- a. If any involved party is not satisfied with the outcome of the Judicial Hearing, the party can appeal to the NPC Judicial Appeals Committee.
- b. The process is further explained in the Manual of Information.
- c. Provisions for appeal are:
  - i. Violation of due process
  - ii. New evidence
  - iii. Unfair sanctions as determined by the Panhellenic Judicial Council
- d. Upon receipt of the decision of the PJC, the penalized individual(s) shall have forty-eight (48) hours to submit a request for an appeal based upon any of the provisions for appeal to the Panhellenic President and Panhellenic Advisor.
- e. An accepted appeal shall proceed to the Panhellenic Judicial Authority, and appellate court consisting of at least five (5) sorority presidents. The Chief Justice shall act as the chair of the hearing, unless she feels she cannot perform this duty without bias. The hearing shall proceed in the same manner as a Panhellenic Judicial hearing.

#### **Article III : Social Events**

1. All chapters will follow the Alcohol policy of Wittenberg University. See Student Involvement on the University's website for the full text of the policy.
  - a. In cases where an organization's policy is more strict than the University's policy, the chapter will defer to the organization policy.
2. The Office of Student Involvement administers a workshop to educate organizations about safe social hosting procedures each semester.

#### **Article IV. Code of Ethics and Recruitment Rules**

We, the members of Wittenberg University Panhellenic Council, pledge to cooperate in all aspects of Membership Recruitment and Panhellenic life and programming in order to strengthen and expand the Wittenberg women's fraternity community. We pledge to live by the tenants of the Panhellenic Creed and this Code of Ethics.

#### **Specifically we:**

1. Acknowledge that the strength of our Panhellenic community depends on keeping each chapter strong and we will assist and support other chapters in any way possible when requested.
2. Acknowledge that any Wittenberg woman can be happy in more than one of our sororities.

3. Recognize each woman's right to make her own membership choice based upon accurate information. We agree to support her choice once made.
4. Promote the benefits of going Greek rather than joining a specific chapter.
5. Will be knowledgeable about other chapters' achievements and activities and share this information readily.
6. Will NOT promote stereotypes of any Greek organizations or allow others to do so.
7. Will not haze or allow anyone to be hazed.
8. Respect the traditions, policies, property and members of all other Greek organizations at all times.
9. Encourage expansion of our sorority community and participate in selecting new groups as appropriate.
10. Support individuality and diversity within our organizations rather than conformity, and value and learn from those who are different than we are.
11. Know and uphold all recruitment rules and policies and follow all procedures approved by the Wittenberg Panhellenic Council, NPC or specified by the Director of Fraternity & Sorority Life and chapter recruitment chairmen. We will see that our alumnae and sisters to do likewise.
12. Act in a way that reflects our founding values and the best aspects of womanhood, and model true sisterhood to others.
13. Will be open, accepting and hospitable to all women on campus.
14. Educate all new members to know, value, and uphold this code of ethics.

### **Wittenberg Recruitment Rules:**

Recruitment is defined as one or more sorority members meeting together with potential new members to promote the interest of a particular sorority according to the National Panhellenic Conference Unanimous Agreements.

### **Article VI. Administration of Recruitment Program**

1. Deferred Recruitment shall be held at the beginning of spring semester. A minimal fee will be charged to each Potential New Member, collected at the time of registration. Fees are non-refundable.
2. The National Panhellenic Conference quota-total system and release figure methodology shall be followed.
3. The preferential bidding system shall be used.
4. Except during Formal Recruitment, continuous open bidding shall be in effect during the academic year for those chapters who have not filled quota or met Panhellenic total based on median chapter size
  - a. Fall chapter size is determined by the end of the second week of the semester
  - b. Spring chapter size is determined immediately following Formal Bid Day
  - c. If a chapter has a vacancy in quota as a result of a Potential New Member refusing a bid, that chapter may bid another eligible Potential New member up until the chapter's pledging ceremony.
5. All membership selection events shall be held in the chapter house or another approved facility.

6. Every regularly enrolled new member, initiate, or affiliate of a chapter shall be counted in the Chapter total according to the NPC Manual of Information (MOI).
7. A list of pledged, initiated, and affiliated members shall be verified with the Recording Secretary and with the Panhellenic Advisor at the second Panhellenic meeting each semester. Any deactivation, termination, or other change in membership shall be reported to the Recording Secretary and the Panhellenic Advisor within forty-eight (48) hours.
8. One-year foreign exchange students will not be included in quota or total but will count in release figures for formal recruitment.

## **Article VII. New Members and Initiation**

1. A student must meet the Wittenberg minimum requirements of 2.50 cumulative GPA and 16 credits or 2.75 GPA with 12-15 credits to pledge a sorority. Each sorority may choose to implement higher standards as they determine appropriate.
2. Spring Bid Day: A Bid Day at the conclusion of Formal Recruitment shall be planned by the Panhellenic Council. Bid Day is the scheduled time when invitations of members are issued.
3. Fall Bid Day: A date and time will be set that is the first opportunity for chapters to issue bids.
4. A person who is or who has ever been an initiated member of an existing NPC sorority shall not be eligible for membership in another NPC sorority (NPC Unanimous Agreement III. 1.).
5. If through the primary membership recruitment process. A potential new member receives a bid and declines it, then she is ineligible to be pledged to another NPC sorority on the same campus until the beginning of the next year's primary membership recruitment period (NPC Unanimous Agreement III. 5.).
6. At a later date but before the next primary membership recruitment period, if the potential new member who declined her bid expresses interest in being pledged to the chapter with which she originally matched, she may do so only if the chapter extends another bid and has quota or total spaces to fill (NPC Unanimous Agreement III. 6.).
7. If a potential new member does not receive a bid at the end of the primary membership recruitment period, she is eligible immediately to participate in COB (NPC Unanimous Agreement III. 7.).
8. If through the primary membership recruitment process a potential new member accepts a bid and then has her pledge broken by an NPC sorority or breaks her pledge, then she is ineligible to be pledged to another NPC sorority on the same campus until the beginning of the next year's primary membership recruitment period (NPC Unanimous Agreement III. 8.).
9. A COB acceptance is a binding agreement. If a potential new member accepts a bid, then signs a COB acceptance or goes through the member organization's official pledging ceremony and has her pledge broken by an NPC sorority or breaks her pledge, then she is ineligible to be pledged to another NPC sorority on that campus until the beginning of the next primary membership recruitment period (NPC Unanimous Agreement III. 9.).
10. A woman who has accepted a bid either through primary or COB membership recruitment and who had had her pledge broken by an NPC sorority or has broken her pledge, may be repledged by the same NPC sorority chapter on the campus at any time

before the beginning of the next year's primary membership recruitment period, even if the chapter is over total (NPC Unanimous Agreement III. 10.).

11. The chapter shall submit a Bid Acceptance Agreement Form for every new member to the Director of Fraternity and Sorority Life within forty-eight (48) hours of a new member accepting a bid to membership.
12. New Members must be initiated during the same semester in which they pledged and within eight (8) weeks of accepting bid (not including university breaks). Exceptions must have the approval of the Director of Fraternity & Sorority Life.

## **General**

1. Any woman who is not/nor ever has been a member of a Wittenberg sorority or another NPC sorority is considered a potential member.
2. No chapter shall pledge a woman who is academically ineligible (less than a 2.5 cumulative GPA with 12-15 completed credits, or less than a 2.75 cumulative GPA with 16 credits completed).
3. One year international students will not be included in quota or total, but will count in release figures for formal.
4. Entertaining, gifts or favors, money, oral bids or promises, fix-ups, men and alcohol are inappropriate at all times between sorority members, or anyone acting on a member's behalf, and prospective members *when the intent is to influence a potential member's decision*. This includes that no items may be taken by a PNM from a chapter house during a formal recruitment event.
5. There will be no promising of bids to any potential new members directly, or indirectly, by any sorority member. Under no circumstances shall a member invite, or ask, a potential new member to promise to join that sorority. This includes assuring the potential new member that she will be invited to the next set of events (i.e. "See you tomorrow"). Oral bids are not legitimate at any time; this includes telling a potential new member that she has a "favorable" rating or where she is on the list.

## **Formal Recruitment:**

1. Formal Recruitment will begin at the beginning of the spring semester and last until the morning after Bid Day. No sorority woman may have contact with Rho Gammas or PNM's outside of recruitment events except for friendly, casual conversation until bids have been extended. Contact with Rho Gammas living in chapter facilities is limited to day to day operations within the facility exclusive to chapter members only.
2. Rho Gammas and appropriate Panhellenic officers will be required to disassociate before Formal Recruitment and throughout the entirety of Recruitment.
3. Formal Recruitment will follow NPC release figures and all prescribed NPC procedures. (see NPC Manual of Information)
4. First-year prospective members may visit chapter houses and members only for planned chapter events prior to Formal Recruitment except for familial relations-sisters or cousins.

5. During Formal Recruitment members and alumnae should refrain from “friending” and personal communications by phone, social media, emailing, texting etc. with potential members.
6. No sorority woman is to talk with PNMs about recruitment in any form from the conclusion of the final invitational event (Preference Round) through bid extension.
7. Each chapter shall submit a budget and receipts for all Recruitment related expenses, including Bid Day, and stay within allotted Panhellenic budget. Donations shall be noted in the final budget. A report shall be filed within two weeks of the completion of Formal Recruitment.
8. National Panhellenic Conference Unanimous Agreements concerning recruitment expenditures and no frills recruitment shall be followed and enforced.
9. Sorority members including collegians and alumnae will not encourage women to withdraw from recruitment, wait for informal recruitment, or intentionally single preference.

### **Continuous Open Bidding:**

1. If a chapter is not at chapter total as determined by the undergraduate Panhellenic Council, the chapter may participate in Continuous Open Bidding (COB).
2. If a chapter does not fill quota at the completion of formal recruitment bid matching, the chapter will be eligible to participate in Snap Bidding. If that chapter has yet to reach chapter total, it may participate in Continuous Open Bidding.
3. During COB, any chapter may recruit any woman that meets the academic eligibility guidelines.
4. It is the responsibility of the chapter president to submit a Bid Acceptance Agreement Form to the Director of Fraternity & Sorority Life within 48 hours of a woman accepting a bid.