



## Code of Ethics

We, the undergraduate members of women's fraternities at Auburn University agree to promote honesty, respect, and sisterhood through adherence to the UNANIMOUS AGREEMENTS and all amendments established by the National Panhellenic Conference. Recognizing that we represent the Greek community, we strive through thought, word, and action, to uphold the traditions, fine standards, and values long held by Auburn women. As members of the Panhellenic Council, we stand for academic excellence, social responsibility, leadership, and service to our college campus and community. In accordance with the dignity and character of fraternity women, we pledge to treat all collegians, both Greek and non-Greek, with the utmost respect and honor. We believe that the highest level of trust should exist between individual chapters and their members, fostering a spirit of friendship and harmony. These are the ideals which will establish a legacy for future generations of Auburn women.

## Bylaws of Auburn University Panhellenic Association

### Article I. Name

The name of this organization shall be the Auburn University College Panhellenic Association.

### Article II. Object

The object of the Panhellenic Association shall be to:

1. Conduct the business of the College Panhellenic only during the campus academic year.
2. Promote the growth of individual chapters and the sorority community.
3. Organize and sponsor a women's-only membership recruitment program.
4. Encourage the highest possible academic, social and moral standards.
5. Coordinate activities, establish orderly procedures and provide programming in addition to recruitment.
6. Adjudicate all matters related to the NPC Unanimous Agreements, College Panhellenic bylaws and/or other governing documents, College Panhellenic membership recruitment rules, College Panhellenic code of ethics and College Panhellenic standing rules.
7. Actively support the mission of its host institution.
8. Promote good public relations.
9. Give service to the community and campus.
10. Sponsor Junior Panhellenic, if appropriate, for specialized programming efforts.
11. Promote friendship, harmony and unity among members, chapters, faculty, administrators and campus groups.

### Article III. Membership

#### Section 1. Membership Classes

There shall be three classes of membership: regular, provisional and associate.

- A. **Regular membership.** The regular membership of the Auburn University Panhellenic Association shall be composed of all chapters of NPC fraternities at Auburn University. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and one vote on all matters.
- B. **Provisional membership.** The provisional membership of the Auburn University Panhellenic Association shall be composed of all colonies of NPC fraternities at Auburn



University. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.

**C. Associate membership.** Local sororities or national or regional non-NPC member groups may apply for associate membership of the Auburn University Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the College Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters and, if they are not participating in the formal recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

## Section 2. Privileges and Responsibilities of Membership

**A. Duty of compliance.** All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these Auburn University Panhellenic Association bylaws, code of ethics and any additional rules this Panhellenic Association may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.

### Article IV. Officers and Duties

## Section 1. Officers

The elected officers of the Auburn University Panhellenic Association shall be president, administrative vice president, vice president for recruitment, executive vice president, vice president for finance, and vice president for public relations. These elected officers will serve as the executive board. Executive officers will select a cabinet of appointed officers annually.

## Section 2. Eligibility

Eligibility to serve as an officer shall depend on the class of membership. An officer is described as the Panhellenic Executive Board, Recruitment Executive Board, Panhellenic Cabinet member, Pi Chi, and any other position that serves on Panhellenic.

**A. Regular membership.** Members from women's fraternities holding regular membership in the Auburn University Panhellenic Association shall be eligible to serve as officers. A women's fraternity must hold regular membership status for at least three years before its members are eligible to hold the Panhellenic Presidency.

**B. Provisional membership.** Members from women's fraternities holding provisional membership in the Auburn University Panhellenic Association shall not be eligible to serve as an officer.

**C. Associate membership.** Members from women's fraternities holding associate membership in the Auburn University Panhellenic Association shall not be eligible to serve as an officer.

## Section 3. Selection of Officers

The president, administrative vice president, vice president for recruitment, executive vice president, vice president for finance, and vice president for public relations of the Auburn University Panhellenic Association shall be elected by ballot, except if there is only one nominee for an office that nominee shall be declared elected.

## Section 4. Office-Holding Limitations



- A. No more than one member from the same women's fraternity shall hold an executive office during the same term. No elected officer may be succeeded in office by a member of the same women's fraternity.
- B. All executive officers must be a member of the Panhellenic council (delegate, cabinet member, chapter president, or Panhellenic executive officer) during the year that the election is held. Exceptions to this include Vice President for Recruitment, who may have been a chapter recruitment chair, Vice President for Finance, who may have been the chapter treasurer, and Vice President for Public Relations, who may have been the chapter public relations chair.
- C. All elected officers must be enrolled as students at Auburn University and must remain active members in their sororities.
- D. No executive officer may serve as a Camp War Eagle counselor.
- E. All officers, elected and appointed, must have and maintain a 2.5 cumulative grade point average.

#### Section 5. Selection Procedure

- A. Elected officers will be chosen by the following process:
  - 1. Application
  - 2. Interview before the Panhellenic Council
  - 3. Election with each eligible organization casting one vote.
- B. Appointed cabinet officers will be chosen by a process including applications and interviews. This process will be coordinated by the newly elected executive officers.

#### Section 6. Term

The officers shall serve for a term of one year. The term of office will begin upon installation, which will be held within six weeks of officer elections.

#### Section 7. Removal

- A. Any elected officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.
- B. Any appointed officer may be removed for cause by a majority vote of the executive board.

#### Section 8. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Sections 3, 4, and 5 of this article.

Section 9. Duties of Officers. As a Panhellenic Executive Board officer, there are expectations that are required of you during your term. These expectations are:

- Four office hours per week of the regular academic year.
- Weekly Executive Board meetings.
- Bi-Weekly cabinet meetings (and other small group meetings).
- Bi-Weekly council meetings.
- Communicate regularly with the Panhellenic Advisor.
- Understand and implement the NPC Manual of Information and all governing documents of this association.
  - Commit to diversity, equity, and inclusion initiatives within the Panhellenic community.
  - Participation in council trainings, such as conferences or retreats.
  - Attend other council events and volunteer when available.
  - Will completely disaffiliate from her sorority during the recruitment process.



- May not serve on her own sororities Executive Board during the same academic year she serves as the Panhellenic Executive Board officer.

A. The President shall:

- Commit to diversity, equity, and inclusion initiatives within the Panhellenic community.
- Responsible for the operation of the Panhellenic Council.
- Call and preside at all meetings of the Panhellenic Association, Executive Board, and serves as an ex-officio member of all Panhellenic Association committees.
- Conduct bi-weekly meetings of the chapter presidents.
- Communicate regularly with the Panhellenic advisor and the NPC Area Advisor.
- Ensure that the NPC annual report is completed.
- Maintain current copies of the following: Auburn University Panhellenic Association bylaws and standing rules; the Panhellenic Association budget; contracts executed on behalf of the Panhellenic Association; correspondence and materials received from the NPC Area Advisor; all College Panhellenic reports to NPC; and other pertinent materials.
- Attend and contribute to administrative meetings on behalf of the Panhellenic Council.
- Perform all other duties as assigned.

She must also:

- Be in at least her junior year as a student at Auburn University and be enrolled in the spring and fall semesters of her term.
- Reside in Auburn during the summer she is in office.

B. The Administrative Vice President shall:

- Commit to diversity, equity, and inclusion initiatives within the Panhellenic community.
- Perform the duties of the president in her absence or at her call.
- Conduct bi-weekly meetings and regularly scheduled one on ones of the Panhellenic cabinet.
- Responsible for the selection and oversight of Panhellenic Cabinet officers and keep current reports on their activities.
- Oversees Panhellenic programming, such as Convocation and Greek Sing, new member initiatives, and public media relations.
- Works closely with administrative offices, such as Office of Inclusion and Diversity, Health Promotion and Wellness Services, Women's Center, Student Involvement, and any other offices that collaborate with the Panhellenic Council.
- Collaborate with the Greek Life Office on Greek Programming Board initiatives, and any other initiatives in regards to cross-council relations.
- Perform all other duties as assigned.

She must also:

- Be in at least her junior year as a student at Auburn University and be enrolled in the spring and fall semesters of her term.
- Reside in Auburn during the summer she is in office, or communicate with the Panhellenic Advisor on an alternative solution to completing job assignments over the summer.

C. The Vice President for Recruitment shall:

- Commit to diversity, equity, and inclusion initiatives within the Panhellenic community.



- Conduct bi-weekly meetings and regularly scheduled one on ones of the Recruitment Executive Board.
- Conduct all chapter recruitment chair meetings.
- Responsible for the selection and oversight of Recruitment Executive Board officers, and recruitment counselors and keep current reports on their activities.
- Responsible for the distribution, discussion, and implementation of recruitment information, including rules, schedules, and registration materials.
- Make and execute plans for fall recruitment as well as management of Continuous Open Bidding.
- Responsible for recruitment orientation programs and presentations, including Camp War Eagle and hometown Panhellenic presentations.
- Perform all other duties as assigned.

She must also:

- Be in at least her junior year as a student at Auburn University and be enrolled in the spring and fall semesters of her term.
- Reside in Auburn during the summer she is in office.

D. The Executive Vice President shall:

- Commit to diversity, equity, and inclusion initiatives within the Panhellenic community.
- Keep an up-to-date roll of the members and is responsible for official correspondence of the Panhellenic Council, unless provided for otherwise.
- Conduct bi-weekly meetings and regularly scheduled one on ones with the Panhellenic Delegates.
- Record minutes of all meetings of the Auburn University Panhellenic Council and the Executive Board and maintain an up-to-date file that includes this information and all correspondence.
- Send meeting minutes to the NPC area advisor and upload minutes to the appropriate NPC management program.
- Manages and collects scheduled votes on Panhellenic governing documents and decisions.
- Manages events for the Panhellenic Council in AUinvolve.
- Perform all other duties as assigned

She must also:

- Be in at least her sophomore year as a student at Auburn University and be enrolled in the spring and fall semesters of her term.
- Reside in Auburn during the summer she is in office, or communicate with the Panhellenic Advisor on an alternative solution to completing job assignments over the summer.

E. The Vice President for Finance shall:

- Commit to diversity, equity, and inclusion initiatives within the Panhellenic community.
- Supervise the finances of the Auburn University Panhellenic Association.
- Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each Auburn University Panhellenic Association member fraternity.
- Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
- Pay promptly the annual NPC dues and all bills of the Auburn University Panhellenic Association.



- Maintain up-to-date financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
- Responsible for the completion and submission of all financial paperwork.
- Collaborate with accountant to submit tax records and documents on behalf of the Panhellenic Council.
- Perform all other duties as assigned.

She must also:

- Be in at least her sophomore year as a student at Auburn University and be enrolled in the spring and fall semesters of her term.
- Reside in Auburn during the summer she is in office, or communicate with the Panhellenic Advisor on an alternative solution to completing job assignments over the summer.

G. The Vice President for Public Relations shall:

- Commit to diversity, equity, and inclusion initiatives within the Panhellenic community.
- Conduct bi-weekly meetings and regularly scheduled one on ones of the Social Media Team.
- Responsible for the selection and oversight of the Social Media team and keep current reports on their activities.
- Responsible for the development, coordination, and management of all branding communications, and strategic marketing related activities.
  - Develop and maintain a strategic marketing plan for the Panhellenic community.
- Oversees all Panhellenic digital marketing efforts including, but not limited to, social media accounts, blog content, video content, graphic design, and all other projects that arise.
  - Maintains up-to-date engagement records on digital marketing and social networking platforms.
- Collaborate with the Greek Life Office to establish press releases, publications, and any written statements or marketing materials.
  - Perform all other duties as assigned.

She must also:

- Be in at least her sophomore year as a student at Auburn University and be enrolled in the spring and fall semesters of her term.
- Reside in Auburn during the summer she is in office

## Article V. The Panhellenic Council

### Section 1. Authority

The governing body of the Auburn University Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the Auburn University Panhellenic Association including, but not limited to: annually review and adjust total as needed; determine dues; approve the annual budget; consider extension; set a calendar of events;





determine programming; and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of member women's fraternities.

## Section 2. Composition and Privileges

The Auburn University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at Auburn University as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the fraternity, providing her credentials have been presented to the association president.

## Section 3. Selection of Delegates and Alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's fraternity chapters to serve for a term of one year commencing when the executive officers for the coinciding term are installed.

## Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within two weeks and to notify the Panhellenic Association secretary of her name, address and telephone number.

## Section 5. Regular Meetings

Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term.

## Section 6. Annual Meeting

The annual meeting of the Panhellenic Association shall be held during the Spring Semester. The purpose of the annual meeting shall be to hear updates from each executive officer concerning Auburn Panhellenic.

## Section 7. Special Meetings

Special meetings of the Panhellenic Council may be called by the president when necessary and shall be called by her upon the written request of no less than one-fourth of the member women's fraternities of the Auburn University Panhellenic Association. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

## Section 9: Means of Communication

The Panhellenic Council may conduct business at any meeting (regular or special) through the use of any means of communication by which all delegates participating may simultaneously hear one another and participate in the proceedings during the meeting.



*NOTE: If meeting electronically or via conference call is not possible, the College Panhellenic Council can vote electronically. These votes should be limited to votes that are absolutely necessary. If these votes take place, they must be ratified at the next in-person College Panhellenic Council meeting and reflected in the meeting minutes.*

#### Section 8. Quorum

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

#### Section 9. Vote Requirements

A. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.

B. A two-thirds vote of the Panhellenic Council shall be required to approve a reestablishment plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption. (See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.)

Article VI. The Executive Board

#### Section 1. Composition

The composition of the Executive Board shall be those officers listed in section 1 of this article.

#### Section 2. Duties

The Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council through the secretary, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.

#### Section 3. Regular Meetings

Regular meetings of the Executive Board shall be held at a time and place established at the beginning of each academic term.

#### Section 4. Special Meetings

Special meetings of the Executive Board may be called by the president when necessary and shall be called by her upon the written request of three members of the Executive Board.

#### Section 5. Quorum

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

Article VII. The Panhellenic Advisor

#### Section 1. Appointment

The Panhellenic advisor of the Auburn University Panhellenic Association shall be appointed by the Auburn University administration.

#### Section 2. Authority





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

## Article VIII. Committees

### Section 1. Standing Committees

- A. The standing committees of the Auburn University Panhellenic Association shall be the Judicial Board and Panhellenic Cabinet.
- B. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

### Section 2. Appointment of Committee Membership

The Executive Board shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and, in making these appointments, recognize fair representation from all member women fraternities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board.

### Section 3. Judicial Board

The Judicial Board shall consist of the Administrative Vice President as chairman and five members of women's' fraternities holding regular membership in the Auburn University Panhellenic Association. The Panhellenic advisor shall serve as a nonvoting ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member fraternities about the Panhellenic judicial procedure. It shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the Auburn University Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

### Section 2. Panhellenic Cabinet

Panhellenic Cabinet will include officers appointed by the Executive Board. Members include those women serving as liaisons to other offices and directors of Panhellenic programs such as scholarship, benevolence, and Greek Sing. The composition and membership of Panhellenic Cabinet will be determined by the Executive Board.

### Section 3. Other Committees

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

## Article IX. Finances

### Section 1. Fiscal Year

The fiscal year of the Auburn University Panhellenic Association shall be from January 1 to December 31 inclusive.



## Section 2. Contracts

Dual signatures of the Advisor, President, and/or Vice President for Finance shall be required to bind the Auburn University Panhellenic Association on any contract.

## Section 3. Checks

All checks issued on behalf of the Auburn University Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: Advisor, President and/or Vice President for Finance.

## Section 4. Payments

All payments due to the Auburn University Panhellenic Association shall be received by the Vice President for Finance, who shall record them. Checks for payments shall be made payable to the Auburn University Panhellenic Association.

## Section 5. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. Panhellenic Association membership dues shall be an assessment per member and new member.
  - The amounts of such dues are: \$8.25 per member and new member each fall and \$9.32 per member and new member each spring.
  - The dues of each Panhellenic Association member fraternity shall be payable on or before a date determined by the Panhellenic Vice President for Finance. The Panhellenic Vice President for Finance will announce the date at least two weeks before the due date.

## Section 6. Greek Member Fee

- A. Panhellenic Facility Fee
  - Every Auburn Panhellenic Woman will be charged \$105 each spring and fall semester in lieu of sorority chapter room rent payments. The total \$210 will be charged and paid through the Auburn University billing system and will appear on each student's bill during the semester in which it is charged.
- B. Greek Fee
  - Every Auburn Panhellenic Woman will be charged a \$15 Greek fee each spring and fall semester, which will support educational and leadership programming, additional staff, and other student needs. The total \$30 will be charged and paid through the Auburn University billing system and will appear on each student's bill during the semester in which it is charged.

## Section 7. Endowment

Auburn Panhellenic maintains an endowment fund with the Auburn University Foundation, through the Office of Development. Details related to the scholarships and programs supported by this endowment will be kept in the Auburn University Panhellenic Endowment Details document, which shall be controlled by the Auburn University Panhellenic Council through its voting delegates.

## Section 8. Fees and Assessments

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

## Article X. Extension



Section 1. Extension is the process of adding an NPC women’s fraternity.

The Auburn University Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

Section 2. Voting rights

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

#### Article XI. Violation Resolution

Section 1. Violation

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the Auburn University Panhellenic Association shall be considered a violation.

Section 2. Informal resolution

Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

Section 3. Judicial process

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The Auburn Panhellenic Association shall follow all mediation guidelines found in the Manual of Information.

**Mediation.** Mediation is the first step of the judicial process. The Auburn University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.

A. **Judicial Board hearing.** When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.

B. **Appeal of Judicial Board decision.** A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeal Committee. The Auburn University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

#### Article XII. Hazing

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

#### Article XIII. Inclusion Statement

Auburn University College Panhellenic Association does not categorically deny membership to an individual, based on race, color, religion, sex\*, national origin, age, disability, marital status, military or veteran status or political affiliation.



\*Pursuant to 20 U.S.C. 1681(a)(6)(A), social fraternities and sororities may limit membership on the basis of sex.

#### Article XIV. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Auburn University Panhellenic Association in all cases to which they are applicable and in which they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the Auburn University Panhellenic Association may adopt.

#### Article XV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Auburn University Panhellenic Council by a two-thirds vote, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting allowing an opportunity for chapter input.

#### Article XVI. Dissolution

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

### **Standing Rules**



A College Panhellenic Association may wish to adopt additional rules that pertain to the administration of the association. This type of rules belongs 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.

The following topics (as well as others) are best suited for standing rules:

- Awards
- Judicial Procedures
- Traditions (i.e., Homecoming, Advisors, Installation, Service Projects, etc.)
- Office Procedures
- Recruitment Counselor selection/requirements/expectations

#### **Panhellenic Points**

Panhellenic Points are an incentive system designed to motivate sorority members to attend other sororities philanthropy events, benefit nights, and to participate in Panhellenic's monthly drives.

Each semester the top 3 sororities who receive the most Panhellenic points win cash prizes that go towards their philanthropy: 1<sup>st</sup> place- \$200 2<sup>nd</sup> place- \$100 3<sup>rd</sup> place- \$50

1 Panhellenic Point is rewarded for each item contributed to a Panhellenic drive as long as it is of quality deemed by the Director of Benevolence. 1 Panhellenic Point is rewarded for each person in attendance to a different sorority's benefit night or philanthropy event. The HOST sorority does not receive Panhellenic points for attending their own event.

#### **Executive Board Application Process**

Eligible candidates must submit applications by the stated deadline. The deadline is usually, but not always, noon on the Friday before elections. Check the application for the date. A candidate may submit more than one application if she is interested in more than one office. If a candidate submits an application for an office she is not eligible for, that application will be rejected; but she may still run for the offices she is eligible for, if any. Once the deadline has passed and a group of candidates has been vetted, no more application packets will be accepted, unless there is a situation at a later time when a position has no eligible candidates in contention. Applications will be sent as a booklet to all sitting chapter presidents and delegates.

#### **Interview Process**

Candidates should not campaign with chapter representatives in the time leading up to the elections. The time for questions and answers is at the interviews. This saves time and energy for candidates and chapter representatives. Candidates should attend the interviews. Each chapter should send their sitting president and delegate, but any interested sorority member should attend. This is a good opportunity for incoming officers to learn about those women with whom they might end up working. This meeting is usually at 5:00 pm on a Monday on a night before a regularly scheduled council meeting.

At the beginning of the interview session, all women who are candidates for Panhellenic President will leave the room. Any woman who is eligible to run for Panhellenic President and has already been cleared to be a candidate because she submitted a packet for another office may choose to become a candidate



for Panhellenic President. She will leave the room as well. She will receive an interview, but will not be allowed to turn in an additional written packet related to the office of President.

Once all candidates for President have left the room, the woman whose last name is first alphabetically will re-enter and be seated before the council. The Panhellenic Executive Board will ask her a few questions. Then, the floor will open and anyone may ask the candidate questions related to her application, ideas, or ability to do the job. Once her questions have been answered, she will leave the room and the next candidate (alphabetically by last name) will enter. The Panhellenic Executive Board will open with the same questions as before and the floor will open again. This will continue until all candidates for President have been interviewed. Once all interviews for President have concluded, the candidates rejoin the audience.

The process for interviewing candidates will be repeated with the other four offices. Administrative Vice President is next, followed by Vice President for Recruitment, Executive Vice President, and Vice President for Finance. The Panhellenic Executive Board will not ask the same questions to every single candidate, but will ask the same questions to each candidate for the same office. For example, the questions that all VP Recruitment candidates will answer will be recruitment focused while the ones that the candidates for Administrative Vice President might center around programming.

Once all interviews are complete, the interview meeting is over. The representatives from each sorority should meet to discuss. So, the President, Delegate, and anyone else present for Beta Beta Beta sorority should go back to their hall or chapter room and discuss who their sorority should vote for.

### **Executive Board Compensation**

The president shall receive \$333.33 per month, January through December. The remaining executive offices shall receive \$300 for each month of service January through December. Vice Presidents who stay and work the summer months will receive \$250 for each month worked. The summer months include June and July.

### **Greek Sing Rules 2020**

1. The whole presentation is limited to three and a half (3:30) minutes. The timer will begin with the first sound. In addition to the presentation itself, each group has 30 seconds to remove anything from the stage. Each additional 10 seconds used will result in one point deducted from the sorority's overall score.
2. Sororities will be judged based on overall dance ability, routine staging, transitions, difficulty, synchronization, spacing, communication and projection and overall impression. In addition, the 360-degree performance was implemented in Spring 2016. This rule requires that the performance be choreographed so that it appeals to all sides of the arena with a suggested 25% towards the back and 75% towards the front. The judges on each side will score the dance appropriately as each chapter is given a front side. The judges on the back of the performance will have 50% less total for their Communication and Projection score in the Overall Effect section than the front judges' Overall Effect score.
3. Greek Sing is a friendly competition and all dances must be original. The originality of the dance is up to the discretion of the Greek Sing directors. If my sorority is found using a non-member/not active member as a choreographer prior to the competition, we will be disqualified to perform at Greek Sing 2020 and 2021. If we are found using a choreographer after 2020 Greek Sing competition, any awards will be revoked and we will not be allowed to participate in Greek Sing 2021.





4. Themes and songs will be picked by randomly drawing numbers. A song may not be played more than two times throughout Greek Sing. If the theme or songs are rejected or overused, a week grace period will be given to plan for a new theme or to select new music.
5. A complete set of words must be turned in of all song lyrics. No obscenities, vulgarity, or suggestive language is allowed. If there is any inappropriate material, you will have to change it... NO EXCEPTIONS. You must adhere to this set of words during the performance or else your sorority will be disqualified.
6. Greek Sing is an event hosted by Auburn Panhellenic and all costumes must represent Panhellenic well. Costumes must be appropriate and cannot show bellies, chest, or be revealingly short costumes when standing still or in motion. Costumes must be approved by the director before dress rehearsal. Additionally, all choreography must be appropriate and represent Auburn Panhellenic well. The Greek Sing directors reserve the right to disapprove of choreography which must be omitted before the Greek Sing performance if found inappropriate.
7. Only active and new members may perform. You must turn in a list of the participants' names on the date given. A group may have up to 40 members and a minimum of 20 members on stage. You may have tryouts for Greek Sing. However, if there are more than 40 members wanting to participate, they can be helpful in hair, make-up, costume, etc. Let them help!
8. Tickets will be \$7 preordered and \$10 at the door.
9. There will be a non-refundable entry fee of \$150 due on January 22, 2019 (second meeting). There will be an additional \$100 fee for any sorority that withdraws from the competition.
10. NO practicing in the arena except for dress rehearsal times. A practice schedule must be turned in at the respective meeting. (Meeting 3: February 5th)
11. All stunts will follow the "Hips over Head" rule: the flyer's hips can never go over the bases head. Tumbling is allowed. If this rule is broken the team will be disqualified. All stunts must be approved at the practice visit. The safety of the dancers is at the utmost importance. If a dancer does not tumble successfully by the discretion of the Greek Sing directors at the dress rehearsal, the dancer may not tumble during Greek Sing. Teams will be told who does not tumble successfully, and if the dancer tumbles after being told not to the team will be disqualified.
12. Seating will be determined based off of appendix 1.
13. Only active members of each sorority may choreograph and perform in the routine. Under NO circumstances will there be choreography done by ANYONE other than ACTIVE members in the sorority; this includes members with alumni status. If any choreographers are used, it will result in disqualification of this year and the following year. The directors reserve the right to show up at any rehearsal for any sorority.
14. Plaques will be given for the 1st, 2nd, 3rd, 4th, and 5th places. There will also be a Creativity Award (includes choreography, props, and costumes) a President's Award (voted on by the current chapter presidents), and a Director's Award for an exceptional Greek Sing Chair (implemented at Greek Sing 2018). There will also be an award for the Top Fundraising Sorority that raises the most money on CrowdChange.
15. Each sorority can require each of their dancers to spend up to \$30 on individual costumes. Budgets with ALL receipts will be turned in during the week of practice visits. If the sorority doesn't require their members to spend the full \$30, they may NOT use the remainder to add to their \$75 prop allotment. Any clothing already owned by the individual may be worn and will be recorded as \$2 per borrowed item toward each dancer (i.e. leggings, white t-shirt, black pants, dance shoes, etc...) Any prop that is being donated or is already owned must be reported and will be recorded as the cost of the item.



16. Receipts will be due at practice visit. You must electronically submit (through email) all receipts as well as an itemized budget by the time of your practice visit. Failure to do so will result in a deduction of 1 point from the sorority's final score.
17. Each sorority has a budget of \$75 that is limited to your props. Girls must be able to easily carry stage props on and off the stage. Props must be approved by the director at the last meeting or during the week which the director will be reviewing dances and practices. One point will be deducted for each prop that is not shown to directors before the event. Props must be easily transportable and may not be used if they harm the marley in anyway.
18. If a prop is left on the floor after a team's performance, that team will be disqualified. Props may be left off of the marley, but dancers may not leave the marley to grab props. One point will be deducted from the final score for each dancer who leaves or steps off the marley before the end of their dance.
19. Greek Sing is a friendly competition. ANY unsportsmanlike conduct, attitude issues or slander will result in that team's disqualification. NO EXCEPTIONS.
20. If a sorority fails to send the required representatives (2 unless otherwise stated) to a Habitat for Humanity work day, then the sorority will lose 1 point from their final score.
21. The opportunity to earn points back will be presented in December by participating in Habitat for Humanity's cookie walk. Baking 4 dozen cookies will be one point. Volunteering for 2 hours will be one point. These points are not added to the final score but they can cancel the points taken off due to late submissions, lack of people at benefit nights and habitat days, etc. This starts in DEC 2018.
22. Benefit nights require 50 members to attend total, not per a benefit night. (If there are three benefit nights than the sorority has three chances to get the total attendance up to 50.) There is not a set number of members required per a night. The totals will be sent to the chairs at the end of the night, DO NOT ask the girls at the sign in sheets.

Each sorority will deliver a gift basket to their assigned sorority the week before Greek Sing. As of 2017 the delegates are responsible for the gift baskets. Ideas include candy, snacks, sports drinks, bobby pins, hair sprays, hair ties, good luck notes, etc. GET CREATIVE!

If you have any questions or concerns, feel free to call, text, or email either of us! Remember that I am working for each of you, and I will do my best to provide a solid answer for any question you may have. I can't wait to get to know each of you, and I'm looking forward to the best Greek Sing Auburn has ever had!

### **Appendix 1**

Greek Sing seating will be determined by the following equation starting April 2018.

33% T-shirt sales: 33 points

1. The T-Shirt sales will be based off of the percentage of your chapter total according to the Panhellenic Financial Vice President that purchases a shirt. If you have 200 members and buy 200 shirts, you receive 100% of your points as well as a sorority that has 150 members and buys 150 shirts. You may buy more than 100% your chapter total but for seating purposes your points for T-shirts will not exceed 100%.

33% Ticket sales: 33 points

2. The ticket sales will be based off of the percentage of your chapter total listed on AU Involve that purchases a ticket. Parent tickets bought through the chapter can contribute to your total. If you have 200 members and buy 200 tickets, you receive 100% of your points as well as a sorority that has 150 members and buys 100 member tickets and 50 parent tickets.



You may buy more than 100% your chapter total but for seating purposes, but your points for tickets will not exceed 100%.

34% Panhellenic Points: 34 points

3. The sum of a sorority's Panhellenic Points from the previous fall semester until April 2nd as reported by the Director of Benevolence will be counted. The percentage of points towards seating a sorority gets in the Panhellenic Points category will be determined by dividing their Panhellenic Point total by the highest sorority's total for that year.

**Example:**

First place Panhellenic Points had 900 Panhellenic Points. Beta Beta Beta's chapter total is 250 members. BBB bought 180 T-shirts and 200 tickets. BBB had 760 Panhellenic Points.

T-shirts:

They bought 72% of their chapter total. They get 72% of 33 points which is 23.76. Tickets:

They bought 80% of their chapter total. They get 80% of 33 points which is 26.4. Panhellenic Points:

$760/900=$

They had 84.4% of Panhellenic Points, they get 84.4% of 34 points which is 28.7. Their total points out of 100 is 78.87.

Each chapter's point total in comparison with other chapters will determine where each group will sit. Each chapter will be ranked based off of point total, and this rank as well as the side the sorority is performing towards (A or B) will determine the seating chart. There is an opportunity to raise your point total through participation in benefit nights. Each sorority is required to send 50 girls total to benefit nights. For every two girls sent over fifty, a point will be added to the total. Each girl is 1/2 of a point. There is no limit to how many points can be earned.

In the Beta Beta Beta example, it would take 43 girls over the required 50 (93 total) to reach 100 points. If Beta Beta Beta required, their whole chapter to go to one benefit night their total points would be 178.87.