The Otterbein University
Panhellenic Council Constitution

Article I: NAME

A. The name of this organization shall be the Panhellenic Council of Otterbein University.

Article II: PURPOSE

A. To represent the sororities recognized by Otterbein University.

B. To promote the intellectual, moral, and social development of the sorority women and sorority chapters.

C. To foster positive relations among the Greek organizations, university faculty and staff, and the outside community.

D. To organize the sororities’ membership recruitment efforts and encourage a pledging and initiation process that serves to support the development of the individual sororities and their prospective members.

E. To promote civil conduct and discretion among sorority women that is in accordance with the charters of each sorority at Otterbein University, which specifically state that all sororities are expected to abide by Otterbein University rules and regulations.

F. To regulate, legislate and self-govern the sororities in accordance with the Panhellenic Council Constitution, the Panhellenic Council Standards procedures, the Campus Life Handbook and local, state and federal laws.

G. To be a forum for the discussion of questions of interest in the university and sorority world.

H. To do all things reasonably, in furtherance of, or incidental to, the above.

Article III: MEMBERSHIP

A. Regular. Regular membership shall be those sororities that are in good standing and fully recognized by the Panhellenic Council and Otterbein University as a chapter with campus status.

B. Associate. Associate membership shall be those students Greek groups that have been granted administrative approval through the Office of Student Affairs and recognized as a colony/interest group by the Panhellenic Council.

C. Membership in this organization is open to all students without regard to race, religion, ancestry, ethnicity, age, sexual orientation, political affiliation, disabling condition, veteran status, or marital status (sex is excluded for social fraternities and sororities).

Article IV: FINANCES

- The Panhellenic Council shall be financed mainly through dues collected each semester from each chapter. The dues are as follows: $4.00 per active member and $2.00 per pledge/inactive and plactive.
- The Executive Board, with the approval of the Panhellenic Council, will set the amount of all fees and discounts as deemed necessary.
- All sororities shall have their dues paid in full on, by or before the eighth (8) Panhellenic Council meeting of each term. For each week past due the sorority will be assessed a late fee of $5.00.

Article V: EXECUTIVE BRANCH

A. The name of the executive branch of the Panhellenic Council shall be the Panhellenic Executive Board.

B. Membership of the Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Recruitment Chair, Assistant Recruitment Chair, Social Chair, Public Relations Chair and Community Service Chair. Other board members (Member-at-Large) may be appointed by the unrepresented chapter(s), providing approval by the Panhellenic Council executives.

C. The Executive Board shall be responsible for carrying out all policies and regulations duly established by the Panhellenic Council.

D. The Officers of the Panhellenic Council shall make an oral report concerning the business of their office if present at the meeting, or distribute a written memorandum of the business of their office if not.

E. The officers of the Panhellenic Council are required to attend all Executive Board and Council meetings.

F. All subsidiary organizations and committees created by the Panhellenic Council and Executive Board shall be responsible to the Executive Board. The Chair of such committees shall report to the Council via the Executive Board.
Article VI: OFFICERS

A. Eligibility - Panhellenic Council officers shall meet the following qualifications and requirements:
   1. President and Vice President shall have served one year on the Panhellenic Executive Board. If there are no Executive Board members interested, a member of the Panhellenic Council who has served the Council for one year would then be eligible for the position of President or Vice President.
   2. A chapter President, Vice President, or Recruitment Chair may not serve as Panhellenic President, Vice President or Recruitment Chair, or vice versa.
   3. Secretary, Public Relations Chair, and Community Service Chair need not have prior experience with the Panhellenic Executive Board or the Council, but must be an active member of an Otterbein sorority.
   4. Members running for the positions, Treasurer, Recruitment Chair, Assistant Recruitment Chair, and Social Chair should not be new members to a sorority.
   5. A person may hold only one Panhellenic Council position at one time, unless voted upon by the Executive Council in certain situations.
   6. Officers must be willing to commit one year to the position, which includes the last seven (7) weeks of Spring semester through the first seven (7) weeks of the forthcoming Spring semester. Exceptions may be approved by the Panhellenic Executive Council.

B. Duties - The officers of the Panhellenic Council shall be responsible for the following duties:
   1. President
      a. The president is ultimately responsible for all matters dealing with the Panhellenic Council. She may expedite matters by assigning any task to any member of the Council.
      b. She shall preside over all meetings of the Panhellenic Council and the Executive Board.
      c. She shall have the power to appoint such special committees as deemed necessary for the efficient conduct of business relevant to the Panhellenic Council.
      d. She shall provide assistance to Campus Police and the Assistant Director of the Center of Student Involvement in the investigation of charges brought against a sorority for violations of the Constitution and Bylaws of the Panhellenic Council and University policy.
   2. Vice President
      a. The Vice President shall preside at the meeting of the Panhellenic Council in the absence of the president.
      b. She shall be responsible for the efficient operation of all special committees established by the Executive Board.
      c. She shall serve as parliamentarian at all Panhellenic Council and Executive Board meetings.
      d. She shall reside as the Co-Chairperson of the United Greek Governing Board.
      e. She shall be responsible for the revision of the Panhellenic Council Constitution.
   3. Secretary
      a. She shall serve as secretary at all meetings of the Panhellenic Council and the Executive Board.
      b. She shall make arrangements for all meetings of the Panhellenic Council and the Executive Board.
      c. She shall make arrangements for the distribution of all materials at the Panhellenic Council meetings.
      d. She shall maintain a file of all the official records, reports, and minutes of the Panhellenic Council.
      e. She shall distribute the minutes of the Panhellenic Council meeting to members and to the advisor, no later than the next regularly scheduled meeting.
   4. Treasurer
      a. She shall serve as coordinator of the Panhellenic Council’s financial records and any special funds affiliated with the Council.
      b. She shall prepare and submit a yearly budget by the fourth Panhellenic Council meeting of Fall semester to the Panhellenic Executive Board and Greek Advisor, which shall be later explained to the Council, who shall approve final funding allocations.
      c. She shall assess and collect fines as stated in Article IV, C.
   5. Recruitment Chair
      a. She shall co-coordinate all the Panhellenic Council recruitment activities.
      b. She shall recommend and coordinate programs to the Executive Board which may be beneficial to the Panhellenic Council recruitment efforts.
      c. She shall be available to assist the individual sororities with their recruitment programs.
d. She shall maintain files on recruitment operations and ideas of her committee during her term in office.

e. She shall be responsible for coordinating the Panhellenic Council Formal Recruitment Process.

6. Assistant Recruitment Chair
a. She must be of sophomore or junior status due to two year involvement.
b. She shall co-coordinate all the Panhellenic Council recruitment activities.
c. She shall be responsible for the coordinating of sign-up tables and finding volunteers to work the sign-up tables.
d. She shall be responsible for the theme, design and ordering of the recruitment t-shirts.

7. Social Chair
a. She shall be responsible for coordinating all Panhellenic Council sponsored social activities.
b. She shall co-coordinate Greek Week activities with the Interfraternity Social Chairperson.
c. She shall work with the Panhellenic Council Treasurer and Interfraternity Council Treasurer to coordinate the budget for Greek Week, and all other co-sponsored activities.

8. Public Relations Chair
a. Create, maintain and update promotional items pertaining to Greek Life.
b. Generate press releases relevant to newsworthy Greek sponsored functions or events.
c. She shall be responsible for all correspondence from the Panhellenic Council as well as maintaining the Greek Life Board in the Campus Center.

9. Community Service Chair
a. Distribute information to all sorority Community Service Representatives regarding possible service projects.
b. She must run effective semester service programs.
c. Coordinate the Blood Drives in conjunction with the Interfraternity Council Service Chairperson.
d. She must meet with all sororities’ service chairs semester and receive from them a community service report form approved by the Executive Council. In the event that a report is not turned in, that chapter will not be permitted to apply for the leadership community service award.
e. She must meet with the Coordinator of Community Service for the university each semester and turn in reports from each chapter’s service chair. These reports are to be used for community service statistics for the university and to inform the faculty and administrators of the Greek community service efforts.
f. She shall be required to keep records of each chapter’s participation in all designated mandatory Panhel-sponsored service projects.

10. Member-at-Large
a. If a sorority is not represented on the Executive Board, that sorority shall appoint a member to serve as a member at large.
b. If no members from a chapter run for an Executive position, then you forfeit the chances of having a Member-at-Large.
c. She will assist the Vice President with Constitution updates.
d. She will assist the Social Chair with coordinating Greek Week.

NOTE: First and foremost, members-at-large of the Executive Board are to be spokespeople for their sorority. Their focus should be on how any policies and procedures will affect these members and to raise concerns their organization might have.

The members-at-large have a duty to serve on the Executive Board and to support the board in its decisions. The members-at-large do not take on a leadership role of the overall board, but they are responsible for knowing what is going on within the Panhellenic Council so they can participate in discussions as to the overall operations of the organization. They will be required to have enough knowledge on a topic to be able to make a vote on that topic and know what they are voting on. When they are outside of meetings, they need to be able to represent Panhel to the best possible extent. Finally, members-at-large should be people who are invested into the success of the Panhellenic Council and wish to serve in a greater leadership role in the future.

C. Elections - The election of officers shall transpire according to the following guidelines:

1. Nominations for all officers of the Executive Branch are to be made by the third and fourth week of Spring semester.
2. Nominees shall orally accept their nomination by the fourth week of Spring semester, certifying their eligibility as stated in Article VI, A.
3. Each nominee shall turn in a written intent to run for office prior to elections to the president of the Panhellenic Council.
4. All executive officers shall be elected by a majority ballot of the Panhellenic Council at the sixth regularly scheduled meeting of spring semester.

D. Term of Office - Newly elected Panhellenic Council officers shall serve the last seven (7) weeks of spring semester throughout the first seven (7) weeks of the following spring semester, or immediately following annual election meeting through the next annual election meeting.

E. Removal - An officer may be removed from office for any of the following reasons including but not limited to:
   1. Non-performance of duties including unexcused absences from more than three of the Panhellenic Council or Executive Board meetings in his term of office.
   2. No longer meets eligibility requirements as stated in Article VI, A.
   3. Conduct unbecoming of an officer of the Panhellenic Council.

F. Any representative or member of a Panhellenic Council sorority may initiate the removal procedures by submitting a written notice of a motion to impeach to the Panhellenic Executive Board.

G. Once a written notice of impeachment is received the Panhellenic Executive Board shall notify the officers in question.

Article VII: LEGISLATIVE BRANCH

A. The legislative branch of this organization shall be the Panhellenic Council.
B. Each membership sorority shall have two representatives on the Panhellenic Council. These representatives shall be active members of their respective sororities. They shall also have at least one representative on the Executive Board.

Article VIII: MEETINGS

A. The council shall meet weekly during the academic year except when extenuating circumstances make this impossible.
B. A special meeting may be called by the President or at the request of at least six council representatives.
C. All meetings shall be conducted in accordance to parliamentary procedure.
D. All representatives are required to attend all meetings of this organization. If they cannot, they shall have the right to appoint a proxy. A $5.00 fine will be imposed for each representative or proxy not in attendance.

Article IX: VOTING

A. Each individual Executive Officer and Member-at-Large of the Panhellenic Council shall have one vote.
B. Each Sorority shall have two votes.
C. If the President of the Panhellenic Council is elected from her delegation, her sorority shall elect another representative for the purpose of voting.
D. A quorum must be held in order to vote on any motion on the floor. A quorum shall be designated as 2/3 of the represented chapters and 50% of the council representatives.
E. If a sorority, either in good or probationary standing with the university or the Panhellenic Council, is not represented more than two (2) times in one term, it shall lose its voting privileges on the Council for the duration of the term. Failure to attend the meeting while on probationary status for any university or Panhellenic violation, excluding charter revocation, may constitute a continuation or probationary status for a period designated by the Panhellenic Executive Board, but not to exceed one year and loss of all privileges.

Article X: ACTIVITIES

A. All sorority activities must follow the regulations set by the university as well as the Bylaws of the Panhellenic Council, or the sorority can be brought before the United Greek Governing Board.
B. If a sorority activity conflicts with the Panhellenic Council Constitution or its Bylaws, permission to hold such an activity must be obtained from the Panhellenic Council and the Assistant Director of the Center of Student Involvement.
C. All sorority activities shall be scheduled in the Student Affairs Office and/or appeals can be made to the Calendar Committee and/or Student Life Committee.
Article XI: JUDICIAL BRANCH

A. The name of the judicial branch shall be called the United Greek Governing Board (UGGB).
B. UGGB shall follow the policies stated in the Panhellenic Council Constitution and Bylaws and the Otterbein University Campus Life Handbook.
C. The Vice President of the Panhellenic Council shall serve as the Co-Chair to UGGB.
D. Each sorority shall submit 3-5 candidates to the Panhellenic Executive Board. The Panhellenic Executive Board will then choose a representative and an alternate representative from each sorority to serve on the UGGB with no member serving on the Panhellenic Council.
E. UGGB members cannot be a Chapter President or an Executive Officer of the Panhellenic Council.
F. UGGB members will be required to attend a mandatory training seminar, and meet as a board as needed to monitor and discuss any judicial concerns.

Article XII: ADVISOR

A. The name of the advisor to the Panhellenic Council shall be the Assistant Director of the Center for Student Involvement.
B. As an appointed official of the university, this person shall be permitted to be present at any and all functions of the Panhellenic Council and membership sororities.
C. Shall act as financial advisor.
D. Shall maintain contact and communications with the Panhellenic Council in order to ensure the success of the system and act as the liaison for the university.

Article XIII: AMENDMENTS

A. Amendments - Any member of the Panhellenic Council may propose amendments to this Constitution. Such proposed amendments shall be filed with the Secretary for submission to all sorority members. These proposed amendments shall be posted in each member chapter house for no less than seven (7) days prior to the Panhellenic Council vote. During this time, each representative shall obtain an opinion of her chapter members and they shall be vested with the right to cast the official votes for their respective chapters. After following this procedure, such amendments shall become part of the Constitution when approved by 2/3 vote of the full membership of the Panhellenic Council.

Article XIV: RATIFICATION

A. This Constitution and form of government shall be ratified by a referendum of all Panhellenic Council member chapters. Passage shall be by 2/3 vote of the full membership of the Panhellenic Council. This Constitution shall supersede any previous Constitution.

Revised: April 2011
The Otterbein University
Panhellenic Council Bylaws

Section 1: RISK MANAGEMENT

A. The purpose of Risk Management is to bring to chapter administration a consistent approach concerning injury and property loss prevention. Litigation or the tendency of someone to sue in the event of an accident or injury has, unfortunately, become commonplace. Fraternity chapters, their administration and alumni boards are all vulnerable. In this litigious environment, chapters must be realistic about safety and loss prevention practices and be aware of the aspects of their activities and inherent exposure that may give rise to personal injury, property damage, or a lawsuit.

The Risk Management identifies some general liability exposure that is inherent to sororities and projects some controls that should be implemented to reduce the potential for accidents and injuries to guests and members. The essence of Risk Management is a demonstration of a “standard of care” that is not only a written guideline, but should be a set of practiced guidelines.

The objective of the Theme Party Guidelines is to aid chapters to control their liability exposures and to develop the system necessary to promote social responsibility.

1. Alcohol and Drugs

Otterbein University’s Theme Party Guidelines has been created to assist Otterbein University’s Social Fraternities and Sororities in the development of responsible off-campus social programs and events that have alcohol available at them. It should be noted that: “The University believes that the consumption of alcoholic beverages enhances neither the educational process nor the quality of life. The Otterbein community functions on the basis of mutual trust and responsibility, and the consumption of alcoholic beverage is potentially disruptive of this educational environment. Otterbein recognizes the right of choice of individuals to use or refrain from the use of alcoholic beverages while off campus taken from the Campus Life Handbook, page 56. Otterbein University recognizes that college students are adults who must be responsible for their own behavior, therefore the university places the burden of compliance with these polices on the individual and the student organization themselves.

a. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or anywhere on campus grounds, is at all times strictly prohibited.

b. No alcoholic beverage may be purchased through chapter funds nor may the purchase of it for members or guests be undertaken or coordinated by any members in the name of, or on behalf of, the chapter. The purchase or use of a bulk quantity or common sources of alcoholic beverage, e.g. kegs or cases, is prohibited.

c. HOST FUNCTIONS, meaning chapter functions with access to students and invited guests who are not members of the chapter where alcohol is present can only occur if they are in compliance with this policy and the function is operated in compliance with the attached “Host Guidelines”.

d. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor/person under the age of twenty-one.

e. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a HOST FUNCTION or chapter event or at any event that an observer would associate with the fraternity is strictly forbidden.

f. No Greek letters nor any symbol connecting the individual to their chapter are to be worn where alcohol or controlled substances are present.

g. No chapter may financially co-sponsor an event with an alcohol distributor, charitable organization or tavern where alcohol is given away, sold, discounted, or otherwise provided to those present.

h. All recruitment activities associated with any chapter will be DRY recruitment functions.

i. No member shall permit, tolerate, encourage, or participate in “drinking games.”

j. No alcohol shall be present at any pledge/associate member/novice program, activity, or ritual of the chapter.

k. All participants shall adhere to all rules and regulations at the given establishment.
Host Guidelines

**HOST FUNCTIONS shall be Off-Campus and Utilize a Third-party Caterer**

1) Facility and/or caterer must be properly licensed by state and local authorities.
2) Facility must have alternative activities available such as dancing or pool tables.
3) The caterer and/or facility must agree to participate in cash sales only, to be collected by the caterer or facility during the function.
4) The caterer must agree to assume all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
   a) Checking ALL ID’s upon entry – creating obvious differences between minors and persons of age to consume alcohol
   b) Not serving to minors
   c) Not serving to individuals who appear intoxicated
   d) Maintaining controls of all liquor containers
   e) Collecting & removing all alcohol remaining at the end of the function
   f) Removing individuals serving, giving, or purchasing alcohol for minors from the function.

5) The Chapter Shall Examine and Make Sure the Function is Held at a Safe Place
   a) The facility should be free of all fire hazards and unsafe conditions.
   b) The exits and fire extinguishers should be easily accessible.
   c) The parking lot should be accessible to ambulance, police, and/or fire trucks.
   d) Medical, fire, and police help should be able to be reached quickly.

6) The Chapter Shall Set a Theme or an Activity
   a) Themes and activities should be in good taste and should not be related to drinking or alcohol.
   b) Food and decorations may relate to the theme or activity. The serving of salty foods is highly discouraged. Foods high in protein such as cheese and vegetables are encouraged. Non-alcoholic alternative beverages should be made available and shall be kept separate from alcohol mixers.
   c) Drinking games will not be permitted, tolerated or participate in.
   d) All advertisements, i.e. posters, flyers, T-shirts and so forth, shall not Advertise nor contain messages related to alcohol or drinking.

7) The Chapter Shall Plan and Organize the Function Well in Advance
   a) The organization’s President must assume responsibility for enforcement of all University policies and state regulations during the event.
   b) The serving of alcohol shall end by 1:00AM at the latest and the function itself must end by 2:00AM at the latest.
   c) Appoint persons responsible for set up and clean up.
   d) Each chapter will have at least one non-drinking monitor in addition to the chapter president for every twenty guests present.
   e) All participants must be an Otterbein student or the guest of an Otterbein student.

8) Transportation (for off-campus functions)
   a) Transportation for all attendees at functions with over fifty people in attendance shall take one of the two forms:
      1. Provide transportation for all guests by independent licensed bus or taxi company
      2. Arrange to have a non-drinking designated driver, key check-in system utilized by all guests.
         This system must be maintained by hired third party security
   b) For all host functions with less than 50 guests, taxi service numbers must be made available to all persons leaving the function.
   c) Neither closed nor open containers of alcohol shall be permitted on the transportation vehicles or while waiting in line for the vehicles.

9) Ticket Sales
   a) Ticket sales shall not be used to sell alcohol, or to cover the advanced sale of alcohol.
   b) Ticket sales shall only cover the cost of renting the facility, paying for the band, and transportation. No part of the ticket price shall cover ANY cost for the sale or distribution of alcoholic beverages.
c) No kegs, pony kegs, party balls, or bulk quantities of any kind, even if supplied by individuals, shall be permitted. Additionally open and/or free access to any cans, bottles, or mixed drinks of any kind are prohibited.

10) Chapter Must Provide for Monitoring at Function
   a) A team of non-drinking monitors will patrol the function.
   b) Third party security shall be hired by the chapter for functions of over 50 people.
   c) Security shall be instructed by the chapter to assist the caterer in any of the previously mentioned functions.

11) If a Person Becomes Intoxicated Despite of your Efforts, the Chapter Shall Provide for Monitoring of Intoxicated Persons
   a) Do not allow any intoxicated persons to be alone.
   b) Do not hesitate to call for medical assistance.
   c) Provide a professional taxi service for members and guests.

2. Hazing
   a. No chapter shall conduct hazing activities. Hazing is defined as:

   “Any mental or physical requirements, requests, or obligations placed upon any person which could cause discomfort, pain, fright, disgrace, injury, or which is personally degrading or violates any federal, state, local laws, or university policy. Such activities and situations include creation of excessive fatigue, physical and psychological shocks, morally degrading or humiliating games and activities, unsupervised scavenger hunts, kidnapping, and late night sessions which interfere with scholastic activities.”

3. Sexual Abuse
   a. The fraternity or sorority will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions that are demeaning of women and men, including but not limited to date rape, gang rape or verbal harassment.

4. Fire, Health, and Safety
   a. All chapter houses shall, prior to, during, and following occupancy, meet all local fire and health codes and standards.
   b. All chapters must have posted by common phones emergency numbers for fire, police, and ambulance and must have posted evacuation routes from the chapter house common areas, as well as on the back of the door of each sleeping room.
   c. All chapters shall comply with House Inspections conducted by the Westerville Fire Department, University officials, Representatives of Property, and the chapter alumnus. Recommendations developed as a result of the inspection will be taken under consideration and a written response given within 90 days of receipt of the inspection report.

5. Education
   a. Each student member and pledge shall be instructed annually on the Risk Management of the Panhellenic and Interfraternity Councils.
   b. All sororities must complete the Hazing Consent Form, which will be filed in the Greek Life Office. This form must be completed and received annually from each sorority.

Section 2: RECRUITMENT

A. Honor Code
   1. In the spirit of sorority recruitment, we must never be content with the basic expectations perceived in the formal recruitment rules but adhere to a greater code that encourages a lighter degree of human relationships. It is in accordance with dignity and good manners of sorority women to:
      a. Avoid degrading or belittling remarks about any sorority or university woman.
      b. Create friendly relations between Greek, Independent, and Non-Greek women.
      c. Avoid publicity on Panhellenic matters that are not properly the concern of Independent or Non-Greek students.
      d. Promote Greek Life as a beneficial asset to the campus community, but to understand the freedom of choice that all students are entitled.
      e. Celebrate the differences of each sorority and challenge all chapter members to discourage stereotyping which discredits the reputation of another sorority or its members.
2. The honor code is not a set of rules that will result in an infraction upon any chapter if not followed, but excessive ignoring of the honor code will result in immediate implication of the formal recruitment rules.

B. Scheduling Formal Recruitment Dates
   1. All formal recruitment dates for Open Houses, Novelty, and Final parties are to be determined during the spring semester and confirmed at a meeting of the Panhellenic Council.
   2. Sorority formal recruitment party assignments shall be determined following the confirmation of the formal recruitment dates.

C. Formal Recruitment begins the fifth week of fall semester and continues through Sorority Bid Night.

D. Recruitment Rules and Regulations:
   (Last Revised: March 2011)
   The recruitment rules have been agreed upon by the Panhellenic Council and each sorority for several reasons. They are in place so that all potential new members will have an unbiased view of all of Otterbein’s sororities. They encourage the idea of Greek Unity rather than the promotion of a single chapter. They are used to lessen inconsistencies during recruitment about the sororities’ member’s actions towards potential new members. Recruitment rules allow for potential new members to independently make decisions about where they belong, uninfluenced by upperclassmen and friends. They offer each potential new member a fair, unpressured trip through her introduction to the Greek Community. They are also guidelines to help recruitment run smoother. These rules are written to allow the entire sorority system to grow, and for each potential new member or sorority member to have the best recruitment experience possible.
   1. Sorority members shall talk about the Greek Community as a whole rather than discuss specific sororities with Potential New Members.
   2. Sorority members cannot ask Potential New Members which Novelty and/or Final Party invitations they have received and/or accepted.
   3. Sorority members may not display door decorations or invitations to Potential New Members during Recruitment.
   4. Resident Assistants who are members of sororities shall continue normal activities/interaction with their residents, even during Silent Period.
   5. Beginning the first day of formal recruitment, it is permissible for any sorority woman, excluding Sigma Rho Chi’s, to wear her customary insignia until bid night.
   6. All women enrolled in Fall semester will be eligible to go through the Recruitment Process and may pledge or sign independent. A woman who has not yet completed one semester of school is still eligible to pledge or sign independent.
   7. In regard to selection of Potential New Members, confidentiality should be strictly encouraged; therefore, opinions shall not be discussed with Potential New Members of persons not affiliated with that sorority. Sigma Rho Chi’s shall not attend Novelty Party selection (bids). Sigma Rho Chi’s may be invited to Final Party selection at the discretion of each chapter.
   8. During Formal Recruitment, no money is to be spent on Potential New Members except what is allocated for formal Recruitment events. Exceptions may be made for Sigma Rho Chi’s at the request of the Panhellenic Recruitment Chair. Money may not be spent on specific Potential New Members during house tours.
   9. Only gifts normally received by Potential New Members at the Recruitment party may be given to those who accept with regret. Gifts are to be approved by and given to the Panhellenic Recruitment Chair by the Tuesday following the missed Recruitment party.
   10. Planned meetings between Greeks and Potential New Members shall be allowed during formal Recruitment. An exception is made for meetings/programs or organizations in which the Greeks and Potential New Members are presently involved. During formal Recruitment, there will be no arranged dinners or treating Potential New Members at any time, on or off campus, for the specific purpose of Recruitment.
   11. To avoid violations of the Recruitment Rules, each sorority woman shall use discretion in her actions, keeping in mind the stated intentions of the Sorority Recruitment Honor Code. Recruitment Rule violations are brought to UGGB. The charges brought against an individual or group is made at the discretion of the person bringing the charges.
12. Dirty Rushing
   a. Throughout the school year (also applies during formal recruitment and silent period)
      i. Do not share stereotypes about sororities with PNM’s
      ii. Do not promise a bid to a PNM
      iii. Do not talk another sorority over another
      iv. Do not talk about Greek Life while controlled substances are involved
      v. Fraternity members shall not share stereotypes or talk one sorority over another
      vi. PNM’s may not be in sorority houses
      vii. Sorority sponsored events must be open to the entire campus (including PNM’s) and it must take place on neutral grounds
      viii. All Greek events can be held on sorority property
      ix. Greek letters are not to be worn where alcohol or controlled substances are present.
   b. Formal Recruitment
      i. Contact with a PNM can remain the same if a previous relationship was established before recruitment
      ii. PNM’s can “friend” or reach out to sorority members, but there should be no contact about Greek life (cannot ask how other parties went, if they had fun at your party, or excessively like or comment on a social media page)
   c. Silent Period
      i. No talking with PNM’s at all unless they are a family member, it is academically related, work or res life related
      ii. No contact at all through electronics or social media (no cell phones, email, Facebook, Twitter, etc.)
   d. If you need to report dirty rushing please provide evidence of this to either the Panhellenic Vice President or the Greek Life Advisor.
13. Potential New Members are obligated to disclose information if pressured to join a particular sorority by a sorority member.
14. It is the responsibility of each sorority member to report all infractions of the Recruitment Rules. A written report, describing the infraction and evidence, shall be given to the President of the Panhellenic Council or the Greek Advisor within forty-eight (48) hours of the infraction. This report will remain confidential to the UGGB and the accused, but must not be anonymous.
15. A silent period (no communication between Potential New Members and sorority women, except for an exchange of greetings) will be in effect for all sorority women and Potential New Members. This is the time period beginning immediately after the last Final Party and ending when bids are extended.
16. No Potential New Member will be allowed in a sorority house during Fall and Spring semester unless she is a relative of a house resident. Sorority members and Potential New Members who established a relationship prior to Recruitment may continue normal contact outside of sorority houses throughout Recruitment.
17. Upper-class sorority women shall maintain normal contact with transfer students and freshmen during Recruitment. Normal contact is defined as conversations and campus activities that would enhance a personal friendship. This does not include talking about Recruitment and specific sororities, or interacting in off-campus activities (unless accompanied by a woman from at least one (1) other sorority). Questionable activities may be brought before the Panhellenic Recruitment Chair.
18. Upper-class sorority women shall maintain normal contact with other upper-class women going through Recruitment. These activities include dining together and other campus activities. These women shall be permitted to engage in off-campus activities without being accompanied by other sorority woman if a relationship had been establish prior to Recruitment. Any questionable activities may be brought before the Panhellenic Recruitment Chair, who can then recommend taking it to UGGB.
19. Sophomore, Junior, and Senior women are considered independent. These women shall have normal contact with sorority women, including but not limited to entrance to sorority houses, open communication and membership through the Continuous Open Bidding process.
20. Continuous Open Bidding. Any sorority wishing to extend bids after formal Recruitment shall notify the Office of Greek Life. The Greek Advisor will provide the name of the Potential New Members to all other eligible sororities so that they may consider extending bids to the same individuals. The individual chapters will extend
the bids. Independent women and Freshmen students who have gone through recruitment are eligible for Continuous Open Bidding.

21. Welcome signs into the sororities may be no larger than a poster board. The signs may be placed on the wall adjacent to each student’s room.

E. Formal Recruitment Registration
1) All women interested in participating in Sorority Recruitment must register at either the Office of Greek Life or during the Panhellenic Council Recruitment Registration period. Specific dates and times for Sorority Recruitment Registration, in the Fall semester, will be established by the Panhellenic Council Recruitment Chair during the Spring semester.

2) All Potential New Members are required to pay a one-time $10.00 registration fee.

F. Quota
1) The Panhellenic Council shall establish a quota limiting the number of women to be pledged by the sorority for one year.

2) Quota shall be figured by the total number of women registered for formal recruitment divided by the number of sororities (6), plus one (1). Quota is figured again after Novelty Party, and will be calculated by the number of potential new members invited to Final Parties and divided by the number of sororities (6). Therefore, the official quota will be established going into Final Parties.

3) Each sorority may set its own limit, but cannot exceed the quota set by the Panhellenic Council for that year.

G. Formal Recruitment Parties
1) Novelty Parties
   a) Each Potential New Member shall receive at least one Novelty party invitation, and may accept no more than four (4) invitations.

2) Final Parties
   a) A Potential New Member can accept no more than two (2) invitations.

3) Expenditures
   a) Panhellenic Council shall set expense limits for Novelty Party, and Final Party for all sororities.
   b) Each sorority shall submit a report on recruitment expenditures and follow the guidelines established by the Panhellenic Council.
   c) Sororities that do not turn in a complete record of their expenses, including bills and receipts, by the designated time will be subject to judicial action before the United Greek Governing Board (UGGB).

H. Sigma Rho Chi’s
1) The Sigma Rho Chi, as a representative of the Panhellenic System, must be able to project upon her Potential New Members a good impression of the Greek System. It is her goal to leave the Potential New Members with a positive attitude toward the sorority system regardless of whether a woman decides to pledge a sorority, withdraw from recruitment, or is selected out (receives no invitations).

One of the main purposes of a Sigma Rho Chi is to talk to Potential New Members as a friend, answer their questions and give them as much information as possible. Other tasks include that of aiding the Potential New Member in selecting a sorority that is best for her own interests and needs, and to explain and help with the mechanics of Formal Recruitment. Therefore, we can see that it is necessary for a Sigma Rho Chi to be able to comfortably communicate with a Potential New Member on a one to one level; equally important is her ability to present herself clearly to the Potential New Members as a group. Sigma Rho Chis must be able to represent each sorority with an objective viewpoint and be able to maintain the strictest confidentiality with the information obtained through her Potential New Members. In order to provide these needed services, maximum availability and organizational skills must be met by each Sigma Rho Chi.

2) Sorority women interested in becoming a Sigma Rho Chi must:
   a) Submit a Sigma Rho Chi application
   b) Submit a reference form from their Chapter President
   c) Be interviewed by a Panhellenic Council Executive Board member.

3) Sigma Rho Chi’s will be selected during Spring semester by the Panhellenic Recruitment Chair or her designee.

4) The number of applicants and Sigma Rho Chis selected will be determined by the Panhellenic Council, per the request of the Panhellenic Council Recruitment Chair.
5) Sigma Rho Chi Requirements and Regulations
   a) The following members of a sorority may not apply, although exceptions may be made to accommodate for the smaller sororities.
      1. President
      2. Vice President
      3. Recruitment Chair and Assistant
      4. Pledge Educator and Assistant
      5. Recording Secretary
      6. Treasurer

   b) It is preferable that a Sigma Rho Chi does not reside in the chapter house, although exceptions may be made to accommodate the smaller sororities.

c) No sorority letters, jewelry or anything representing their sorority may be worn by a Sigma Rho Chi beginning with the first day of formal recruitment.

d) Sigma Rho Chis may aid during their own chapters Final Party and any event prior to formal recruitment sponsored by Greek life.

e) Sigma Rho Chis may not participate or sit in on any cut or bid sessions.

f) Sigma Rho Chis will not participate in silent period.

g) Sigma Rho Chis must attend the Sigma Rho Chi Retreat, and all Sigma Rho Chi meetings.

h) Sigma Rho Chis may not participate or sit in on any cut or bid sessions.

i) The President and Recruitment Chair of the Panhellenic Council shall serve as Sigma Rho Chis, representing the Panhellenic Council and not their sorority.

I. Bidding for New Members
   1) Each sorority must submit a list of women it wishes to bid to the Office of Greek Life (see Chapter Recruitment Chair Manual for details).
   2) A Bid List must be received after Final Parties, but prior to Sorority Preference Signing.
   3) A Bid List includes 2 items:
      a) The First List (A List) - in alphabetical order, this list shall contain only the exact number the sorority wishes to bid, not exceeding quota.
      b) The Second List (B List) - typed in numerical order of preference and numbered, may contain as many names as the sorority desires.
   4) Potential New Members shall sign a Preference Card during a designated time after the last Final Party. During Preference Signing the Potential New Member will sign in preferential order in private, but the Advisor of the Panhellenic Council and Sigma Rho Chis will be available for consultation.
   5) Once a Preference Card is signed and the Potential New Member leaves the building, it is binding until bids are distributed. Any appeals of change may be presented and handled at the discretion of the Panhellenic Council Advisor.
   6) There shall be no oral bidding at any time. Written bids are handled by the Coordinator of Greek Life or a representative of the Student Affairs Office.
   7) Supplementary Bidding Process - The Coordinator of Greek Life or a representative of the Student Affairs Office shall submit to the sororities that have not filled their quota a list of Potential New Members who were not accepted by any sorority. This list is distributed before any bids are extended.
   8) All sororities that have not filled their quota may participate in the Supplementary Bidding Process.
   9) After the number of new members to any sorority has been reached the maximum quota, no Potential New Member on quota may pledge that sorority until the informal recruitment period (Continuous Open Bidding Process).
  10) If any vacancy occurs because of depledging, a sorority will be permitted to fill that vacancy. NOTE: This is true only if the sorority has not exceeded the ceiling. – Must be done by the end of week 1 of pledging.
  11) A list of independent women who have previously gone through recruitment will be submitted by the Coordinator of Greek Life or a representative of the Student Affairs Office. NOTE: A woman who has gone through formal recruitment is no longer on quota after the first day of the formal recruitment process of the forthcoming year.
  12) If a chapter has not filled its ceiling during formal recruitment, it may do so in the Continuous Open Bidding Process.
  13) Continuous Open Bidding - any sorority wishing to place a bid after formal recruitment shall notify the Office of Greek Life before extending bids. Other sororities wishing to extend a bid to the same individual, must do so by Wednesday of the following week. Bids can be extended at any time as long as New Members are activated by the end of that semester.
  14) All bids shall be filed with the Director of Greek Life, who shall notify the woman of the bid and ask her to sign a preference card.
15) There is a limit of 2 times a woman may sign a preference card.
16) The number of times a sorority may submit a bid for a given woman shall not be limited.

Section 3: PLEDGING
A. Pledging may start any time after preference signing. The pledging period for each sorority may last from 4-8 weeks according to each sorority’s preference. **Pledging may not occur the last week of the semester or during exams.**

B. All sororities must complete and submit the Hazing Compliance Form to the Greek Life Office before any pledging period begins.

C. All new member education programs, calendars, and pledge books must be submitted to the Greek Life Office for approval before any pledging may begin.

D. All sororities are required to have a copy of the following items in all pledge books:
   a. Hazing Policies and Regulations
   b. Risk Management Policies
   c. The Basic Expectations of Greek Membership
   d. Rights and Responsibilities of Sorority Membership

E. New Member Education Programs Shall be designed to fulfill the following objectives:
   a. Acquaint new members with active members and alumnae.
   b. Bring together in the spirit of collaboration the members of the pledge class.
   c. Encourage individual development; academically, socially, physically, spiritually, vocationally and emotionally.
   d. Emphasize the “Basic Expectations of Greek Membership,” as well as the “Rights and Responsibilities of Sorority Membership.”
   e. Learn the chapter history and become familiar with the operations of the organization.

F. Calendaring/Pledge Related
   a. **Sororities must provide pledges with two (2) 24 hour free periods each week during pledging.**
   b. **Students are not to engage in a calendared social event or chapter function between 1:00 A.M. and 7:00 A.M. per the request of the Vice President for Student Affairs and the Bylaws, Section 4, C.11.**
   c. Spontaneous activities within your own chapter and involving only chapter members do not necessarily need to be calendared.
   d. Any social event with another organization or an event that requires chapter funds to be spent must be calendared in the Student Affairs Office.

G. No pledge duties or activities are to be planned that will interfere with the academic performance of pledges.

H. Pledge duties during pledge period shall consist of constructive activities which reflect the stated purposes of pledging.

I. Sleepovers are allowed on weekends only, as long as you honor the request per the Vice President for Student Affairs, and the Bylaws, Section 4, C.11, that pledges are not to participate in activities from 1:00 A.M. to 7:00 A.M.

Section 4: HAZING
A. The definition of hazing is stated in the Bylaws, Section 1, B., 2a.

B. Any person suffering or witnessing hazing abuse is encouraged to report the incident to the President of the Panhellenic Council, the Coordinator of Greek Life or the Vice President for Student Affairs. Appropriate Panhellenic Council and college regulations as well as municipal and state statutes are applicable, including 2307.44 and 2903.31 of the Ohio Revised Code.

C. Actions and activities which are explicitly prohibited include but are not limited to the following:
   1. Forcing, requiring or endorsing pledges to drink alcohol or any other substance.
   2. Requiring pledges to eat spoiled foods, raw onions, goldfish, or anything an individual refuses to eat (including foods such as eggs, grapes, etc. dropped into mouths) or eat like animals or other animated objects in public.
   3. Extensive calisthenics, calisthenics is limited to chapter experience, members must voluntarily engage, and the activity must be approved by the chapter advisors.
   5. Blindfolding pledges.
   6. Physically assaulting, paddling, pushing, shoving or tackling an individual.
   7. Walking individuals time and again during the night; blindfolded and/or unattended pledge walks.
8. Throwing anything (whipped cream, garbage, water, paint, etc.) at an individual.
9. Theft, stealing or borrowing of any property, without permission, under any circumstances (including assigning or endorsing “pranks” such as stealing from and harassing another organization’s property).
10. Defacing trees, grounds, buildings, public and private property.
11. Conducting new member/member related activities between the hours of 1:00 A.M. and 7:00 A.M. (permitting less than six hours of continuous sleep for any member.)
12. Engaging in an activity which involves compelling an individual or group to remain at a certain place, transporting anyone without knowledgeable consent (road trips, kidnapping).
13. Conducting activities which do not allow adequate time for study during Inspiration Week or initiation periods.
14. Expecting participation in any activity that members will not do.
15. Wearing apparel in public which is conspicuous or not normally in good taste.
16. Deceiving new members prior to initiation, convincing a pledge that she will not be initiated or will be hurt.
17. Yelling and screaming at pledges to talk for extended periods of time.
18. Not permitting pledges to talk for extended periods of time.
20. Running personal errands (servitude).
21. Blasting, or any other activity in which an abduction or capturing of a member/pledge occurs.

D. Sororities may be held responsible for the hazing violations of their collective organization and the actions of an individual member or pledge of the chapter. Violations of the hazing policy of Otterbein University or the Panhellenic Council will result in disciplinary action against the responsible individuals and/or the entire organization.

Section 5: ELIGIBILITY FOR PLEDGING AND ACTIVATION

A. Each new member must be enrolled as an Otterbein student and must be a current student enrolled for Fall semester.

B. A Potential New Member must have a 2.000 cumulative in order to pledge.

C. A new member must have a 2.300 cumulative grade point average the term she pledged in order to go active. New members who have not attained a 2.300 GPA will participate in tutoring/mentoring programs coordinated by the Panhellenic Council.

D. If a new member does not have a 2.300 cumulative, she will be considered plactive and cannot go active until her grade point average is 2.300 or higher. To maintain active status, an active member must maintain a grade point average of 2.300 or higher.

E. All rules concerning eligibility made by the faculty shall be binding upon members of the Panhellenic Council.

F. Any woman depledging/deactivating must send a written announcement to the appropriate person for that sorority who will then notify the Office of Greek Life. If the sorority member does not receive written notification from the depledged/deactivated member, she is still responsible for notifying the Office of Greek Life.

G. After a woman depledges/deactivates, she is ineligible to pledge any sorority for 10 academic weeks for depledging, 20 academic weeks for deactivating – including summer term. This process is initiated on the date the Office of Greek Life is notified by the sorority member.

- NOTE: If a member of a sorority deactivates by week 1 of fall term, this means first meeting of that term, then they shall be allowed to pledge another sorority that upcoming spring term.

Section 6: SORORITY HOUSES

A. Sorority houses are considered off-campus housing.

B. The house must meet fire and health standards of the City of Westerville.

C. Men are permitted at any hour deemed acceptable by the sorority.

D. The houses will be locked weeknights from 12:00 A.M to 6:00 A.M.

E. Quiet hours and phone calls are left to the discretion of the house.

F. Sorority presidents are to report the names of all house residents to the Office of Greek Life.
G. A woman must be of sophomore, junior or senior status in order to live in the house during the academic year.
   NOTE: the house cannot be more than half full of sophomores.

H. When the university owns the house, residents will pay room charges directly to the sorority. The sorority will then pay house rental to the university.

I. A house manager will be elected by the sorority members.

J. The house manager must live in the house.

K. House regulations and regulations of the Otterbein University community will be enforced by the appropriate governing body and the Panhellenic Council. Infractions of rules will proceed to the proper disciplinary board.

L. Service requests for university owned houses should be processed through the Office of Greek Life.

M. Any sorority house may keep its house open during vacation periods provided it meet the following criteria:
   a. Students living in the house must be enrolled at the present time, for the following fall, or are graduating during the year.
   b. Students need not be members of the sorority but must be approved by them.
   c. Students must have gone through formal recruitment or be of junior or senior status.
   d. Pets are allowed at the discretion of the house members and the sorority.
   e. University owned properties must abide by all university policies and regulations which pertain to their Lease Agreement and the Campus Life Handbook.

Section 7: NEW CHAPTER EXPANSION

A. Anyone wishing to form a new student organization at Otterbein University must first have it approved by the Vice President for Student Affairs. This administrative approval is for no more than one year.

B. During the period of administrative approval and before an interest group can request to be an Associate Member of Panhel, the new student organization must meet the following requirements:
   1. Meet with the Otterbein University Greek Advisor to discuss expansion requirements. At least one of the women approaching the Greek Advisor must have gone through formal recruitment at Otterbein University or be a second year Otterbein student.
   2. Develop the organization’s constitution and Bylaws, which will need to be reviewed by the Constitution Review Committee and then approved by the Student Life Committee.
   3. Obtain no less than 10 interest group members who are fulltime students of Otterbein University and meet eligibility requirements.
   4. Obtain a faculty advisor.
   5. The organization must serve the best interests of Otterbein University, Greek Life, and the membership involved.

C. Upon completion of the aforementioned requirements, the new organization shall request Associate Members in the Panhellenic Council. As an Associate Member to the Panhellenic Council the new organization is entitled to the right to participate in Recruitment, pledging, social functions, and Greek Week. The associate member is not entitled to voting privileges, nor will they be required to pay dues. Associate membership shall only be granted for a term of one year.

D. Once an organization has requested Associate Membership into the Panhellenic Council there must be two weeks of deliberation. After two weeks, the Panhellenic Council must vote and approve Associate Membership status for the group by a ¾ vote of the council.

E. As an Associate Member the new organization/colony must fulfill the following requirements:
   1. Obtain no less than 30 active members who are full-time students of Otterbein University and meet all necessary requirements.
   2. Complete TWO chapter based service projects.
   3. Participate in at least ONE all Greek community service project.
   4. Obtain a cumulative GPA of 2.5 or above.
   5. Submit their constitution to the Student Life Committee for approval (Pending Panhel full membership vote)
   6. Obtain a non-university chapter advisor along with their already obtained faculty advisor.
   7. Participate in all Greek events as appropriate (Homecoming, Greek Week, etc…).
   8. Participate in campus events as appropriate.
   9. Fill out all appropriate paperwork with the Center for Student Involvement.
   10. Develop and submit a Recruitment and New Member Education plan to the Director of Greek Life.
   11. Executive Board members must attend a minimum of ONE leadership conference/workshop.
F. Once the Associate Member organization has completed the necessary requirements, then they shall request the Panhellenic Council/Regular Membership status.

G. Request consideration and approval of the Constitution Review Committee, the Student Life Committee, and the Board of Trustees to be recognized as a student organization.