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## **Section One: Relationship Statement between UNO Fraternities and Sororities and Statement of University Expectations**

### **Relationship Statement**

The purpose of this statement is to affirm the relationship between the University of New Orleans and its recognized chapters of social fraternities and sororities.

The university's continuing commitment to Greek-letter social organizations is based upon the significant opportunities they provide for intellectual, cultural, and interpersonal growth. Fraternities and sororities have made substantial contributions to campus life by completing the educational mission of UNO.

In recognition of the important role of Greek-letter organizations, UNO continues to foster their growth. The university is committed to assisting social fraternities and sororities in the pursuit of a positive intellectual atmosphere and in meeting the standards of their respective national organizations and the university.

The UNO Greek Council, Interfraternity Council, National Pan-Hellenic Council, and Panhellenic Association have the responsibility for governance over social fraternities and sororities. Specific regulations concerning the scope of these bodies' authority are published in their constitutions and bylaws.

### **University Membership Policy**

In order for Greek-letter social organizations to secure and maintain university recognition, they must be accepted for membership by the appropriate fraternity/sorority governing body. Specific procedures exist within each group for the establishment of new chapters.

Any social fraternity or sorority seeking or renewing recognition by the University of New Orleans must be affiliated with the National Association of Latino Fraternal Organizations, the National Panhellenic Conference, the National Pan-Hellenic Council, the North-American Interfraternity Conference, or the Fraternity Leadership Association. A chapter seeking renewal must also be in good standing with its respective national organization.

If an organization wishes to become a chapter of a social fraternity or sorority at the University of New Orleans, they must submit a letter of intent to the respective umbrella organization and the Director of Greek Life. Acceptance by the respective umbrella organization is required before official UNO recognition will be considered. The university has the responsibility of inviting new chapters to join the UNO Greek community.

In order to go through the membership recruitment or intake process, become an initiated member, or hold a chapter office, an individual must be a regularly-matriculating student at the University of New Orleans who is enrolled in at least six (6) semester hours, has at least a 2.0 cumulative grade point average, and is not on judicial or scholastic probation.

## **Statement of University Expectations**

Social Greek-letter organizations have been a part of the history of University of New Orleans almost since the founding of the institution. These organizations are an important part of campus life and have a meaningful impact on the development of their members.

Fraternities and sororities are different in some respects from other student organizations, particularly in membership selection, secret rituals of initiation, broad scope of organizational activities, and high campus visibility.

Therefore, the University of New Orleans has defined specific standards of performance and behavior that all Greek organizations must meet to continue their affiliation with the university.

These expectations are:

1. **Integrity:** All fraternity and sorority chapter members, new/associate members, and affiliates are to speak and act with honesty and scrupulous respect for the human dignity of others. Failure to act when infractions are known or attempting to conceal misbehavior critically affects the trust that must exist for a positive and continuing relationship between organization and the university. Furthermore, acting with integrity includes not only following written policy, but also following the intent of such policy.
2. **University Policy:** It is expected that Greek organization leaders and members are aware of university policy (which includes federal, state, and local laws) as promulgated in the UNO Policy Manual and assume responsibility and accountability for adherence to these policies. UNO does not expect perfection of its organizations or students. It does expect a good faith effort to promote responsible programs and individual behavior and an honest and sincere attempt to deal with behavior that is contrary to published standards.
3. **National Organization Policy:** It is expected that Greek-letter social organizations are knowledgeable of all policies set forth by their respective national organizations and that they assume responsibility for adherence to these policies. In the event of conflict between organizational and university policy, the stricter of the two policies and/or interpretations is to be enforced, unless the university judges that organizational policy is in conflict with university policy or values. In that situation, university policy shall take precedence.
4. **Non-recognized Groups:** It is expected that Greek-letter social organizations not affiliate their chapters or members in any way with Greek-letter groups that are not recognized student organizations of UNO or other universities. Off-campus groups that function outside the governing parameters of IFC, NPHC, Panhellenic or UNO are a detriment to recognized Greek-letter organizations. Participation in sponsored activities of these groups gives them legitimacy and thereby hurts the Greek system as a whole.
5. **Advisors:** It is expected that each chapter have both an on-campus advisor (a full-time faculty or staff member) and a chapter advisor (usually an alumni/ae member) who actively help the chapter attain its goals. It is the chapter's responsibility to keep advisors

fully informed and involved in all chapter matters. Organizational advisors can be of invaluable assistance to the chapter officers and members, providing advice on operations and activities.

6. **Risk Management:** It is expected that all chapters carry liability insurance. A current certificate of insurance must be on file with the Office of Greek Life no later than one week after the first day of classes in the fall semester. Organizations whose insurance policies expire during the academic year must provide the Office of Greek Life with a new certificate before the old certificate expires. Organizations may not conduct any activities without the appropriate liability insurance being in effect. It is expected that all Greek letter organizations will conduct all their activities and programs so as to be in full compliance with insurance policies and university regulations.
7. **Governance:** It is expected that all recognized chapters be active participants in the Greek Council as well as the Interfraternity, National Pan-Hellenic, or Panhellenic Council. These organizations offer the best opportunity to ensure cooperation among chapters in promoting a strong Greek community in terms of creating policy, monitoring activities, and ensuring behavior that reflects positively on Greek Life and UNO.
8. **Goals and Objectives:** It is expected that the Greek community and each chapter develop a set of goals and objectives to guide their direction and serve as a basis for part of an annual evaluation. The goals should reflect and support UNO's mission statement as well as the constitutionally stated purpose of the organization.
9. **Scholarship:** It is expected that the chapters facilitate and enhance their members' academic performance. Greek-letter social organizations must place the highest emphasis on academic performance and foster an atmosphere of scholarly pursuit. Chapters should carefully monitor the academic behavior and performance of members. Students experiencing difficulty should be offered and encouraged to seek assistance from faculty, students, and other campus resources.
10. **Membership Recruitment /Membership Intake:** It is expected that all membership recruitment activities be conducted in a manner that honestly characterizes the chapters' strengths and weaknesses, opportunities and activities, and the responsibilities of membership. Likewise, chapters must use this opportunity to solicit actively the interest of a culturally and ethnically diverse membership pool, which will result in an active membership of similar description. The goal of cultural and ethnic diversity applies equally to historically white and black organizations.

It is the responsibility of each chapter to furnish the Director of Greek Life with the dates of membership recruitment or intake activities. All recruitment initiatives and activities are to be alcohol free and should not promote alcohol consumption in any way (i.e. pictures in scrapbooks, video, Web pages).

Each chapter must also notify the Director of Greek Life of the names of new/associate members within 5 business days of their acceptance of an invitation to membership. Once

new/associate members have been selected, they must complete a grade release form and submit it to the Office of Greek Life.

11. **New/Associate Member Program:** It is expected that new member programs be conducted in a manner of mutual respect between initiated members and new members. In order to educate new members of history, rituals, traditions, rules and obligations and to integrate the new member into full fraternal membership, a new member program must be developed annually by each chapter. It is to be reviewed by the chapter officers and advisors and approved by the Director of Greek Life.
12. **Social Activities:** It is expected that activities be conducted in a manner that promotes positive social development and healthy lifestyle behaviors. Each chapter provides for the socialization of its members as a group and also for the interaction of their group with other students. Chapters should achieve a balance between events where alcohol is involved and those where it is not. Chapters should be aware of individual and group responsibility for preventing substance abuse and promoting healthy lifestyle behaviors.
13. **Programming:** It is expected that chapter programs promote the intellectual, moral, physical, cultural and social development of members. Chapters should support a continual and progressive educational curriculum designed to inform, challenge, and prepare members for successful college careers and their lives beyond. The goal is to develop well-rounded individuals. The use of general fraternity, campus, local, alumni, and national resources is strongly encouraged. Fraternity and sorority members should be integrated into programs and other learning opportunities involving a diverse population whenever possible.
14. **Community Relations:** It is expected that chapters and members are cognizant of how their behavior and activities impact positively or negatively the on and off-campus community. As such, it is the individual and collective responsibility of groups to present a positive image at all times and to be mindful of the rights and sensibilities of the people with whom they come in contact. Respecting the rights of others and making positive contributions are ways Greeks demonstrate responsible behavior in the community.
15. **Finances:** It is expected that chapters meet financial obligations to their governing councils and to their national organizations. Detailed records of all financial transactions must be kept and reported regularly to the membership. Contracts should be reviewed carefully to protect the organization and to ensure that the organization can meet the state financial obligations. Contracts cannot directly or by implication obligate the University of New Orleans in any manner.
16. **Annual Evaluations:** It is expected that each chapter conduct an annual evaluation of their adherence with these university standards and the expectations of their national organization. Evaluation is an essential practice that tells chapters where they stand in terms of established goals and university and national organization expectations. Evaluation also aids incoming officers in providing effective chapter leadership. This understanding helps to keep organizations vibrant and contributing members of the UNO

community. Type-written evaluations must be submitted to the Director of Greek Life by May 15 of each year.

### **Minimum Standards for Fraternities and Sororities**

In order to be in good standing, recognized Greek-letter social organizations must meet the above expectations and the Minimum Standards for Chapter Operations outlined below. Failure to meet these standards will result in the review of the organization by the appropriate university body to assess its continued viability as a recognized student organization.

1. **Membership:** Chapters are required to maintain a minimum of five members in order to keep their charter at UNO. If membership drops below the required five, probationary status may be granted for a specified amount of time determined by the Director of Greek Life.
2. **Scholarship:** Chapters must maintain a cumulative and semester GPA of at least 2.0 each semester. Any chapter that does not meet this standard will be placed on academic probation for one semester (terms to be determined by the Director of Greek Life). If a chapter on academic probation does not attain a 2.0 GPA during the following semester, their charter will be suspended for at least one semester.
3. **Finances:** Chapters must meet all fiscal responsibilities. Such responsibilities include payment of all debts owed to the University of New Orleans, the Greek Council, the Interfraternity Council, the National Pan-Hellenic Council, the Panhellenic Association, and the chapter's national organization.
4. **Housing Corporation:** If a chapter is housed, it must have a housing corporation established according to the laws of the State of Louisiana and the policies of its national organization. A list of housing corporation membership must be on file in the Office of Greek Life.
5. **Campus Advisor:** A chapter must have an advisor who is a full-time faculty or staff member advisor.
6. **Alumni/ae:** Alumni who participate in any activities of the chapter are to adhere to all rules and regulations set forth by the University of New Orleans, the Greek Council, the Interfraternity Council, the National Pan-Hellenic Council, and the Panhellenic Council.
7. **Greek Council and Governing Councils:** Each chapter must be a member of the Greek Council as well as its respective governing council (i.e., IFC, NPHC or Panhellenic) in order to be officially recognized by the university. Chapters must adhere to the rules and regulations prescribed in the constitution and bylaws of the respective umbrella organizations and in the *UNO Student Organization Handbook*.
8. **Philanthropic/Community Support:** Chapters should contribute to the campus and community in the area of public service and will be required to participate in no less than

one philanthropic or volunteer project per semester. At least one service project must be completed on the UNO campus each year.

9. **Records:**

Each chapter must submit to the Office of Greek Life the following documents:

- Chapter Roster
- Chapter Roster Update Form (when necessary)
- Report of Chapter Officers and Advisors
- Housing Corporation Membership List
- Proof of Insurance
- Notice of Recruitment/Intake
- Verification of New Members Form
- Fraternity and Sorority Hazing Compliance Form
- Petition for Initiation
- Social Event Notification Form

Each chapter must submit to the Office of Student Involvement & Leadership the following documents:

- Organization Re-Registration Packet
- Event Registration Form (when necessary)

10. **Meetings and Programs:** Chapter presidents are required to schedule a formal meeting with the Director of Greek Life each month to discuss chapter progress. Chapter presidents are required to attend scheduled Greek Council and presidents meetings. Chapter representatives are expected to attend programs/workshops sponsored by the Office of Greek Life.

## **Section Two: Greek Council**

### **Constitution of the Greek Council of the University of New Orleans**

#### **Article I. Name**

- Section 1. The name of this organization shall be the Greek Council of the University of New Orleans.

#### **Article II. Purpose**

- Section 1. The purpose of the Greek Council at the University of New Orleans shall be to:
- A. Build community within the entire Greek system.
  - B. Plan and promote Greek sponsored service projects.
  - C. Provide educational programming opportunities for both the Greek community and the university community.
  - D. Promote positive Greek public relations both within and outside the university.
  - E. Create and maintain cooperation and coordinate inter-Greek affairs among fraternities and sororities.
  - F. Act as a liaison between member sororities and fraternities.
  - G. Regulate member fraternities and sororities in a self-governing format.

#### **Article III. Membership**

- Section 1. The members of this group shall consist of the following:
- A. The presidents of the University of New Orleans Interfraternity Council (IFC), University of New Orleans National Pan-Hellenic Council (NPHC), and the University of New Orleans Panhellenic Association (Panhellenic), who shall serve as co-chairs.
  - B. The presidents of each of the 16 member organizations of IFC, NPHC, and Panhellenic, who shall serve as delegates.
  - C. The Director of Greek Life in a non-voting advisory capacity.
- Section 2. Membership and participation shall be free from discrimination based upon race, creed, ethnicity, religion, national origin, or sexual orientation.

#### **Article IV. Officers**

- Section 1. The executive officers of the Greek Council shall be the presidents of IFC, NPHC, and Panhellenic, who shall retain equal voice as co-chairs. These officers' terms shall coincide with those of their respective councils.
- Section 2. Other officers of the Greek Council shall be Secretary/Treasurer, Community Service Chair, and Educational Programs Chair. These officers shall serve for one semester.

## **Article V. Meetings and Voting**

- Section 1. The Greek Council shall meet once a month during the fall and spring semesters.
- Section 2. Special meetings may be called by the executive officers or the Director of Greek Life or upon the written request of any council delegate.
- Section 3. A majority of the total membership of the council shall constitute a quorum at any regular or special meeting.
- Section 4. The voting body of the Greek Council shall consist of one voting delegate from each chapter.
- Section 5. The co-chairs of the Greek Council shall not be considered as the delegate of their respective fraternity or sorority and may not vote in that capacity.
- Section 6. Only those delegates who are present at a meeting shall be allowed to vote, i.e., there is to be no voting by proxy.
- Section 7. If a chapter's delegate is unable to attend a meeting, he or she shall give written notification to the co-chairs of the chapter member who will attend instead.
- Section 8. Decisions shall be made by majority vote of those present at a meeting.
- Section 9. In the event of a tie vote, the co-chairs shall each cast a vote in order to break the tie.

## **Article VI. Bylaws**

- Section 1. The Greek Council shall have the power to create, adopt, or revise bylaws by a simple majority vote of the members present at a meeting.
- Section 2. The bylaws shall be reviewed annually to determine if any revisions are necessary.

## **Article VII. Amendments**

- Section 1. Any member of the Greek Council may propose amendments to this constitution.
- Section 2. Proposed amendments shall be submitted in writing to the co-chairs of the council at least two weeks in advance of a scheduled meeting.
- Section 3. The Secretary/Treasurer shall distribute copies of any proposed amendments to all members of the Greek Council at least one week prior to a scheduled meeting in order to allow each delegate to obtain the opinion of his or her chapter.

Section 4. Amendments shall become part of this constitution if they are approved by a  $\frac{2}{3}$  vote of the members present at a meeting.

## **Bylaws of the Greek Council of the University of New Orleans**

### **Article I. Membership Selection, Rights and Privileges**

- Section 1. Membership.** Each member fraternity and sorority chapter of the University of New Orleans Interfraternity Council (IFC), University of New Orleans National Pan-Hellenic Council (NPHC), and University of New Orleans Panhellenic Association (Panhellenic) shall be represented on the Greek Council.
- Section 2. Duties, Rights, and Privileges.** The duties, rights, and privileges of members include: voting on all matters coming before the council, informing their chapters of those matters, participating in all events sponsored by the council, and holding office.

### **Article II. Finances**

- Section 1. Member Dues and Fees.** Each member fraternity and sorority chapter shall pay dues to the Greek Council each fall and spring semester.
- Section 2. Member Billings.** In the fall and spring semesters, the secretary/treasurer shall bill each organization for the amount equaling \$2.00 per member (including new or associate members) listed on the organization's official roster filed with the Director of Greek Life.
- Section 3. Due Dates.** Dues shall be due by October 1<sup>st</sup> (or the next school day) in the fall semester and by February 15<sup>th</sup> (or the next school day) in the spring semester.
- Section 4. Additional Charges and Fines.** A majority vote of the members at a regular council meeting is required to establish additional charges to member organizations for unbudgeted activities or to levy fines against a member organization.

### **Article III. Duties of Officers**

- Section 1. Co-Chairs.** The co-chairs of the Greek Council shall have overall responsibility for the operation and functioning of the organization.  
They shall:
- A. Call and preside over council meetings on a rotating basis. At the beginning of each academic year they shall meet with the Director of Greek Life to determine the rotation.
  - B. Call and preside over special meetings as necessary.
  - C. Call and preside over meetings of the officers.
  - D. Have the power to appoint regular and special committees.
  - E. Vote in the case of a tie.
  - F. Communicate regularly with the Director of Greek Life.

**Section 2. Other Officers.**

**A. Secretary/Treasurer.**

The Secretary/Treasurer shall:

1. Take minutes at all meetings and distribute copies to all officers and delegates in a timely fashion.
2. Be responsible for all official correspondence of the council.
3. Maintain all records of the council.
4. Submit to each chapter a bill for dues each semester.
5. Handle all financial matters of the council, in consultation with the co-chairs and the Director of Greek Life.

**B. Community Service Chair**

The Community Service Chair shall:

1. Work with the Director of Greek Life to develop community service projects for UNO fraternity and sorority members to undertake.
2. Serve on the Greek Week Committee to assist in planning a major community service event during Greek Week.
3. Chair the Community Service Committee.

**C. Educational Programs Chair**

The Educational Programs Chair shall:

1. Work with the Director of Greek Life to develop educational programs on issues facing the Greek community.
2. Seek co-sponsorship for educational programming with other campus departments and student organizations.
3. Assist in the development of a required educational program for all new members of fraternities and sororities.
4. Chair the Educational Programs Committee.

**Article IV. Election of Officers**

**Section 1. Co-chairs.** The co-chairs shall be chosen by virtue of their election to the presidency of their respective governing council. They shall take office as Greek Council co-chairs as soon as they are installed by their own council and shall serve for the duration of their term as president.

**Section 2. Other officers.**

- A. Elections for the positions of Secretary/Treasurer, Community Service Chair, and Educational Programs Chair shall be held at the first meeting of each semester.
- B. All delegates to the council are eligible to run for these offices. A delegate may serve in an office for more than one semester.
- C. Election to these positions shall be by simple majority of those delegates present at a regular meeting.
- D. Elections shall be by secret ballot.

## **Article V. Committees**

- Section 1. Standing Committees.** The council has the following standing committees:  
Community Service Committee  
Educational Programs Committee  
Greek Week Committee
- Section 2. Special Committees.** The co-chairs may appoint other committees and sub-committees as needed to carry out the plans and activities of the council.
- Section 3. Council Co-Chairs and Committees.** The co-chairs are ex-officio members, with voice and vote, of all standing and special committees. They attend committee meetings as needed.
- Section 4. Responsibilities of Standing Committees.**
- A. Community Service Committee
    - 1. Composition. The Community Service Committee shall consist of the Community Service Chair, who shall be elected pursuant to Article IV Section 2, and at least two other members appointed by the co-chairs.
    - 2. Basic Function. The Community Service Committee shall develop and publicize community service opportunities for members of Greek Council organizations. They shall also plan a major community service project as part of Greek Week.
    - 3. Meetings. The Community Service Committee shall meet at the call of the chair.
  - B. Educational Programs Committee
    - 1. Composition. The Educational Programs Committee shall consist of the Educational Programs Chair, who shall be elected pursuant to Article IV Section 2, and at least two other members appointed by the co-chairs.
    - 2. Basic Function. The Educational Programs Committee shall plan educational programs on issues facing the Greek community. These issues may include hazing, risk management, health and safety, membership recruitment, academic success, career choices, etc.
    - 3. Meetings. The Educational Programs Committee shall meet at the call of the chair.
  - C. Greek Week Committee
    - 1. Composition. The Greek Week Committee shall consist of the Vice Presidents of IFC, NPHC, and Panhellenic, serving as co-chairs, the Community Service Chair, and any additional members appointed by the co-chairs of the council.
    - 2. Basic Function. The Greek Week Committee shall work with the Director of Greek Life to coordinate Greek Week each spring. The committee shall plan a wide range of events that offer fraternities and sororities the opportunity to showcase the benefits of membership.

3. Meetings. The Greek Week Committee shall meet at the call of the chairs during the spring semester.

## **Article VI. Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Greek Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

## **Article VII. Amendments**

- Section 1. Proposals for Amendments.** Any member of the Greek Council may propose amendments to these bylaws.
- Section 2. Procedure for Proposing Amendments.** Proposed amendments shall be submitted in writing to the co-chairs of the council at least two weeks in advance of a scheduled meeting.
- Section 3. Distribution of Proposed Amendments.** The co-chairs shall distribute copies of any proposed amendments to all members of the Greek Council at least one week prior to a scheduled meeting in order to allow each delegate to obtain the opinion of his or her chapter.
- Section 4. Adoption of Amendments.** Amendments shall become part of these bylaws if they are approved by a simple majority vote of the members present at a meeting.

### Section Three: Greek Judicial Board

## BYLAWS OF THE GREEK JUDICIAL BOARD UNIVERSITY OF NEW ORLEANS

### ARTICLE I

#### NAME AND PHILOSOPHY

Section 1: The name of this body shall be the Greek Judicial Board at the University of New Orleans.

Section 2: The responsibility of holding organizations accountable for their actions has been given to the Greek Judicial Board with the idea that self governance is the healthiest form of accountability. The UNO Greek Judicial Board offers students the opportunity to develop self-discipline and responsibility in coordination with their peers. This Board allows students and fraternities/sororities to be aware of University policies and their impact on the campus and themselves. The Board also allows students serving the opportunity to handle the responsibilities of adjudicating violations of campus policies.

The sanctions that follow a group being found in violation are not intended to punish, but to educate. This allows the involved student(s) an opportunity to understand the consequences of their behavior and foster respect for the rights of others, and encourages self-discipline. All members of the Greek Judicial Board should strive to discover the educational significance of the Board's actions.

The purpose of this Board shall be to evaluate and address any complaint involving an alleged infraction of the Constitution, Bylaws and Policies of the Greek Council (GC). The Board may also be responsible for adjudicating alleged violations of the Policies of the Office of Greek Life, and/or the Constitutions, Bylaws, and/or Policies of the Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC), or Panhellenic Association (PHA), or any other infractions as listed in Article VII, Section 2 of these Bylaws.

Section 3: In conformance with applicable State and Federal laws and University policy, the Greek Judicial Board does not discriminate in any of its policies, selection procedures, or practices on the basis of race, color, sex, national origin, ancestry, religion, age, physical disability, medical condition, sexual orientation, marital status or citizenship.

### ARTICLE II

#### MEMBERSHIP

Section 1: The Greek Judicial Board shall consist of six (6) members with one (1) from an IFC fraternity, one (1) from an NPHC fraternity, one (1) from an NPHC sorority, one (1) from a PHA sorority, one (1) faculty/ staff member from the UNO community, and the Director of Greek Life, serving in an advisory capacity with voice but no vote.

When necessary, and with agreement from all parties, formerly trained Greek Judicial Board members may be requested to serve on a hearing board to accommodate Bylaws stipulations.

Section 2: If any member of the Greek Judicial Board feels that her/his relationship with a case or the individuals involved would affect her/his ability to render an impartial judgment, s/he must disqualify her/himself.

Section 3: In the event that one or more of the Councils does not have membership on the Board, the positions will remain vacant. The Councils will then be able to propose candidates at any time during the academic year that they are able.

Section 4: A Greek Judicial Board member may be removed at any time from his/her position for any of the following reasons:

- A. He or she is placed on Academic or Judicial Probation.
- A. He or she is no longer a member in good standing of his/her chapter.
- B. He or she violates Greek Judicial Board confidentiality.
- C. He or she violates any provision of the UNO Judicial Code.
- D. He or she fails to uphold basic expectations as outlined in Article IV of these Bylaws.

Section 5: No fraternity or sorority shall have more than one (1) member on the Greek Judicial Board.

Section 6: To be eligible to serve on the Greek Judicial Board, a candidate must have been initiated into their chapter not less than two (2) semesters, not including the semester pledged, prior to the day of the Greek Judicial Board training.

Section 7: The term of each Greek Judicial Board member shall be for one (1) year. No person shall serve more than two (2) consecutive calendar years on the Greek Judicial Board.

### **ARTICLE III**

#### **SELECTION OF MEMBERS**

Section 1: The selection of the Greek Judicial Board members shall take place twice a year, in November/December and April/May, each with a term of one year.

- Section 2: Composition of the Board
- A. The board shall be comprised of 5 members, selected through an application and interview process conducted by the Director of Greek Life.
  - B. A chair shall be chosen from among the 5 members during the application and interview process.
  - C. Each member shall serve for a term of one academic year, with the option of reappointment available.
  - D. No more than one member of a particular fraternity or sorority may serve on the board.
  - E. The Director of Greek Life shall serve as an advisory member of the board, with voice but no vote.
  - F. Judicial Board members must have a 2.3 semester and cumulative GPA while serving on the Board.
- Section 3: Each chapter president will have the opportunity to write a letter of recommendation for each of their own chapter members applying for a position on the Greek Judicial Board.
- Section 4: The Greek Council will vote on the confirmation of each Judicial Board candidate. Confirmation of a candidate will be based on majority vote.
- Section 5: The names of the individuals selected for the Greek Judicial Board shall be forwarded to every chapter president and the Dean of Student Affairs upon their confirmation.

## **ARTICLE IV**

### BOARD MEMBER EXPECTATIONS

- Section 1: Each member shall participate in all training sessions and meetings of the Greek Judicial Board.
- Section 2: Any Board member in violation of Article II, Section 4 may be put on probation, suspended, or dismissed from the Greek Judicial Board.
- Section 3: No member shall miss any pre-hearing, hearing or sanctioning session to which he or she has committed without approval from the Judicial Board Chair.
- Section 4: It is the responsibility of each board member to notify the Chair or designee in writing of anticipated absences no later than 24 hours before a scheduled event. The Greek Judicial Board will review all written statements submitted.
- Section 5: It shall be the duty of the Greek Judicial Board to decide on all excused or unexcused absences or probation. Recommendations for suspensions and/or dismissals from the Board shall be forwarded to the Greek Council for action.

## **ARTICLE V**

### TERMS OF OFFICE

- Section 1: The duties of the Greek Judicial Board Members shall be to:
- A. Hear and decide all cases brought before the Board.
  - B. Attend all functions associated with the office, including Board meetings.
  - C. Protect the confidentiality of the deliberations.
  - D. Work with the Greek Council to uphold the standards for the entire Greek community.
- Section 2: Every Board member must attend an orientation session(s) provided by staff from Greek Life and/or the Division of Student Affairs. This session(s) shall take place before any member is allowed to sit on the Greek Judicial Board. The topics for the session(s) shall include, but are not limited to:
- A. Decision making skills.
  - B. Due process rights.
  - C. Ethical expectations.
  - D. Mock conduct hearings.
  - E. Policies and Procedures.
- Section 3: The orientation and training session(s) will take place after the confirmation of new members or whenever deemed necessary by the Chair of Greek Judicial Board and /or staff of Greek Life.
- Section 4: The primary advisor to the Judicial Board will be Director of Greek Life. Assistance will also be provided by staff in the Division of Student Affairs. In the event that the Director of Greek Life is the complainant in a Greek Judicial Board hearing, a Judicial Coordinator will be assigned to advise the Greek Judicial Hearing Board.
- Section 5: The terms of the Greek Judicial Board members shall be for one (1) year.

## **ARTICLE VI**

### CHAIR OF THE GREEK JUDICIAL BOARD

- Section 1: The Chair shall act as the primary contact for the Greek Judicial Board.
- Section 2: Selection of the Chair shall take place no later than May 1<sup>st</sup> of each year.
- Section 3: The duties of the Chair shall be to:
- A. Act as the main contact for the Greek Judicial Board.
  - B. Collect the Board members' schedules and arrange meetings.

- C. Work with the Director of Greek Life to coordinate additional training for the Board as needed.
- D. Maintain a working knowledge of all Greek policies and procedures.
- E. Act as liaison between the Board and the Greek Council, as well as University departments.
- F. Meet regularly with the Director of Greek Life.
- G. Keep files of each case and respective decision.

## **ARTICLE VII**

### POWERS

Section 1: The Greek Judicial Board shall be a peer adjudication board consisting of two (2) representatives from member fraternities and two (2) representatives from member sororities of the Greek Council, as well as one (1) representative from the faculty/staff.

Section 2: Charges may be as follows, but are not limited to:

- A. Reports involving fraternity or sorority chapters or individual members violating the policies and/or standards of the Office of Greek Life.
- B. Reports involving fraternity or sorority chapters or individual members violating the Constitution and/or Bylaws of the Greek Council.
- C. Reports involving fraternity or sorority chapters or individual members violating the IFC, NPHC, or Panhellenic Constitution and/or Bylaws (with the exception of recruitment infractions).
- D. Reports involving fraternity or sorority chapters or individual members violating the Greek Life Risk Management Policy.
- E. Reports involving fraternity or sorority chapters or individual members violating University regulations or federal, state, or local laws.
- F. Any damage to or removal of chapter-owned property, memorabilia, composites, or awards.
- G. Misunderstandings or complications arising between one or more fraternity chapters and/or one or more sorority chapters or individual members.
- H. Reports and/or referrals from University faculty, staff, or students concerning inappropriate behavior by fraternity or sorority chapters or individual members.
- I. Actions on the part of fraternity or sorority chapters (or their members) that are detrimental to the reputation or status of the entire Greek community.

Note: All hazing complaints filed with the Greek Judicial Board will immediately be referred to the Director of Greek Life for adjudication.

Section 3: Any individual or group within the University community may refer charges against any Greek Council chapter or individual members to the Greek Judicial Board.

Section 4: Complaints must be submitted in writing and directed to the Office of Greek Life, and must be signed by the person or group submitting the complaint. A copy of the complaint will be forwarded to the president(s) of the involved chapter(s) and his/her respective advisor(s).

## **ARTICLE VIII**

### **ATTENDANCE**

Section 1: All Greek Judicial Board meetings will be held as closed meetings due to the confidentiality of the deliberations, unless voted otherwise.

Section 2: Only Greek Judicial Board members selected for the hearing, the Director of Greek Life or designee, the individual chapter president, the Chapter Advisor or support person, the complainant(s), and the accused(s), may be in attendance at a Greek Judicial Board hearing.

- A. In the case of a fraternity(s) or sorority(s) being the accused(s), the fraternity(s) or sorority(s) is limited to bring only those immediately involved and the president(s).
- B. In the case of a fraternity(s) or sorority(s) being the complainant(s), the fraternity(s) or sorority(s) is limited to bring only those immediately involved and the president(s).

## **ARTICLE IX**

### **RIGHTS OF THE PARTICIPANTS**

Section 1: Information must be forwarded to both parties regarding the written complaint in sufficient detail including, but not limited to:

- A. The specific rule violation and actions or behaviors of which the party is accused.
- B. The names of the witnesses to be called to testify against the party.

Section 2: The complainant(s) and the accused(s) shall be notified that they have the right to be notified of the identity of the witnesses who will be called during the hearing, to meet with the Director of Greek Life or designee to review the hearing procedure, and to inspect any evidence or exhibits before the hearing. Subsequently-discovered evidence shall also be made available.

Section 3: A reasonable period of time, as determined by the Judicial Board Chair, will be given to each party to prepare for a hearing.

Section 4: An accused or organization may question a Greek Judicial Board member with regard to his/her attitude or knowledge about a case. If a member of the Board is challenged for a cause, the other members shall, without the presence of the challenged member, vote upon the challenge. If a majority of the Board members

present vote to sustain the challenge, the challenged member shall be excused from further participation in the hearing. This does not relieve the Greek Judicial Board of maintaining a quorum.

Section 5: An accused/organization will be presumed “Not Responsible” unless the facts presented at the hearing prove otherwise.

## **ARTICLE X**

### RULES OF PROCEDURE

Section 1: **HEARING:**

A Greek Judicial Board hearing will convene upon the receipt of a written complaint during the school year. Any complaint from any incident(s) occurring during school breaks will be heard no later than three (3) weeks after the first day of classes in the next semester (fall, spring, or summer).

A single record of the hearing procedure, such as a digital recording, will be kept of any hearings. The defending party may review the record only for the purpose of an appeal.

In order for a hearing to be convened, a quorum must be present. Quorum shall be defined as three (3) voting members of the board.

Section 2: **ORDER OF PROCEEDINGS:**

- A. Chair reads Hearing Procedure.
- B. Chair reads the charges.
- C. Accused enters a plea of Responsible or Not Responsible.
- D. Complainant presents an opening statement.
- E. Accused presents opening statement.
- F. The Hearing Board asks questions of testimony and evidence presented on behalf of the complainant.
- G. The Hearing Board asks questions of testimony and evidence presented on behalf of the accused.
- H. The complainant may ask questions of the accused.
- I. The accused may ask questions of the complainant.
- J. Witnesses will be called one at a time, starting with the complainant’s witnesses followed by witnesses of the accused.
- K. The Hearing Board questions the witnesses.
- L. The complainant questions the witnesses.
- M. The accused questions the witnesses.
- N. Final questions from all parties.
- O. Complainant makes a summation statement. An impact statement may be made at this time.

- P. Accused makes a summation statement.
- Q. The Hearing Board recesses in private session for deliberation.
- R. The Hearing Board reconvenes to state the findings and sanctions, if appropriate.
- S. The Hearing Board will advise the accused of the appeal process.
- T. A letter will be sent from the Hearing Board Chairperson to the accused stating the findings and sanctions, if any, of the case within 96 hours after the hearing. Appropriate copies will be sent to the Chapter Advisor, Judicial Board Chair, Director of Greek Life, Associate Dean of Student Affairs for Judicial and Student Assistance, and Dean of Student Affairs. A copy of the decision may also be sent to a national/regional officer of the accused chapter.

Section 3: If the accused(s) does not appear at the hearing within thirty (30) minutes of the scheduled start time, the Greek Judicial Board reserves the right to make a decision on the basis of the written charges and any evidence brought by the complainant.

## **ARTICLE XI**

### SANCTIONS

- Section 1: The following sanctions may be placed upon the “Responsible” organization(s) or member(s). Sanctions include but are not limited to:
- A. Warning: The student or organization is given written notice that their conduct is in violation of policies, rules or regulations. Future violations may result in the imposition of additional sanctions.
  - B. Requirement to Host Educational Programs: Such programs may designed for members of an individual chapter, for other members/officers of the Greek community, or for the entire campus community.
  - C. Fines (maximum \$250): All fines must be paid within 30 calendar days from the date of issue.
  - D. Restitution: The student or organization is required to replace (replacement cost) or restore damaged, stolen or misappropriated property.
  - E. Community Service: The student or organization is required to complete a designated number of hours in the service of the university.
  - F. Suspension from Recreation and Intramural Sports: Loss of the privilege of participating in the department’s intramural sports program.
  - G. Probation in the Office of Greek Life: The organization is placed on supervisory status for a specified period of time.
  - H. Probation with the Loss of Some Privileges: The organization is placed on supervisory status for a specified period of time, along with the loss of one or more privileges such as participation in or sponsorship of university recognized activities or use of university facilities or services.
  - I. University-Wide Judicial Probation: The student or organization is placed on supervisory status for a specified period of time. The loss of some privileges, such as participation in or sponsorship of university recognized activities,

holding any student office or committee chair, or use of university facilities or services may occur. This status will appear as a notation on the student's transcript with the specified term of the probation.

- J. Suspension: The student's or organization's status is temporarily terminated and all privileges, including access to the university and its resources, are removed for a specific period of time. For student organizations, this sanction means loss of all university privileges. For individual students, this sanction appears as a notation on the student's transcript until graduation.
- K. Suspension with Review: This sanction is the same as Suspension outlined above but, in addition, the student or student organization must meet with the Associate Dean or the UNO Judicial Committee for approval prior to regaining full student or student organizational status or readmission to the university. A notation will appear on the student's transcript until graduation.
- L. Additional sanctions as deemed necessary.

Section 2: No sanction, except Suspension or Suspension with Review can extend for a period longer than the remaining part of a semester and one full semester thereafter.

Section 3: If a sorority or fraternity is found responsible and is fined, any funds that are not earmarked to replace or repair something that has been damaged are to be transferred to the Greek Council.

## **ARTICLE XII**

### APPEALS

Section 1: The accused(s) shall have the right to appeal any Greek Judicial Board decision to the Greek Council.

Section 2: The accused(s) shall notify the Office of Greek Life with a written notice of the appeal within five (5) business days after the decision has been rendered.

Section 3: No matter shall come to an appeal unless either the accused(s) or the complainant(s) presents evidence with a written appeal dealing with one or more of the following issues:

- A. Violation of due process.
- B. Presentation of new evidence.

Section 4: The Appeal Board shall consist of the Greek Council. The Greek Council will have ten (10) days to decide if the appeal falls under the proper conditions how to proceed. An appeal may be dismissed if not sought on proper grounds.

Section 5: Appeals will be granted if it is apparent that one or more of the following conditions exist:

- A. Violation of due process has occurred
- B. New evidence is presented
- C. A reasonable claim is made and supported that the sanction imposed was unjust.

Section 6: If the appeal is granted by the Greek Council, the following actions are available:

- A. Uphold the decision, including the sanctions imposed.
- B. Uphold the decision, but impose different sanctions.
- C. Resubmit the case to the Greek Judicial Board for a new judicial hearing or with specific instructions. This option may be used in cases involving a procedural error or when additional information has become available.
- D. Reverse the decision.

Section 6: The Greek Council will, in writing, inform the parties involved of its decision within ten (10) working days of receiving the appeal. The decision of the Greek Council is binding and final. Only if the accused can show that the Greek Council committed a clear and obvious error in discretionary authority in reaching the decision, may a written request be submitted to the Dean of Student Affairs, through the Associate Dean, within three (3) working days of the Greek Council's decision. The request to the Dean shall explain the alleged error in discretionary authority. The Dean, after consideration of all written information, will inform all parties involved of his/her decision within twenty (20) working days. This written response terminates the Greek Judicial Board process.

### **ARTICLE XIII**

#### AMMENDMENTS

Section 1: The Greek Judicial Board shall review these Bylaws annually, with any recommended change(s) forwarded in writing to the Greek Council.

Section 2: Any amendments to these Bylaws shall be approved by a simple majority vote (50% +1) of the Greek Council.

## Section Four: Interfraternity Council

The University of New Orleans Interfraternity Council is an undergraduate council of the North-American Interfraternity Conference (NIC). The North-American Interfraternity Conference (formerly known as the National Interfraternity Conference) has a long and storied history as a body that has assisted fraternal organizations to work together. On November 27, 1909, 26 fraternities met to discuss critical issues facing fraternities at that time. A formal organization was completed in 1910. In 1931 the organization's name was changed from Interfraternity Conference to National Interfraternity Conference. In 1999, the leadership again changed the name to North-American Interfraternity Conference to celebrate the membership of brothers in Canada.

Today, the NIC has 64 member organizations with 5500 chapters located on 800 campuses in the United States and Canada with approximately 350,000 undergraduate members.

### **Mission of NIC**

The NIC serves to advocate the needs of its member fraternities through enrichment of the fraternity experience, advancement and growth of the fraternity community, and enhancement of the educational mission of the host institutions. The NIC is also committed to enhancing the benefits of fraternity membership.

Each of the 64 member organizations has adopted basic expectations of their members and agreed to the following Nine Basic Expectations:

1. I will know and understand the ideals expressed in my fraternity ritual and will strive to incorporate them in my daily life.
2. I will strive for academic achievement and practice academic integrity.
3. I will respect the dignity of all persons; therefore I will not physically, mentally, psychologically or sexually abuse or harm any human being.
4. I will protect the health and safety of all human beings.
5. I will respect my property and the property of others; therefore, I will neither abuse nor tolerate the abuse of property.
6. I will meet my financial obligations in a timely manner.
7. I will neither use nor support the use of illegal drugs; I will neither misuse nor support the misuse of alcohol.
8. I acknowledge that a clean and attractive environment is essential to both physical and mental health; therefore, I will do all in my power to see that the chapter property is properly cleaned and maintained.
9. I will challenge all my fraternity members to abide by these fraternal expectations and will confront those who violate them.

## Constitution of the Interfraternity Council of the University of New Orleans

### **Article I: Name**

The name of this organization shall be the Interfraternity Council of the University of New Orleans (hereinafter referred to as the IFC).

### **Article II: Purpose**

The purpose of the IFC is to:

- a. create and maintain cooperation, coordinate interfraternal affairs among member fraternities, and promote unity;
- b. foster the development of scholarship and leadership among member fraternities and their members;
- c. promote community service and campus spirit among the Greek fraternities;
- d. act as a representative body in cooperation with the administration of the University of New Orleans;
- e. act as a representative body in cooperation with the student body, campus organizations and clubs, faculty and administration, and individual fraternities;
- f. serve as the coordinating and governing body of North-American Interfraternity Conference fraternities at the University of New Orleans.

### **Article III: Membership**

There shall be two (2) classes of membership in the IFC: regular and colony.

#### Section A: Regular Members

Regular members must:

1. be fully chartered chapters of a National Interfraternity Conference (NIC) fraternity or of a Fraternity Leadership Association (FLA) fraternity at the University of New Orleans
2. be recognized by UNO as a student organization and be in good standing with the university;
3. pay all fees and dues to IFC;
4. abide by this Constitution and any Bylaws adopted by IFC;
5. abide by all Judicial Review Board rulings affecting it;
6. maintain an updated list of its current members in the Office of Greek Life (update at beginning of every semester, including new/associate members);
7. maintain at least a 2.0 scholastic index each semester, summer term excluded;
8. abide by all UNO and IFC regulations and policies;
9. encourage scholarship, service and leadership, and interfraternity spirit among their members;
10. abide by rules, regulations, and expectations of the university community;
11. have satisfactory attendance at IFC meetings as defined as having delegate or alternative (listed with IFC) at 80% of all meetings.
12. obtain, and maintain, an advisor for the fraternity

## Section B: Colony Members

Colony members must:

1. either be sponsored as a colony or interest group by a National Interfraternity Conference (NIC) fraternity or of the Fraternity Leadership Association (FLA) or be established for the purpose of becoming a colony of one of these groups (2 year limit in seeking national representation);
2. be recognized by UNO as a student organization and be in good standing with the University;
3. pay all fees and dues to IFC;
4. abide by this Constitution and any Bylaws adopted by IFC;
5. abide by all Judicial Review Board rulings affecting it;
6. maintain an updated list of its current members in the Office of Greek Life (update at beginning of every semester, including new/associate members);
7. maintain at least a 2.5 scholastic index each semester, or the University's All-Men's average, summer term excluded;
8. abide by all UNO and IFC regulations and policies;
9. petition for regular membership by submitting for review to the Office of Greek Life and the IFC Executive Board:
  - a. its name
  - b. the names of its members and their student classification
  - c. the names of its alumni advisor and patrons
  - d. a copy of its constitution and bylaws
  - e. a statement of purpose
  - f. a record of activities since its local inception
  - g. a record of its scholastic index
10. after favorable recommendation from the Office of Greek Life, receive  $\frac{3}{4}$  vote of the IFC by written ballot to affirm regular membership.

## Article IV: Officers

The officers of this organization shall be a president, vice president, treasurer/secretary, and recruitment chairman.

### Section A. President:

The President is chiefly responsible for the overall operation of IFC and shall:

1. preside over all regular and special meetings of the IFC and maintain structure to ensure proper running of meeting;
2. ensure that all projects and activities of IFC are effectively carried out;
3. have the authority to call special meetings where and when necessary;
4. represent IFC on any university or student committee as necessary;
5. appoint all committee chairman and Judicial Review Board Justices upon recommendation of the Vice-President
6. serve as an ex-officio member of all committees with voice but no vote;
7. serve as the liaison officer to the advisor of IFC;

8. review, approve, and have authority to sign all IFC checks involving the University of New Orleans IFC.
9. notify all IFC members of violations and sanctions imposed, including recruitment violations;
10. maintain a complete and up-to-date president's file which will include copy of current constitution, bylaws and standing rules, *Robert's Rules of Order*, IFC budget, current correspondence and materials, copies of IFC reports to campus administration, and other material as necessary;
11. prepare the agenda for each meeting;
12. enforce all rules and regulations set forth in IFC constitution and bylaws;
13. appoint and disband special committees;
14. perform all other duties pertaining to office and as assigned by IFC advisor;
15. act in the best interest of the Greek population to increase visibility on the UNO campus and maintain relations with campus administration;
16. vote at an IFC meeting to break a tie.

#### Section B. Vice President:

The Vice President shall assist the President in the execution of his duties and assume said duties of the President in the event of his absence, inability to serve, or his request. He shall:

1. supervise all committee work;
2. serve as chairman of the Judicial Review Board;
3. serve as co-chairman of the expansion committee;
4. perform functions as may be delegated by the IFC President;
5. serve as IFC representative to all Greek Council committees planning all-Greek social and/or marketing events (Greek Week, Fall Fest, Homecoming, etc.);
6. serve as chairman of the athletic committee;
7. act in the best interest of the Greek population to increase visibility on the UNO campus and maintain relations with campus administration;
8. perform all other duties pertaining to office;
9. enforce all rules and regulations set forth in IFC Constitution and Bylaws.

#### Section C. Treasurer/Secretary:

The Treasurer/Secretary shall be responsible for supervision of IFC finances and record-keeping. He shall:

1. be responsible for preparation of annual budget in cooperation with other officers;
2. receive all payments due to IFC, collect all dues, collect all fines, and give receipts;
3. be responsible for the prompt payment of all bills of the IFC;
4. maintain up-to-date financial records, give a financial report at each regular meeting of the IFC and an annual report at the close of term of office;
5. notify IFC members of delinquent bills;
6. have authority to sign checks for the expenditure of IFC funds;
7. serve as chairman of financial committee;
8. keep an up-to-date roll of IFC members and delegates and conduct roll call at meetings;
9. maintain current telephone and address list of IFC members;
10. keep current statistics concerning the number of members of each IFC fraternity;

11. keep full minutes of all IFC meetings and a record of all action taken by IFC Executive Board.
12. distribute copies of minutes to fraternities and the Director of Greek Life
13. maintain a complete and up-to-date file that includes the minutes of IFC meetings, copies of all contracts, and current correspondence;
14. keep a record of all laws and amendments;
15. notify all IFC members of meetings and functions;
16. perform all other duties pertaining to office;
17. act in the best interest of the Greek population to increase visibility on the UNO campus and maintain relations with campus administration;
18. enforce all rules and regulations set forth in IFC Constitution and Bylaws.

#### Section D. Recruitment Chairman:

The Recruitment Chairman shall be responsible for planning and supervision of all IFC-sponsored recruitment activities. He shall:

1. organize and plan recruitment activities;
2. promote formal and informal recruitment to the UNO community;
3. compile all statistics concerning recruitment;
4. complete evaluation of recruitment from IFC members;
5. write and have approved all recruitment rules;
6. act as clerk of the IFC Review Committee;
7. serve as co-chairman of the expansion committee;
8. notify all IFC members of recruitment agenda;
9. serve as IFC contact with Orientation Office to assist with Greek introductory session during orientation in summer;
10. perform all other duties pertaining to office;
11. act in the best interest of the Greek population to increase visibility on UNO campus
12. and maintain relations with campus administration;
13. enforce all rules and regulations set forth in IFC Constitution and Bylaws.

#### Section E. Responsibilities/Fines:

1. If an IFC officer misses a meeting without an excuse, his fraternity will be fined \$25.00.
2. If an IFC officer is dismissed for not performing his duties, his fraternity will be fined \$50.00.

### **Article V: Election of Officers**

#### Section A. Candidate Criteria:

1. In order to be eligible for election to an IFC office, a candidate must:
  - a. be an initiated member of a fraternity recognized by IFC.
  - b. appear on his chapter's roster;
  - c. be in good standing with the university;
  - d. have at least a 2.5 cumulative grade point average, or the University's All-Men's average;
  - e. be currently enrolled as a full-time student at UNO;
  - f. must be present during the IFC meeting at which he is nominated.

2. Those running for President must have been active for at least two semesters (not including summer sessions) and must not be serving as their own chapter's president.
3. Those running for Recruitment Chair must have been active for at least one semester and been through 1 formal recruitment period.

#### Section B. Voting:

1. Each IFC chapter will be entitled to one vote;
2. A vote shall be held by secret ballot when called for by any member of the IFC;
3. The IFC President may vote only to break a tie;
4. The term of office shall be for one academic year for both elected and appointed officers unless:
  - a. an officer was elected or appointed to fill a vacancy in office, in which he finishes the current term of office;
  - b. an officer is removed from office.
5. Candidates will have 2 minutes to give a speech and then there will be a 5 minute time period for questions;
6. If, on the first vote, no candidate receives a majority, the candidate receiving the lowest number of votes shall be dropped from consideration and a re-vote shall be taken among the remaining candidates. This process may be repeated until one candidate achieves a simple majority.

#### Section C. Dates

1. The IFC executive board will set the dates for elections at least four sessions prior to election date.
2. Elections will be held in the fall semester.
3. Nominations will be held at one meeting and elections will be held the following meeting.
4. Nominations will be opened again during the election meeting for new nominations or to give opportunity for a candidate to decline nomination.

#### Section D. Dismissal/Impeachment

1. Any officer who misses three (3) meetings without an excuse in any semester shall be dismissed.
2. Any officer who falls below the 2.5 cumulative grade point average, or the University's All-Men's average, shall be dismissed.
3. IFC may remove any officer by a three-fourths ( $\frac{3}{4}$ ) vote.
  - a. Any IFC members may call for a vote on dismissal
  - b. IFC officers have a right to hear grievances against them so that they may defend themselves before the vote.
4. If the president is dismissed, the vice president shall assume his role.
5. In the event an officer other than the president is dismissed, the president shall have the authority to appoint a replacement or declare the office vacant until the next election.

### **Article VI: Appointments**

#### Section A. Judicial Review Board

The President shall appoint representatives to the IFC Judicial Review Board:

1. upon affirmative recommendation of the IFC Vice President; and
2. upon confirmation by two-thirds (2/3) vote of the IFC.

#### Section B. Committees

The President shall appoint any committee chairmen and members

1. upon affirmative recommendation of the IFC Vice-President; and
2. upon confirmation by two-thirds (2/3) vote of the IFC.

### **Article VII: Meetings**

#### Section A. Robert's Rules of Order

The most recent edition of Robert's Rules of Order will govern the procedures of meetings of the IFC, unless otherwise specified in the Constitution or Bylaws. The use of these rules may be suspended by a vote of the representative members of the council at the beginning of any meeting.

#### Section B. Agenda

The following order of business will prevail in all meetings of the IFC:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Officer Reports
  - a. Treasurer/ Secretary
  - b. Recruitment Chairman
  - c. Vice-President
  - d. President
5. Advisor's Report
6. Committee Reports
7. Guest Speakers
8. Old Business
9. New Business
10. Announcements
11. Nominations and Appointments
12. Adjournment

#### Section C. Procedures:

1. Regular meetings of the IFC shall be held each Thursday at 12:30 p.m. during the fall and spring semesters. The President or Director of Greek Life may announce a change in time and location of a meeting if necessary.
2. Special meetings may be called by the President or Director of Greek Life or at the written request of three (3) member fraternities. Notice of special meetings shall be given to the IFC representative of each fraternity and must be announced by the President at least 48 hours prior to the meeting. Regular rules apply at special meetings.

3. Regular meetings of the IFC shall be decided upon at the first meeting of each semester as called by the Director of Greek Life.
4. Each regular and colony member chapter may have one delegate and two alternate delegates.
5. The names of IFC delegates and alternates must be filed with the IFC Treasurer/Secretary and the Director of Greek Life by 1<sup>st</sup> IFC meeting of each semester.
6. Though any member of a regular or colony member fraternity may speak on issues that come before the council, only recognized delegates shall be allowed to vote.
7. Any fines must be paid prior to the next meeting in order for a member fraternity to retain its right to have voice and vote.
8. A quorum shall be defined as 50% plus .01+% (simple majority) delegates.

### **Article VIII: Dues and Fines**

1. Dues are to be paid every fall and spring semester.
2. Regular member fraternities shall pay membership dues equal to \$20.00 plus \$3.00 for each member listed on their roster.
3. Colony member fraternities shall pay membership dues equal to \$20.00 plus \$2.00 for each member listed on their roster.
4. Only active, full-time students, who have paid dues may participate in IFC intramural sports.
5. Each chapter must submit an active roster to the Treasurer/Secretary by the first meeting after Bid Day each semester. Dues shall be due at the following meeting.
  - a. late dues (up to 5 days) will be assessed a 10% fine and loss of 10 sport points.
  - b. late dues (up to 2 weeks) will be allotted a 25% fine, a loss of 15 sports points, a loss of voting rights, and a loss of social privileges until the fine is paid in full.
6. Any chapter not present for the required 80% of regular IFC meetings shall be fined \$50.00.

### **Article IX: Recruitment Rules**

Other rules may be added each semester as IFC and the Director of Greek Life see fit.

#### **Section A. Eligibility for Recruitment**

A male undergraduate student at the University of New Orleans who is in good standing with the University and has at least a 2.0 cumulative grade point average from any previous college work may participate in fraternity recruitment.

#### **Section B. Recruitment Mechanics**

1. To promote the spirit of interfraternalism, no fraternity may slander or degrade another fraternity in the presence of a prospective member.
2. No alcoholic beverages will be permitted at any recruitment events.
3. Each fraternity must present a list of Formal Recruitment activities to the Director of Greek Life by the date he or she establishes. This schedule must include dates, times, activities, locations, and contact information.

4. Each fraternity must have prospective members sign in at each activity and make sure that prospective member completes a grade release form.

#### Section C. Bids

1. A student who accepts a bid must have a cumulative grade point average of at least 2.0.
2. There is no limit to the number of bids a fraternity may extend.

#### Section C. Informal Recruitment

1. It is the responsibility of the fraternity offering a bid to arrange for each new/associate member to sign a grade release form within 48 hours of his bid acceptance.
2. New/associate members may not participate in intramural events until they have signed a grade release form.

#### Section D. Recruitment Infractions

1. Recruitment infractions will be handled by the IFC Judicial Review Board.
2. The Judicial Review Board will determine appropriate penalties and/or fines for infractions.

### **Article X: Hazing**

A member fraternity may not permit or induce a new/associate member to endure any mental or physical fatigue or permit or induce him to submit to any public or private moral or social degradation. Each member fraternity shall outlaw within its chapter any form of hazing as outlined in the University of New Orleans Student Policy Manual and the Greek Manual.

### **Article XI: Scholarship**

#### Section A. Grade Report

The Office of Greek Life shall base a member fraternity's scholastic index on the roster of its members enrolled during the current semester.

#### Section B. Sanctions

1. Any chapter falling below a 2.5 GPA or the University's All-Men's average (based on the preceding semester) will be on academic probation. Terms of this probation will be determined by the Director of Greek Life in consultation with the chapter's officers and advisors.
2. If a chapter on academic probation does not attain a 2.5 GPA or the University's All-Men's average during the following semester, their charter will be suspended for at least one semester.

### **Article XII: Judicial Review Board**

#### Section A. Purpose

It shall be the purpose of the Interfraternity Judicial Review Board to foster loyalty to the ideals of the University, to uphold and interpret the Constitution and Bylaws of the Interfraternity Council of the University of New Orleans, disseminate fines and punishments to fraternities and

IFC officers, and to judge wisely when discrepancies with the Constitution and/or Bylaws occur. If the Director of Greek Life believes a violation is beyond IFC's realm, he/she may refer it directly to University Judicial Affairs to be considered for action.

#### Section B. Composition

The Interfraternity Council Judicial Review Board shall consist of:

1. The Vice President of IFC, serving as Chief Justice
2. The Secretary of IFC, serving as Clerk
3. One executive board member from each IFC recognized fraternity (regular and colony members) who
  - a. is nominated by his fraternity at the beginning of each year
  - b. receives the affirmative recommendation of the IFC Vice-President
  - c. is voted into position by simple majority vote of IFC representatives
  - d. in the event of the resignation of a justice, a replacement candidate must be reported to the IFC Vice President within one week of position vacancy
4. The Director of Greek Life, serving in a non-voting advisory role

#### Section C. Eligibility

1. All members of the IFC Judicial Review Board shall be active members in their respective fraternities and in good standing
2. All members of IFC Judicial Review Board shall have a minimum grade point average of 2.5 or the University's All-Men's average.
3. A candidate shall not have an expected graduation date falling before his term expires
4. There may not be more than one justice from the same chapter (not inclusive of Chief Justice)

#### Section D. Duties

The Chief Justice shall:

1. Receive all cases pertaining to violations of IFC Constitution and Bylaws and related university policies
2. Serve as liaison between the Office of Greek Life, the IFC Executive Board, and the Judicial Review Board
3. Preside at all hearings
4. Keep confidential all matters related to the Judicial Review Board
5. Be allowed to express views but will only vote in judicial hearings in the case of a tie
6. Announce final decision and notify involved chapters of sanctions and dates of hearings

The Clerk shall:

1. Serve as a non-voting member of Judicial Review Board
2. Take minutes and submit and distribute written decisions to involved chapters, IFC Secretary, and Director of Greek Life
3. Serve as "protector" of the hearing and keep order
4. Keep confidential all matters related to judicial proceedings
5. Perform any other tasks as assigned by the Chief Justice
6. Replace the Chief Justice if challenged successfully and serve as Chief Justice with said duties

The Justices shall:

1. Hear and decide all cases brought before the Judicial Review Board
2. Hear and decide all appeals involving fines and decisions made by IFC
3. Attend all functions associated with being a justice
4. Keep confidential all matters related to judicial proceedings

#### Section E. Removal of Judicial Review Board Members

1. Any justice may be removed from office by two-thirds ( $\frac{2}{3}$ ) vote of the IFC
2. Any member fraternity may initiate removal procedure
  - a. Written notice of motion to impeach must be presented to IFC President
  - b. IFC President shall notify the officer in question
  - c. IFC President shall notify the membership of the motion to impeach at least one week prior to vote
3. Removal of the Chief Justice follows same impeachment process of IFC executives (Article V, Section D) and involves the removal/impeachment from both the position with the Judicial Review Board and as Vice-President of IFC.
4. Any justice who misses two (2) hearings, excused or otherwise, in any semester shall be dismissed.
5. Any justice who conducts behavior not befitting a gentleman and justice shall be dismissed
6. Any justice who falls below the required grade point average will be dismissed

#### Section F. Jurisdiction and Powers of Interfraternity Judicial Review Board

1. The Judicial Review Board will have discretionary jurisdiction to adjudicate allegations of misconduct resulting from the actions of any member organization of IFC or allegation of IFC or allegations of misconduct by individuals when representing or acting on behalf of any member organization.
2. The Judicial Review Board's powers of adjudication will extend to allegations involving violations of rules and policies established by the IFC and standards set by the University of New Orleans whether or not the alleged misconduct occurs on the premises of member organizations or its individual members.
3. The Chief Justice will consult with the Director of Greek Life for determination of whether or not allegations of misconduct violate University standards and policies.

#### Section G. Procedures

1. Preliminary
  - a. The complainant shall file any grievances in writing to the Director of Greek Life and the Chief Justice
  - b. The Director of Greek Life and Chief Justice will review the case and retain the right to dismiss the case at that point.
  - c. If charges are not dismissed, the Chief Justice will submit written notice of the charges to the accused at least 5 working days prior to the hearing
  - d. Notice of the hearing date, to be arranged by the Chief Justice, will be sent to all parties involved
  - e. Witnesses will be notified of the hearing by the Clerk at least 5 working days prior to the hearing

- f. The accused will notify the Chief Justice at least 24 hours in advance of the hearing if their chapter/individual wants a closed hearing. Hearings shall be open unless otherwise requested. The Chief Justice retains the right to clear the hearing at any time. Attendance at closed hearings is limited to members of the Judicial Review Board, the Director of Greek Life, witnesses and persons invited by the board to attend.
2. The Hearing
    - a. Three chapter representatives and the Chapter Advisor may attend the hearing in an official capacity
    - b. The accused chapter will be responsible for the presentation of their case
    - c. The involved parties are responsible for the actions of their witnesses (i.e. not showing up)
    - d. Upon the approval of the Director of Greek Life, the Chief Justice may continue the hearing of any case to such a date as the Judicial Review Board may desire to accommodate any of its members
    - e. The Chief Justice may, upon the request of any involved member of the hearing, the Director of Greek Life, or the Justices recess a hearing to discuss in chambers the case under consideration. During recess, the justices meet in private, along with the Director of Greek Life, to rule on the hearing. The Chief Justice will rule on all motions for recesses.
    - f. No member of the Judicial Review Board may hear a case involving his own fraternity, whether they be the accuser or the accused.
    - g. Challenging Justices
      - i. The accused shall have the right to challenge a member of the Judicial Review Board panel for cause.
      - ii. The accused may only challenge one Justice at a time
      - iii. The ruling on the challenge shall be determined by a simple majority vote of the unchallenged Justices
      - iv. If the Chief Justice is challenged successfully, the Clerk will take his place
  3. Procedures at the Hearing
    - a. The Chief Justice will advise all persons involved in the hearing that knowingly furnishing false information or testimony will jeopardize their case.
    - b. Although the hearing may be informal in nature, it shall provide the accused with certain procedural safeguards. The accused fraternity will be given the opportunity to hear the evidence against them; rebut statements made by the justices, present witnesses, evidence or any relevant information in their own behalf; and to confront and cross-examine witnesses.
    - c. The specific procedures to be followed and manner or presentation of evidence during the hearing will be determined by the Judicial Review Board.
    - d. The Chief Justice shall adjourn the hearing after consulting with the other justices and the Director of Greek Life and determining that all information and evidence has been properly presented and witnesses' statements exhausted.
  4. After the Hearing
    - a. The Judicial Review Board will meet in private session with the Director of Greek Life to ponder the evidence and to make a determination of innocence or guilt and any appropriate sanctions

- b. The Judicial Review Board will issue a written decision within four working days after the date the hearing is concluded. The Clerk will be in charge of the written decision and the delivery of it to the accused within that four day period. Copies of the decision will be furnished to the Director of Greek Life and the inter/national fraternity if deemed necessary by the Director of Greek Life.
- c. All written statements and submitted material for the hearing will be filed by the Director of Greek Life.
- d. The Judicial Review Board may convene a new hearing if in their opinion substantial new information has been produced that would render the original decision unfair or meaningfully challenge the wisdom of the sanctions imposed.

#### Section G. Sanctions

- 1. Restitution -- Complete restitution for damages to property
- 2. Charitable Acts -- Require group to do community service as defined by the Judicial Review Board and to be completed by set date
- 3. Admonition -- Verbal warning or written reprimand with correspondence to appropriate persons or agencies
- 4. Programming -- Mandatory participation in or sponsorship of relevant program(s)
- 5. Fines -- Monetary restitution used for the benefit of the IFC and to be deposited in an IFC account
- 6. Probation -- Probation may be imposed for any length of time and may carry anyone or combination of the following
  - a. No use of University facilities for events on behalf of the fraternity unless approved by the Director of Greek Life
  - b. Loss of social privileges
  - c. Loss of participation rights in IFC athletics
- 7. Suspension -- Defined as loss of all privileges, which are listed under probation and below, granted through membership in IFC. Suspension is to last for a specified period; at the end of suspension, all privileges will be automatically reinstated upon written request and approval from the Director of Greek Life.
  - a. No use of University facilities for events on behalf of the fraternity
  - b. No participation in intramural athletics as an organization or by any member of the fraternity on behalf of the organization. This will not limit individual or group utilization of recreational facilities.
- 8. Expulsion -- Permanent loss of membership in IFC
- 9. Any combination of sanctions as deemed necessary by the Judicial Review Board
- 10. For frequent violations -- Previous sanctions imposed on the fraternity may be considered in determining appropriate sanctions for current violations
- 11. Failure of the fraternity to abide by the sanctions imposed may result in a new hearing and the imposition of stiffer sanctions

#### Section H. Appeals

- 1. The Office of Judicial Affairs will review cases in which suspension or expulsion from IFC are imposed. If the Office of Judicial Affairs confirms the findings and decision rendered, the accused fraternity may exercise any right of appeal authorized in University Regulations.

2. Any decision by the University resulting in deactivation or loss of recognition of the organization as a fraternity formally associated with the University of New Orleans may be appealed through the procedures set forth in University Regulations.
3. Sanctions imposed by the Judicial Review Board that do not result in deactivation or loss of recognition of the accused fraternity may be appealed in writing to the Director of Greek Life and IFC, provided a majority vote of the Executive Board has approved the appeal. A letter of intent must be filed with the President of IFC within 10 working days after the letter of sanctions has been delivered to the fraternity.
4. The IFC may dismiss or amend sanctions imposed by the Judicial Review Board with a 100% approval vote.

#### **Article XIV: Social**

All fraternities must follow and comply with the guidelines for social events set forth by the University of New Orleans and their own inter/national fraternity's risk management policies.

These guidelines include, but are not limited to:

1. The illegal use, possession, sale, or distribution of any controlled substance at a fraternity function shall be strictly prohibited.
2. No chapter members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor.
3. No chapter, or its individual members, may provide alcoholic beverages to guests by selling tickets or cups, by charging admission fees, by taking up a collection, or by illegal means of collecting moneys from persons attending chapter functions.
4. Valid identification of those claiming to be entitled to consume alcohol at chapter functions where legal consumption is permitted must be checked for their correct age.
5. The possession, distribution, or consumption of alcoholic beverages at said functions must not violate federal, state, and local laws and ordinances as well as the rules and regulations of the national fraternity represented.
6. At all chapter functions where the legal consumption of alcoholic beverages is permitted, alternate, or non-alcoholic beverages, and food shall be served.
7. If any member or guest appears to be intoxicated, at any chapter functions, the chapter member shall escort said member or guest from the premises. The chapter must not permit intoxicated persons to drive automobiles or to walk themselves home, but rather, they must be accompanied by a responsible member who has not consumed alcoholic beverages or any illegal or controlled substance.
8. Any and all alcoholic beverages shall be strictly prohibited from being served to, provided for, or purchased for any new/associate or initiated members in connection with any and all aspects of the required new/associate member education program.

All reported violations of this policy will be brought before the IFC Judicial Review Board. Fines and sanctions will depend on the severity of the violation.

#### **Article XV: Amendments**

Section A. Right to Introduce Amendments.

Any member fraternity in good standing may introduce an amendment to this Constitution.

#### Section B. Procedure for Proposing Amendments

After the session in which an amendment is introduced, the IFC shall hear one additional reading of the amendment in its next regular session and may vote on the amendment at any regular session after that.

#### Section C. Adoption

An amendment that receives the affirmative vote of at least two-thirds ( $2/3$ ) of the IFC shall be adopted as part of the Constitution.

#### Section D. Approval of the University of New Orleans Administration

All amendments to this Constitution are subject to the approval of the Director of Greek Life.

## **Section Five: National Pan-Hellenic Council**

The University of New Orleans National Pan-Hellenic Council is an affiliate undergraduate council of the National-Panhellenic Council, Incorporated. The National Pan-Hellenic Council, Incorporated is currently composed of nine (9) international Greek-letter sororities and fraternities: Alpha Kappa Alpha Sorority, Inc.; Alpha Phi Alpha Fraternity, Inc.; Delta Sigma Theta Sorority, Inc.; Zeta Phi Beta Sorority, Inc.; Iota Phi Theta Fraternity, Inc.; Kappa Alpha Psi Fraternity, Inc.; Sigma Gamma Rho Sorority, Inc.; Phi Beta Sigma Fraternity, Inc.; and Omega Psi Phi Fraternity, Inc.

The NPHC promotes interaction through forums, meetings and other mediums for the exchange of information and engages in cooperative programming and initiatives through various activities and functions.

The National Pan-Hellenic Council was organized in May 1930 at Howard University, in Washington, DC. Charter members include Kappa Alpha Psi and Omega Psi Phi Fraternities, and Alpha Kappa Alpha, Delta Sigma Theta, and Zeta Phi Beta Sororities. In 1931, Alpha Phi Alpha and Phi Beta Sigma Fraternities joined the Council. Sigma Gamma Rho Sorority joined in 1937 and Iota Phi Theta Fraternity completed the list of member organizations in 1997.

The stated purpose and mission of the organization in 1930 was “Unanimity of thought and action as far as possible in the conduct of Greek letter collegiate fraternities and sororities, and to consider problems of mutual interest to its member organizations.” Early in 1937, the organization was incorporated under the laws of the State of Illinois and became known as “The National Pan-Hellenic Council, Incorporated.”

### **Membership Intake and Development (adapted from the NPHC Handbook)**

Both undergraduate and graduate/alumni chapter members must realize that bringing new members into the NPHC affiliate organization is based upon the aspirant’s possession of specific qualifications. Individual chapters must be guided by membership identification and selection standards, which will promote the building of a strong and effective chapter. All NPHC affiliate chapters have collegiate requirements before students can be considered for membership (i.e., first year freshman are not allowed to go through the intake process).

There are three important components in the membership intake process for NPHC affiliate organizations. Generally the process includes: (1) a pre-induction/orientation period, (2) the final induction ceremony, and (3) an in-depth education program. Each affiliate organization implements the guidelines and details of its own membership intake process.

The final pledge is the oath of allegiance by a candidate from which he/she cannot withdraw -- it is a lifetime commitment. Each organization has its own ritual and ceremony but all basically have the objective that this rite is intended to be impressive.

Each chapter must fill out the proper paperwork in the Office of Greek Life (Intent to Conduct Membership Intake Process, Candidates for the Intake Process, Petition for Initiation).

The intake process eliminates pledging as a requirement for initiation. As such, there are no “lines” or “pledges,” and no hazing as a requirement for membership.

No chapter event shall be held without the presence of at least one chapter member or advisor.

Hazing in any form, including physical and mental abuse, is prohibited and will not be tolerated.

No person who has resigned from one sorority or fraternity may hold membership in any other organization in the NPHC.

### **NPHC Position Statement on Step Show Conduct**

The National Pan-Hellenic Council recognizes that “Step Shows” are a creative and unique form of artistic and musical entertainment, especially at the undergraduate level. At most colleges and universities, students who are members of Greek-letter fraternities and sororities participate in such forms of entertainment as a means to promote and enhance the image of their respective fraternal organization and to showcase the talent of their membership. Step shows provide students, parents, faculty members, college and university officials, and the public a forum to better understand the unique culture (e.g., history and traditions) of African American fraternities and sororities.

Such cultural expressions may also have the potential for individuals to form opinions about the values and beliefs of local fraternities and sororities, as language, behavior, and symbols send strong messages. Additionally, it is plausible that step shows help prospective members become more informed about the organization in which they seek membership. Step shows have the potential to be a source of marketing African American fraternities and sororities.

For fraternity and sorority members, many step shows help create an environment conducive to intra and inter-group fellowship. This bonding may be particularly valuable to African American students matriculating at predominately White institutions, where many of these students feel isolated and perceive a lack of emotional support.

Although step shows enhance the undergraduate experience, they should not involve the degradation and/or belittlement of any other Greek-letter organizations, including fraternities and sororities affiliated with the NPHC, National Association of Latino Fraternal Organizations, National Interfraternity Conference, National Association Latino Fraternal Organizations and the National Pan-Hellenic Conference.

Further, step shows, which take the form of dancing, singing, and/or skits, should not be performed using lewd, indecent, or obscene behavior. Although freedom of expression is valued by this organization, performances of such reproach are not only inconsistent with the negative stereotyping which often overshadows the positive philanthropic and global projects undertaken by NPHC organizations.

The nine national presidents of the historically African American NPHC fraternities and sororities strongly urge undergraduates to consider positive themes when developing step shows. Such shows can highlight famous African American contributions to society. When skits are performed, they should be developed to convey positive political, social justice, and moral messages. The NPHC invites local councils and affiliated organizations to send creative, alternative step show ideas to the NPHC International headquarters for widespread exchange of artistic and musical expression.

## **Constitution of the National Pan-Hellenic Council of the University of New Orleans**

### **Preamble**

We, the Members of the National Pan-Hellenic Council of the University of New Orleans, in order to create and promote cooperation and unity among ourselves, and to create an intermediary between the administration and members of these organizations for harmonious work in matters affecting these groups, do hereby pledge our loyalty and support to the high purpose of promoting the best interest of our cause and our university by adopting the following constitution.

### **Article 1: Name**

The name of this organization shall be the National Pan-Hellenic Council of the University of New Orleans, hereafter referred to as the N.P.H.C.

### **Article 2: Establishment**

Section 1. An undergraduate council shall be established at the University of New Orleans and shall be composed of representatives of UNO chapters of the affiliate fraternities and sororities who are matriculating at an accredited college or university that recognizes and supports the NPHC's concepts.

Section 2. The undergraduate council shall have one or more staff advisors. The primary advisor shall be the Director of Greek Life. Advisors may be active with their respective local chapters of the affiliate fraternities and sororities.

### **Article 3: Purpose**

Section 1. To create a spirit of friendship among all people on the campus of the University of New Orleans.

Section 2. To develop a unity and cooperation among Greek Letter organizations.

Section 3. To stimulate the member organizations to foster and sponsor projects which will raise the educational, moral, and cultural tone of the campus.

Section 4. To show public support of each member organization's service functions (social functions optional) by representation.

### **Article 4: Membership**

Section 1. The membership shall be composed of the members of the following Greek Letter organizations of the University of New Orleans:

Alpha Phi Alpha, Theta Phi Chapter  
Alpha Kappa Alpha, Eta Eta Eta Chapter  
Kappa Alpha Psi, Lambda Omicron Chapter  
Delta Sigma Theta, Mu Tau Chapter  
Phi Beta Sigma, Iota Upsilon Chapter  
Zeta Phi Beta, Upsilon Iota Chapter  
Omega Psi Phi, Theta Mu Chapter  
Sigma Gamma Rho, Rho Delta Chapter

Additional fraternities and sororities admitted to the NPHC shall be listed in the order of their admission.

Section 2. For membership, the fraternity or sorority must be recognized as active by its National Office, and if necessary provide proof of active status.

#### **Article 5: Officers and Their Duties**

Section 1. The NPHC shall consist of the following officers:  
President  
Vice-President of Programming  
Vice-President of Community Service  
Secretary  
Treasurer  
Parliamentarian

Section 2. The President shall:

- A. Have the responsibility for performing all duties relating to the overall effective operation of the council
- B. Preside over all regular and special Council meetings
- C. Appoint all committees and serve as ex-officio member of all committees
- D. Maintain a complete and up-to-date President's file with a current copy of the Constitution and By-Laws, budget, the NPHC handbook and all other relevant correspondence
- E. Serve as liaison between the University and the Council
- F. Speak on behalf of the Council and shall authorize any others speaking on behalf of the NPHC
- G. Vote as any other member of the council, only in the case of a tie
- H. Countersign checks of the Council as necessary
- I. Serve as chair of the Executive Committee

Section 3. The Vice-President of Programming shall:

- A. Assist the President in the execution of all duties and assume all designated duties in the absence of the President

- B. Coordinate and assist in supervising all programs of the Council, including an annual NPHC week
- C. Serve as a member of the Greek Week planning committee, along with the Vice-Presidents of the Interfraternity Council and Panhellenic Association
- D. Serve as a member of the Executive Committee

- Section 4. The Vice-President of Community Service shall:
- A. Assist the President in the execution of all duties and assume all designated duties in the absence of the President
  - B. Coordinate and assist in supervising community service programs and projects undertaken by the Council
  - C. Serve as a member of the Executive Committee

- Section 5. The Secretary shall:
- A. Maintain complete and accurate minutes of all meetings of the Council
  - B. Maintain an accurate roll of the attendance of each delegate to the Council meetings
  - C. Be responsible for the official correspondence of the Council
  - D. Serve as a member of the Executive Committee

- Section 6. The Treasurer shall:
- A. Be responsible for the general supervision of all financial matters of the Council
  - B. Receive all payments, collect all dues and fines, and be responsible for the safe deposit of all monies of the Council
  - C. Provide a financial report to the Council at each regularly scheduled meeting
  - D. Be responsible for the prompt payment of all bills of the Council
  - E. Serve as a member of the Executive Committee

- Section 7. The Parliamentarian shall:
- A. Assist the presiding officer in the interpretation of the Constitution and By-Laws
  - B. Serve as the Chairperson of the Constitution and By-Laws Committee
  - C. Serve as a member of the Executive Committee

- Section 8. The Executive Board shall:
- A. Deliberate on those matters which are referred to it by the General Body or which have been vested in it by the General Body
  - B. Approve the time and place of the Council meetings
  - C. Ensure that an election of officers is conducted once an academic year

## **Article 6: Meetings and Voting**

- Section 1. Regular meetings of the NPHC shall place at a time agreed upon by the first meeting of each semester

- Section 2. Each member organization shall be represented by one delegate, entitled to one vote, for his/her organization
- Section 3. A simple Majority of the voting membership of the Council shall constitute quorum

#### **Article 7: Budget/Finance**

- Section 1. The Council, by the second meeting of each year, shall prepare a budget for the academic year, which shall require 2/3 vote of the members present for ratification
- Section 2. Each member organization shall submit dues of \$50.00 per semester no later than September 15 of each year. Dues and assessments received after October 1 will be assessed a \$5.00 late fee.
- Section 3. Any organization not represented at a meeting shall be assessed a \$5.00 fine PAYABLE AT THE NEXT MEETING.
- Section 4. The financial accounts of the NPHC shall be audited by the NPHC advisor annually and shall be submitted to the Executive Board and each member organization.

#### **Article 8: Powers or Derivation of Authority**

The powers of the UNO NPHC shall be:

- Section 1. To make laws that pertain to its own government
- Section 2. The Council shall have the power to impose probation and suspension periods upon its members for violations of its laws and policies. Appeals to the decisions of the Council shall be in the following order: Director of Greek Life, Dean of Student Affairs
- Section 3. To admit, according to the criteria stated in the By-Laws, petitioning fraternities and sororities to membership in the UNO NPHC.
- Section 4. To levy and collect yearly dues and fines.
- Section 5. To make recommendations to the member organizations for legislation, and to refer to the member organizing for discussion, matters which are of interest to the College and Fraternity World.

#### **Article 9: Membership of New Organizations**

- Section 1. Organizations seeking membership into the UNO NPHC must be recognized by the National Offices of NPHC.
- Section 2. Each organization seeking membership must be voted by approval of a simple majority of existing members.

## **Article 10: Parliamentary Procedure**

- Section 1. In matters not provided for in the Constitution and By-Laws, the UNO NPHC shall be governed by Roberts Rules of Order, revised edition
- Section 2. This Constitution shall be effective immediately upon ratification by 2/3 of the membership of the NPHC.
- Section 3. Amendments to the Constitution may be proposed only at the regular meetings. Proposed amendments must be tabled at least one week. Amendments shall become more effective upon ratification by a 2/3 vote of members present.

## **Article 11: Liability**

The NPNC disavows responsibility of any member sorority or fraternity for actions that violate either the letter or the spirit of the Constitution and By-Laws.

## **Article 12: Order of Business**

The order of business of the NPHC general meeting shall be as follows:

- Call to Order
- Roll Call
- Reading/Approval of the Minutes
- Communications and Announcements
- Committee Reports
- Old/Unfinished Business
- New Business
- For the Good of the Order
- Adjournment

## **Article 13: By-Laws**

- Section 1. At no time shall an organization ask or allow any of its prospective members to
- A. Damage or destroy property on or off campus
  - B. Participate in any activity that will disrupt regular campus activities such as classes, dormitory programs, religious services, and study hours, etc.
  - C. Participate in any activity that will reflect unfavorably upon the University or the organization.
- Section 2. At all times, membership intake must adhere to the “University of New Orleans Policy on Hazing.”

## **Article 14: Committees**

The University of New Orleans NPHC shall consist of the following Standing Committees:

- A. Programming: It shall be the duty of this committee to recommend projects and/or activities to be jointly implemented by all fraternities and sororities affiliated with the NPHC.
- B. Budget and Finance: It shall be the duty of this committee to plan and recommend a budget and financial policies to the Executive Board.
- C. Election: It shall be the duty of this committee to develop guidelines for elections, and tabulate the votes and report the results to each member organization and advisors.
- D. Constitution and By-Laws: It shall be the duty of this committee to receive and evaluate recommendations for changes in the Constitution and By-Laws and present recommended changes to the general body.
- E. Community Service: It shall be the duty of this committee to recommend community service projects that the Council could participate in and present those recommendations to the general body.

## **Section Six: Panhellenic Association Information**

The University of New Orleans Panhellenic Association is an affiliate organization of the National Panhellenic Conference (NPC). The National Panhellenic Conference supports its women's fraternities by promoting values, education, leadership, friendship, cooperation and citizenship.

National Panhellenic Conference, founded in 1902, is an umbrella organization for 26 inter/national women's fraternities and sororities. Each member group is autonomous as a social, Greek-letter society of college women and alumnae. Members are represented on over 620 college and university campuses in the United States and Canada and in over 5,300 alumnae associations, making up over 3.5 million sorority women in the world.

### **NPC History (taken from the NPC Website)**

Early histories of women's fraternities contain accounts of "rushing and pledging agreements" or "compacts" among fraternities on various campuses, and also many stories of cooperation and mutual assistance. However, no actual Panhellenic organization existed and no uniform practices were observed. By 1902, it was obvious that some standards were needed, so Alpha Phi invited Pi Beta Phi, Kappa Alpha Theta, Kappa Kappa Gamma, Delta Gamma, Gamma Phi Beta, Delta Delta Delta, Alpha Chi Omega and Chi Omega to a conference in Chicago on May 24. The session resulted in the organization of the first interfraternity association and the first intergroup organization on college campuses. (National Interfraternity Conference for men's fraternities was organized in 1909, now called the North-American Interfraternity Conference).

The fact that NPC is a "conference" is significant to the NPC philosophy because the organization is a conference, not a congress. It enacts no legislation except for the conduct of its own meetings. Other than the basic UNANIMOUS AGREEMENTS which all groups have voted to observe, NPC confines itself to recommendations and advice.

## Constitution of the University of New Orleans Panhellenic Association

### I. Name

The name of this organization shall be the University of New Orleans Panhellenic Association.

### II. Purpose

The purpose of this Panhellenic Association shall be to maintain a high plane of Fraternity life and interfraternity relations within our University and in doing so to:

1. Cooperate with the University administration in the maintenance of high scholastic and social standards.
2. Be a forum for the discussion of questions of interest in the University and fraternity world.
3. Compile rules governing recruitment, new members, initiation, and all activities involved in fraternity life on this campus.

### III. Membership

There shall be two classes of membership: Regular and Associate.

1. Regular membership of the UNO Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference fraternities at UNO.
2. Associate membership of the UNO Panhellenic Association shall be composed of all members in good standing of National Panhellenic Conference colonies.

### IV. Officers

1. The officers of the Panhellenic Association shall be President, Vice President, Secretary/Treasurer, Recruitment Coordinator, and Assistant Recruitment Coordinator.
2. The officers shall be delegates from fraternities holding regular membership in the UNO Panhellenic Association. Delegates from fraternities holding associate membership will not be eligible to hold an office.
3. The officers shall serve for a term of one year to begin with the last meeting of the fall semester.
4. No chapter shall hold more than two offices with the exception of Assistant Recruitment Coordinator.
5. All officers must be initiated members by the time of nomination and be in good academic and social standing with the university and their organization, as well as meet all university requirements.
6. Officers must maintain a 2.0 grade point average during the semester in which they serve.

### V. Meetings

1. Regular meetings of the UNO Panhellenic Association shall take place at a time and place established at the first meeting of the school year.

2. Special meetings may be called by the President when necessary and shall be called by her upon the written request of any member delegate to the Panhellenic Council. A 24 hour notice must be given to each sorority represented on the council.

#### VI. The Panhellenic Council

The administrative body of the UNO Panhellenic Association shall be the UNO Panhellenic Council. It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the UNO Panhellenic Association and to compile rules governing the Panhellenic Association including recruitment and new members, which do not violate the sovereignty, rights, and privileges of member fraternities.

1. **Membership:** The UNO Panhellenic Council shall be composed of one delegate from each NPC fraternity chapter at UNO and from such NPC fraternity colonies, or national sororities at UNO as the Council may approve for membership in the UNO Panhellenic Association.
2. **Selection of Delegates:** Delegates shall be selected by their respective fraternities to serve for a term of one year to begin the first meeting in January.
3. **Delegate Vacancies:** When a delegate vacancy occurs, it shall be the responsibility of the fraternity to elect a new delegate within two weeks, and it will be the fraternity's responsibility to notify the Panhellenic Council Secretary/Treasurer of the senior delegate's name, address, and phone number.
4. **Officers:** The officers of the UNO Panhellenic Association shall serve as the officers of its Panhellenic Council. These officers shall serve as the Executive Board of the Panhellenic Council and shall execute the powers and duties as described in the Bylaws of the UNO Panhellenic Association.
5. **Meetings:** Regular meetings of the UNO Panhellenic Council shall place at a time and place established at the first meeting of each semester. Special meetings may be called by the President when necessary and shall be called by her upon the written request of any member delegate to the Panhellenic Council. Three-quarters (3/4) of the member fraternities shall constitute quorum for the transaction of business.
6. **Voting:**
  - a. The voting members of Panhellenic shall be the delegates of each Fraternity holding regular membership. If the delegate is absent, a representative of the fraternity may vote provided her approval in writing by the chapter president is presented to the Council president prior to the meeting.
  - b. One vote shall be granted to each NPC fraternity chapter on campus.
  - c. Three-quarters of the voting members shall be required to establish recruitment rules, establish total chapter size, and determine other questions.
  - d. In the case of a deadlock after discussion and the minimum of two-re-votes, the Panhellenic President shall cast the deciding vote.

#### VII. Panhellenic Advisor

The Panhellenic advisor shall:

1. Either have experience as a Panhellenic advisor or be a member of an NPC fraternity.
2. Serve in an advisory capacity to the Panhellenic Council.
3. Have voice but no vote.

VIII. Standing Committees

Such standing committees and special officers as may be necessary to carry out the work of the UNO Panhellenic Council shall be appointed by the Executive Board to serve in that Board's term of office.

IX. Unanimous Agreements & Policies

1. All members of the UNO Panhellenic Council shall act in accordance with fundamental Panhellenic policies established by the National Panhellenic Conference in the Unanimous Agreements (Panhellenic Compact, Standards of Ethical Conduct, College Panhellenic Agreements, Agreements on Questionnaires and Constitutions, and the Jurisdiction of a College Council).
2. All UNO Panhellenic Council rules and policies shall be in harmony with those currently established by National Panhellenic Conference.

X. Violations

If any fraternity violates any regulations of this constitution, UNO Panhellenic Association Bylaws, any of the UNO Panhellenic Recruitment Rules or the National Panhellenic Compact, Standards of Ethical Conduct or binding agreements, it shall be brought before the UNO Panhellenic Judicial Board.

XI. Amendments

1. This constitution may be amended by vote of the voting members of the UNO Panhellenic Council.
2. All amendments must be proposed in writing then taken back to the chapters. Amendments will be voted on at the next regularly scheduled Panhellenic meeting.

## Bylaws of the University of New Orleans Panhellenic Association

### I. Finance

1. Fiscal year: the fiscal year of the UNO Panhellenic Council shall be from January 1 to December 31 inclusive.
2. Contracts: the signature of the President and the Secretary/Treasurer shall be required to bind the UNO Panhellenic Council.
3. Checks: all checks issued on behalf of the Panhellenic Council shall be signed by the Secretary/Treasurer, the President, or the Panhellenic Advisor
4. Payments: all payments due to UNO Panhellenic Council shall be given to the Secretary/Treasurer who shall then record them. Checks for payments shall be made payable to the UNO Panhellenic Council.
5. Membership dues: the dues of each Panhellenic Council member fraternity shall be an assessment per group. The amount shall be a semi-annual payment decided upon at the first meeting with the newly installed officers.
  1. Time of dues: the dues of each NPC member shall be payable on or before February 15 and October 1.
  2. Voting rights: no NPC group may vote until all payments are made.

### II. Selection of Officers

1. The office of President shall be held in rotation by each National Panhellenic Conference fraternity chapter in order of its installation at the University of New Orleans. The order is as follows: Zeta Tau Alpha (October 14, 1961), Sigma Kappa (April 7, 1962), Alpha Xi Delta (May 12, 1962), Delta Zeta (May 11, 1963). Whenever possible, the President should have served on the Panhellenic Council for at least one year. If the delegate from the fraternity in order of rotation is not prepared to serve as President, that fraternity shall relinquish its place to the next fraternity in order of rotation. The fraternity so passed may resume its place the following year and normal rotation shall be resumed.
2. The offices of Vice President, Secretary/Treasurer, Recruitment Coordinator and Assistant Recruitment Coordinator shall be elected.
3. The officers of the Panhellenic Council shall be elected at the end of November in order to take office the first week in December. Nominations for all officer positions shall be made two weeks prior to elections.

### III. Officer Duties

1. The president shall:
  1. Have overall responsibility for the operation of the Panhellenic Council.
  2. Call and preside at all regular and special meetings of the UNO Panhellenic Council.
  3. Call and preside at all regular and special meetings of the UNO Panhellenic Council Executive Board.
  4. Review and sign all Panhellenic Council checks and contracts involving the UNO Panhellenic Council.

5. Serve as member ex-officio of all Panhellenic Council committees with voice but no vote.
  6. Report as required to the National Panhellenic Conference Area Advisor.
  7. Maintain a complete and up-to-date President's file which will include a copy of the current UNO Panhellenic Constitution, Bylaws, and Standing Rules; current Panhellenic budget; current NPC Manual of Information and related materials, current correspondence and materials received from the NPC area adviser, copies of the College Reports to the area adviser and other pertinent materials.
  8. Perform all other duties usually pertaining to this office.
  9. Vote only to break a tie. If the matter involves the sorority that the President is in, the next officer not involved in this matter shall break the tie.
2. The Vice President shall:
1. Perform the duties of President in her absence, inability to serve, or at her call.
  2. Organize all fund raising activities.
  3. Organize all service and social activities.
  4. Represent the Panhellenic Council on the all-fraternity/sorority Greek Week Planning Committee.
- C. The Secretary/Treasurer shall:
- a. Keep an up to date roll of the members of Panhellenic Council and call it at all meetings.
  - b. Keep full minutes of the UNO Panhellenic Council, and keep a record of all actions taken by the Executive Board.
  - c. Maintain a complete and up to date file which will include the minutes of the UNO Panhellenic meetings, from the date of its organization; copies of all contracts made by the Council; and current correspondence.
  - d. Be responsible for the official correspondence of the Panhellenic Council unless otherwise provided for.
  - e. Be responsible for the general supervision of the finances of the UNO Panhellenic Association.
  - f. Be responsible for the preparation of the annual budget.
  - g. Receive all payments due to the Panhellenic Council, collect all dues, and give receipts.
  - h. Be responsible for the prompt payment of all bills of the UNO Panhellenic Council.
  - i. Maintain an up to date financial record, give a financial report at each regular meeting of the Panhellenic Council, and an annual report at the close of her term.
  - j. Sign all Panhellenic Council contracts along with the President.
- a. The Recruitment Coordinator shall:
- i. Organize and plan Panhellenic Recruitment activities.
  - ii. Promote Panhellenic Recruitment and opportunities to the university community.
  - iii. Compile all statistics concerning Recruitment.
  - iv. Complete an evaluation of Recruitment along with the Assistant Recruitment Coordinator.

- v. When necessary, help select recruitment counselors (Sigma Rho Chis) along with the Executive Board.
- vi. Review and have approved all Recruitment Rules.
- vii. Sit in on all judiciary hearings dealing with recruitment infractions.
- viii. Assist chapters in planning for Panhellenic Recruitment.
- ix. Coordinate new member relations after Panhellenic Recruitment.
- x. Shall serve as chair of the Recruitment Committee.

- 1. The Assistant Recruitment Coordinator shall:
  - a. Serve as assistant to the Recruitment Coordinator.
  - b. Serve as recruitment counselor (Sigma Rho Chi) chairwoman.
  - c. Conduct Panhellenic Recruitment workshops for recruitment counselors (Sigma Rho Chis) along with the Assistant Recruitment Coordinator.

#### F. Executive Board

- 1. The Executive Board shall appoint all standing and special committees and their chairmen and, in making these appointments, recognize representation from all member fraternities.
- 2. Should the Executive Board take any action outside of regular meetings of the council, they shall report such action at the next regular meeting of the Panhellenic Council through the Secretary/Treasurer and record the action in the minutes of that meeting.

### IV. Standing Committees

#### A. The standing committees of the UNO Panhellenic Council shall be:

- 1. Recruitment
- 2. Publicity
- 3. Judiciary

#### B. Standing committees shall serve for a term of one year. Such term shall begin no later than six weeks from the end of the spring semester. A committee chairman or member may be appointed to serve for a further term of office.

#### C. Immediately following the selection of officers for the ensuing year, the President elect shall call a meeting of the Executive Board to care for the appointment of all committee chairmen and members.

#### D. Recruitment Committee

- 1. Membership. This committee shall consist of the Panhellenic Recruitment Coordinator, serving as chair, and the recruitment counselors.
- 2. Duties. This committee shall be responsible for all Panhellenic Council matters pertaining to membership selection. This committee shall be responsible for reviewing and developing Panhellenic Recruitment rules, submitting them for discussion and approval to the Panhellenic Council (before the end of the spring semester), and distributing copies of them when approved to the delegates of the Council. Following each Panhellenic Recruitment period, the Chair of this committee shall present a full report, including recommendations, to Panhellenic Council.

- E. Publicity Committee
  - 1. Membership. This committee shall consist of a chair and no less than one representative from each NPC group at UNO.
  - 2. Duties. The publicity committee shall be responsible for all forms of publicity dealing with the UNO Panhellenic Association. This committee shall work closely with the Executive Board and all committees to make certain that the news media is kept informed of favorable publicity about the Panhellenic Association and its member fraternities.
- F. Judiciary Committee
  - 1. Membership. The Judiciary Committee shall consist of the President as Chairman with voice and no vote, one vice president from each NPC chapter on campus, and the Panhellenic Advisor as an ex-officio member.
  - 2. Duties. It shall be the duty of the Judiciary Committee to deal with violations of the Constitution, Bylaws, Standing Rules and Formal Recruitment Rules of the UNO Panhellenic Association.
  - 3. Appeals. The Appeals Committee shall consist of the delegate from each NPC group on campus.

- V. Administration of Panhellenic Membership Recruitment
  - A. An early fall Panhellenic Membership Recruitment period shall be held.
  - B. Continuous Open Bidding shall be in effect during the college year as outlined in the Panhellenic Recruitment Rules
  - C. Every regularly enrolled new member, initiate, or affiliate shall be counted in the Chapter total.
  - D. A list of new, initiated, and affiliate members shall be filed with the Panhellenic Advisor by the end of the second full week of classes in each semester.
  - E. Any resignation, termination, or other change in membership shall be reported to the Panhellenic Advisor no later than twenty four hours after it has occurred.

- VI. Recruitment Eligibility and Bid Acceptance
  - A. A woman must be a full time student with 12 credit hours and no more than one remedial class to be eligible for recruitment and bid acceptance.
  - B. A Panhellenic Association member fraternity may not issue an invitation to membership a woman during any school recess.
  - C. A new member may be initiated whenever she has met the requirements of the fraternity to which she has pledged.

- VII. Standing Recruitment Rules and Policies
  - A. All National Panhellenic Conference Unanimous Agreements and Resolutions shall be upheld.
  - B. The National Panhellenic Conference Manual shall be referred to for all Unanimous Agreements and Resolutions and shall be used as a reference if conflict arises.
  - C. The Preferential bidding system shall be used.
  - D. Release figures will be used in consultation with the National Panhellenic Conference Area Advisor.

- E. A woman is not eligible for membership recruitment if she is, or ever has been, an initiated member of a National Panhellenic Conference group.
- F. A woman is not eligible for Recruitment if she has been a new member of a National Panhellenic Conference group at the University of New Orleans within the last calendar year.
- G. Any woman signing a Membership Recruitment Acceptance Binding Agreement and receiving a bid at the end of Recruitment shall be bound by the agreement for one calendar year.
- H. All chapter members, alumnae, and Potential new members shall be bound by the provisions of the University of New Orleans Panhellenic Association Code of Ethics.
- I. Continuous Open Bidding will begin at noon on Bid Day and will be continuous throughout the regular academic year including semester break. Continuous Open Bidding ends the day final exams begin for the Spring Semester.
- J. The officers of the Panhellenic Association shall serve as Sorority Recruitment Counselors. When necessary, additional Recruitment Counselors may be chosen through a selection process proposed by the Recruitment Committee.
- K. Recruitment infractions will be handled according to NPC mediation procedures. If chapters are not willing to file a written recruitment infraction stating required incident information, the infraction will be considered invalid and will not be addressed by the Panhellenic Council.
- L. See Amendments to the NPC Unanimous Agreements (revised December 1998) and NPC Judicial Procedures (revised October 2003) for additional information on handling infractions.
- M. A Recruitment Rules document, which shall govern the Panhellenic Membership Recruitment period for the proceeding fall semester, shall be proposed by the Recruitment Committee and voted upon by the Council each spring.

#### VIII. Hazing

- A. All forms of hazing and/or pre-initiation activities which are defined as hazing shall be banned.
- B. Hazing is defined as any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include creation of excessive fatigue; physical and psychological shocks, wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations and policies of the educational institution.

#### IX. Extension

- A. When all NPC chapters at the University of New Orleans are at or over total the Panhellenic Council shall consider raising total or adding another chapter.
- B. Such a chapter shall be organized through colonization by an NPC fraternity or through organization of a local sorority which may petition an NPC fraternity for a chapter.

C. Consideration should be given to NPC fraternities that have previously had chapters on the campus and to those NPC fraternities which have filed letters expressing an interest in the campus.

X. Violations

- A. Any dispute arising out of the violation of Panhellenic Association rules and regulations shall be referred to the Judiciary Committee.
- B. If the decision of the Judiciary Committee is not acceptable, the matter may be appealed to the delegate body, as outlined in Section IV.F.3. Notice of intention to appeal shall be given to the Panhellenic President. All requirements as stated in the NPC Manual of Information shall be met. (See UNANIMOUS AGREEMENTS -- the College Panhellenic Agreement).

XI. Rules of Order

The UNO Panhellenic Association and its Panhellenic Council shall be governed by Robert's Rules of Order Newly Revised except in matters specifically for in the Constitution, Bylaws and Standing Rules.

XII. Amendments

These Bylaws may be amended by three-quarters (3/4) vote of the voting members of Panhellenic Council provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

## **Section Seven New/Associate/Aspirant Member Program Policies**

The beginning of a chapter's new member program is an exciting time for the new/associate/aspirant members and initiated members alike. A successful new member program should convey information about your chapter, foster academic achievement, and promote positive experiences that are free from hazing.

### **New/Associate/Aspirant Member Program**

Each chapter must develop annually a program to orient their new/associate/aspirant members to the organization. The activities of this program must support the goals of the chapter's national organization and the University of New Orleans. It is to be reviewed by the chapter officers and advisors and approved by the Director of Greek Life before the chapter extends invitations to membership.

### **Fraternity and Sorority New/Associate Member Workshop**

In order to educate the Greek community, the Office of Greek Life will present a New/Associate Member Education Workshop twice each semester. Each new or associate member of a social fraternity or sorority will be required to attend one of these sessions. Any chapter that does not ensure that 100% of its new/associate members attend one of these sessions will be placed on probation.

### **Notification of Recruitment/Intake**

Prior to any recruitment or intake activities occurring -- whether they be council-sponsored or chapter-sponsored activities -- each fraternity and sorority is required to provide notification to the Office of Greek Life. At least one chapter officer must meet with the director and submit detailed plans and dates of activities scheduled. The Greek Life Recruitment Guidelines and Greek Life Membership Intake Guidelines (available in the "Forms" section of this manual and on the Greek Life web site) outline in detail the paperwork and information chapters must submit.

### **Guidelines for Initiations**

The following policies exist to provide all new/associate members of fraternities and sororities sufficient time to make academic performance a major priority during the semester of their initiation.

1. Each chapter must notify the Director of Greek Life of the date of each their initiation at least 2 weeks in advance.
2. No initiations may be held during the summer semesters or during final exam periods.
3. All new member activities must end by the week prior to the first date of final exams in the semester in which they began.
4. Chapters are required to initiate new/associate members in the semester in which they have been extended an invitation to membership. In extreme circumstances, a chapter

may have the desire to “hold over” a new/associate member and not initiate him or her until the following semester. The chapter must receive written permission from the Director of Greek Life to do this.

### **University of New Orleans Hazing Policy**

The University will not tolerate nor condone hazing in any form. Policies governing hazing are as follows:

1. The University defines hazing as any willful act by one student alone or acting with others, directed against any other student, that:
  - c. Subjects the student to indignity or humiliation
  - d. Intimidates the student by threatening or ostracizing in public
  - e. Submits the students to ignominy, shame or disgrace among fellow students
  - f. Humbles, or is calculated to humble with pride, stifles the ambition, or blights the courage of the students attacked
  - g. Discourages the student from remaining at the University or cause him/her to leave rather than submit to such acts
  - h. Constitutes a legal assault, by striking, beating, bruising, maiming or any other physical violence, or merely seriously threatens to do these acts.
2. Complaints concerning possible violations are to be directed to the Associate Dean for Judicial and Student Assistance. Cases will be dealt with on an individual basis.
3. Specifically forbidden hazing activities include, but are not limited to: paddling in any form, creating of excessive fatigue, physical and psychological shocks, publicly wearing apparel that is bizarre and not in good taste, engaging in public stunts or buffoonery, morally degrading or humiliating activities or deprive persons of the opportunity for sufficient sleep, forcing or coercing person to consume alcohol or unusual substances such as unprepared food, blindfold trips, and any requirement that would cause a student to violate the judicial code of the university or any state or federal laws.

Hazing is forbidden by the University of New Orleans and any chapter suspected of hazing will be investigated and may face judicial action. If hazing occurs, the chapter will be suspended for a specified time period. Repeated hazing by the same organization will subject the group to permanent suspension from campus.

### **Remember that consent of a person being hazed does not constitute a defense.**

The following is a non-inclusive list of activities considered to be hazing by the University of New Orleans. The list is taken from FIPG, the leading risk management association supporting social fraternities and sororities.

The following items apply to pledges, aspirants, new members, associates, and members of all student organizations.

1. Exercise and/or calisthenics (sit-ups, push-ups, etc) programs

2. Total or partial nudity at any time
3. Wearing or carrying item such as coconuts, helmets, burlap bags, paddles, rocks, etc.
4. Dropping food (eggs, grapes, liver, etc.) in mouths
5. Paddle swats
6. Holding lighted matches and being required to recited or read something before the fire burns the fingers
7. Extremely loud music or many repetitions of the same music played during pre-initiation weeks and/or points of the ritual
8. Pushing, shoving or tackling new members/associates.
9. Awakened time and again during the night
10. Forcing alcoholic beverages on an individual who does not wish to drink or drink that much
11. Throwing whipped cream, water, paint, eggs, etc. on anyone
12. Line-ups of the associate member "class" or part of the "class"
13. Road trips, kidnaps of pledges, associates, new members or members
14. Requiring anyone to ride in a trunk of a car, the back of a truck or trailer for a trip to an activity
15. War games
16. Putting anyone in a room which is uncomfortable (temperature, noise, too small) during pre-initiation activities or between portions of the ritual
17. Personal errands run by new members/associate members for the active members (servitude)
18. Assigning "pranks" such as stealing, painting objects, panty raids, harassing another organization
19. Required or "expected" eating of any type of food or drinking of any beverage or deprivation of food or beverage
20. Active members intentionally messing up a room for the new member/associate to clean
21. Calling anyone "scum," "pledges" or similar derogatory names
22. New/associate members not permitted adequate time for study during pre-initiation or initiation periods
23. Yelling or screaming at someone
24. Lengthy work sessions
25. New member/associates expected to do anything active member says
26. Required reciting or material while doing another activity such as running stairs, etc.
27. Yelling or screaming of the fraternity name, song, pledge class names, etc.
28. Threatening the new member/associate by indicating that he/she is not up to standards and may not be initiated into the chapter/organizations
29. Less than six hours of continuous sleep for new member/associate each night during pre-initiation or initiation periods
30. Anyone booed or hissed or demeaned when they make a mistake in recitation in front of the chapter
31. Anyone dragged onto the floor when awakened
32. New/associate members write a list of their sins or faults believing they must read them to the chapter
33. Bracing and finger-snapping in new/associate members' ears
34. Derogatory sexual remarks or actions toward anyone

35. Collecting of signatures at any time for any reason
36. New/associate members being required to wear the same type of clothing on the same day to identify or unify the pledge class
37. Food or sleep deprivation
38. Initiation activities after midnight and before 8:00 a.m.
39. Scavenger hunts
40. Required periods of silence
41. Initiates writing progress reports on new members/associates
42. Branding or tattooing
43. Signatures

**Common Misconceptions about Hazing** Excerpted from: *Fraternity & Sorority Magazine*

**Misconception:** Hazing builds unity.

**Fact:** Unity will be created within the class, but the new members will be unified against the chapter. The end result is a number of unified groups within one disunited chapter.

**Misconception:** The new members want to be hazed.

**Fact:** If you believe this, why not publicize your chapter's planned hazing activities during recruitment, and then see how many new members the chapter gets?

**Misconception:** I went through it, now the new members have to go through it.

**Fact:** Would you go through it again? It only takes one class to break this so called "tradition." Our founders and early members were not hazed, so why treat today's new members differently?

**Misconception:** If we eliminate hazing, (name of fraternity/sorority) will be just a social club instead of a fraternity/sorority. It will be cakewalk to become a member.

**Fact:** A truly well-organized, positive, and educational program requires more time, dedication, and energy than a hazing program. The resulting difference will be initiates who are better prepared to work for the chapter, and who can better serve as leaders.

## **Section Eight: Risk Management and Insurance**

All UNO social Greek-letter organizations are required to carry liability insurance and provide the university with proof of coverage. However, holding insurance does not exempt a fraternity or sorority from instituting sound risk management policies to ensure the safety of their members and of guests who may attend their events.

The Fraternal Information and Programming Group, Inc. (FIPG), the nation's premiere risk management association for fraternities and sororities, publishes a manual that offers chapters an excellent guide to all aspects of risk management. Though not all of UNO's fraternities and sororities are members of FIPG, the Office of Greek Life recommends that each chapter's officers familiarize themselves with this manual, which is available in .pdf format at [www.fipg.org](http://www.fipg.org).

Each social fraternity and sorority is required to provide the Office of Greek Life with a copy of their risk management policy each year. Chapters whose national organizations retain membership in FIPG may simply provide written notification of that membership.

### **Risk Management Policies**

The University of New Orleans has adopted the Risk Management Policy of FIPG, Inc. as the standard that applies to all fraternity and sorority entities and all levels of Greek-letter social organization membership. Each chapter is responsible for adherence to this policy.

### **Alcohol and Drugs**

1. The possession, sale, use, or consumption of ALCOHOLIC BEVERAGES, while on chapter premises, during a fraternity event, in any situation sponsored or endorsed by the chapter, or in any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city, and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
2. No alcoholic beverage may be purchased through chapter funds nor may the purchase for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. The purchase or use of a bulk quantity of common sources of such alcoholic beverages, e.g. kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, shall be prohibited.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal "drinking age").

5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event that an observer would associate with the fraternity, is strictly forbidden.
6. No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
7. No chapter may co-sponsor or co-finance an event where alcohol is purchased by any of the host chapter, groups or organizations.
8. All recruitment activities associated with any chapter will be DRY recruitment functions.
9. No member shall permit, tolerate, encourage or participate in “drinking games.”
10. No alcohol shall be present at any new member/associate member program, activity or ritual of the chapter.

### Hazing

No chapter, colony, student, or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as:

Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunt, scavenger hunts, road trips or any other activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution, or applicable state law.

### Sexual Abuse and Harassment

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

### Fire, Health and Safety

1. All chapter houses should meet all local fire and health codes and standards.

2. All chapters should have posted by common phones emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company.
4. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house is expressly forbidden.

## **Section Nine: Alcohol Policies**

This section includes the alcohol policies and procedures of the University of New Orleans. These policies are intended to protect the university as well as the students. It is imperative that these policies and procedures are followed. Questions about policies in this section may be directed to the Director of Greek Life, the Director of Student Involvement & Leadership, or the Associate Dean for Judicial and Student Assistance.

### **A Guide to the UNO Alcohol Policy**

This guide addresses questions you may have regarding the Alcohol Policy at UNO; it provides guidelines to ensure compliance, and it offers general knowledge about alcoholic consumption.

All students are expected to be responsible for their own behavior and the behavior of their guests. You are expected to obey all state and local laws, all university policies, and the policies of your national organization. When the use of alcoholic beverages creates danger, damage or destruction as determined by the university, you and your chapter will be held accountable.

Persons privileged to purchase alcoholic beverages, including wine and beer, on the UNO campus must meet the State of Louisiana age requirement (must be at least 21 years of age to purchase alcohol).

In accordance with state and local law, identification showing proof of age must be presented when purchasing alcoholic beverages. Alcoholic beverages will be sold and consumed only at designated locations and only to UNO students, faculty, staff, alumni and their guests.

The designated areas in which alcoholic beverages may be sold and consumed are:

1. The University Center Flambeau Room
2. The University Center food service areas
3. The University Center, where alcoholic beverages may be served under the direction, supervision and control of the Food Services staff or University Center staff. Said beverages shall be sold in this area by the university only at events sponsored by authorized campus organizations and approved by appropriate administrative officials
4. Alcoholic beverages may be consumed (not sold) in university housing areas by residents and their guests who are of legal age
5. During Arena events, alcoholic beverages may be sold at the Lakefront Arena by authorized officials of the facility
6. Alcoholic beverages may be sold by authorized officials of UNO's Department of Intercollegiate Athletics

In addition to the above, the policy permits the possession and consumption of alcoholic beverages during such functions and at such locations that the Chancellor may deem proper to approve. The consumption of alcoholic beverages will be limited to those areas designated above.

If a group chooses to have alcohol at an event the following UNO regulations must be followed:

1. Alternative (non-alcoholic) beverages must be available whenever alcohol is served, in sufficient quantity, for the duration of the event. When supplies of an alternative beverage are exhausted, the serving of alcohol will immediately cease.
2. No-cost or low-cost alcohol may not be used as an enticement to attend events. Alcoholic products may not be used as prizes, awards, or giveaways at events or programs, although redeemable coupons or certificates are permissible for such purposes.
3. Event names or advertisements should reflect the purpose or subject of the event. Terms such as “Beer Blast” or “Keg Party” indicate the consumption of alcohol as the major purpose of an event and cannot be used.
4. When university departments or student organizations enter into joint sponsorship of events or programs with alcoholic beverage companies, the company’s name may appear on printed advertisements or other materials, but should not appear to be the primary sponsor.
5. A reasonable portion of the event budget, as determined by the event coordinator and UNO Campus Dining, shall be designated for the purchase of food items.

Hosting organizations have responsibility for knowing and complying with applicable university policies and Louisiana laws. Legal age requirements for drinking alcohol will be understood and enforced. Additional information regarding the sale and consumption of alcohol may be found in the UNO Policy Manual.

### **Summary of State of Louisiana Law regarding Alcohol Consumption**

Louisiana law provides that it shall be unlawful for any person under 21 years old to purchase or have public possession of any alcoholic beverages.

The term public possession means the possession of any alcoholic beverage for any reason, including consumption on any street or highway, or in any public place or any place open to the public.

It is never legal for a person under 21 years old to purchase alcoholic beverages, under any circumstances. However, there are several exemptions for public possession of those persons between 18-20 years old. These include: 1) for an established religious reason; 2) when accompanied by a parent, spouse, or legal guardian 21 years of age or older; 3) for medical purposes when legally prescribed; 4) in private residences, private clubs, or establishments; 5) if lawfully licensed manufacturer, wholesaler, or retailer. Please be advised that chapter houses are not defined as private residences.

## Section Ten: Other UNO Policies & Procedures

### **Student Organization Offenses**

A student organization may have a complaint brought against it for a violation(s) of the *University of New Orleans Judicial Code*, which may be found in the *UNO Student Handbook* and on the Division of Student Affairs web site ([www.studentaffairs.uno.edu](http://www.studentaffairs.uno.edu)).

A student organization and its officers may be held collectively and/or individually responsible for violations(s) of the code. The alleged violation may take place either during an event sponsored by the organization or by an individual representing that organization.

Student organizations are responsible for compliance with the code and with university policies. Upon proof that a member who has violated the code had the knowledge and/or consent of his student organization officers or that a member acted in concert with other members involved, the organization may be subject to university sanction.

The following rights will be afforded to student organizations:

1. The president or his/her designee must be given reasonable notice of the complaint in accordance with the code. The president or designee is then required to represent the student organization in any proceedings. Failure of the president or designee to appear on behalf of the student organization will not prevent the disposition of the case.
2. The student organization's president or designee shall be afforded all procedural rights of the code.
3. Any individual who accepts an invitation to join fraternity or sorority may be subject to individual fraternity or sorority and/or Greek governing structure sanctions in addition to university sanctions for group or individual offenses.

### **Officer Requirements**

If a student wishes to seek, hold, or continue holding an office in a registered campus organization, the individual must: (1) be currently enrolled for six semester hours or more, (2) have an overall grade point average of 2.0 or better, and (3) not be on university-wide judicial or scholastic probation. Individual student organizations may require additional qualifications in addition to these minimal university regulations. Other student organization rules and regulations may be obtained from the Office of Student Involvement & Leadership. Student organization officers are responsible for informing the organization advisor if they do not meet the minimum requirements.

### **Food and Beverage Guidelines**

UNO Administrative Policy 14.1 (revised 9/16/92) governs all food and beverage consumption on the campus.

The following is a general guideline from this policy:

“UNO Campus Dining is responsible for the purchasing, preparation, sale, and service of all food and beverages consumed at any campus event.”

In other words . . .

Contact the Campus Dining Office for food and beverages at meetings or events. If your event is in the Hitt Alumni Center, the Lakefront Arena, the Lindy Boggs Conference Center, or one of the religious centers, contact the management of the building for their policies.

### **Other Applicable University Policies**

There are several other university policies that apply to student organizations, including policies on demonstrations or mass protests, distribution of literature, posting of signs on campus, discrimination, and sexual harassment. All of these policies are printed in the *UNO Student Handbook*.

### **Reserving Rooms on Campus**

Requests for use of rooms on campus should be made through the Office of Campus Booking. The online reservation form is available at <http://campusbooking.uno.edu>. Questions can be directed to 504-280-BOOK.

### **Reserving Outdoor Space on Campus**

Organizations must reserve outdoor space on campus through the Office of Student Involvement & Leadership (SIL) by filling out the Event Registration Form. This includes spaces such as the Quad, Library Breezeway, Student Park, and fund raising tables throughout campus.

NOTE: A social fraternity or sorority filling out a SIL Event Request Form must obtain the signature of the Director of Greek Life before submitting it.

### **Reserving the University Center Glass Case**

Organizations may reserve the display case on the first floor of the University Center for one week at a time. Reservations are made at the UC Information Desk.

### **Reserving the University Center Windows**

Organizations may reserve windows to hang window banners in the University Center Deck through the Office of Student Involvement & Leadership. The windows may not be painted.

### **Reserving Space in the Lindy Boggs Conference Center**

Contact one of their meeting coordinators at 504-280-6680 or [confmc@uno.edu](mailto:confmc@uno.edu). Diagrams of available space are available at <http://www.conferences.uno.edu>.

## Section Eleven: Greek Week and Greek Awards

The Office of Greek Life works in cooperation with the vice presidents of the Interfraternity Council, the National Pan-Hellenic Council, and the Panhellenic Association to plan a Greek Week each year to promote the value of Greek Life to the campus community. Greek Week features events that highlight the ideals of membership in a Greek-letter social organization: friendship, scholarship, service, and leadership.

As part of Greek Week, the university sponsors a Greek Awards Program. This program is designed to highlight individual and chapter achievements that best promote the ideals of the Greek community and foster understanding and support for the fraternity movement.

The Greek Awards Program is divided into three categories:

### 1. Excellence in Chapter Activities

Awards are given in this category to recognize chapters for excellence in programming, projects, or achievements that foster the principles of Greek life. This category consists of the following awards:

- a. Excellence in Community Service/Philanthropy (one fraternity and one sorority)
- b. Excellence in Scholarship (one fraternity and one sorority) – No application necessary; the chapters with the highest grade point averages will be recognized.
- c. Excellence in Programming (one fraternity and one sorority)
- d. Excellence in Intramurals (one fraternity and one sorority) – No application necessary; the chapters with the highest intramurals points will be recognized.

### 2. Individual Recognition

Awards are given in this category to individuals who best exemplify the ideals of fraternity and sorority life. This category consists of the following awards:

- a. Outstanding Greek Scholar (one fraternity member and one sorority member)
- b. Outstanding New Member (one fraternity member and one sorority member)
- c. Outstanding Chapter President (one fraternity member and one sorority member)
- d. Greek Man of the Year
- e. Greek Woman of the Year

### 3. Standards of Excellence

Awards are given in this category to recognize chapters for their overall achievements in promoting the ideals of fraternity and sorority life. This category consists of the following awards:

- a. Chapter Progress Award (one fraternity and one sorority)
- b. Outstanding Chapter of the Year (one fraternity and one sorority)

Greek Awards applications are distributed annually. All member organizations of the Greek Council are eligible for Greek Awards, provided they are not under any type of disciplinary action, whether for insufficient academic progress or because of violations of governing council, national organization, student organization, or university policy.

## Section Twelve: Leadership Development

### Assertiveness

One of the key areas that every leader must continually develop is assertiveness. Assertiveness plays a major role in running meetings, motivating members, effective communication, and conflict resolution. Too often though, we find leaders who just aren't quite there yet. Use the following list of definitions to help pinpoint what type of behavior you most often display.

Passive behavior: failing to speak up, hinting, or whining. You are not respecting yourself enough to communicate your needs and feelings openly. What you say, "No, it's okay that's not finished yet." What you think, "I can't believe this! She had over four weeks to get that done. I'm mad!"

Aggressive behavior: speaking up in a way that puts others down; demanding, pressuring, or intimidating. You are not respecting another person's rights to their feelings or needs and may be overlooking circumstances of which you are unaware. What you say, "You're worthless, you never get anything done!" What you think, "You're worthless, you never get anything done!"

Passive-Aggressive behavior: speaking up in a way that confuses others; saying one thing and doing another. You are not being specific about your needs and feelings nor are you accepting responsibility for them. What you say (whining), "Gee, I wish I had time to get this done. Oh well, guess it's too late now." What you think, "I really don't have time to do this myself. I need a volunteer right now."

Assertive behavior: clear, direct, respectful, responsible communication - verbal and nonverbal. Behavior that allows a person to stand up for her rights without denying others their rights. What you say, "This is important work that needs to be completed. Would someone like to volunteer, or should I appoint someone to do it?" What you think, "This is important work that needs to be completed, would someone like to volunteer or should I appoint someone to do it?"

### Tips for Managing Conflict in Your Chapter

#### Accept Conflict

Remember that conflict is natural and happens in every ongoing relationship and group. Since conflict is unavoidable, you must learn to manage it. Conflict is an opportunity for growth, new understanding, and improved communication. Conflict cannot be resolved unless it is addressed with the appropriate individual(s).

#### Analyze the Conflict

Analyze the conflict to help clarify the specific problem. Some questions that you may ask are:

- What triggered the conflict?
- Who are you angry with?
- What are you not getting that you want?
- What are you afraid of losing?
- Is your conflict/anger accurate or over exaggerated?

### Share Your Interests

To solve interpersonal conflict, all parties must talk about their interests or the “Why’s” behind their positions. They must share their true interests and work together to find a solution that satisfies those interests. Often the interests are intangible things, such as respect, belonging, friendship, and fun. When individuals have different lifestyles, values, and schedules, the need to discuss their differences is critical in managing conflict. You must develop a balanced plan of give and take that satisfies everyone’s interests.

### Remain Calm

Your response to the conflict can escalate or decrease the intensity of the problem. Avoid using inflammatory language such as profanity, name calling, and exaggerations. Restate inflammatory language in a more objective way to help make the information less emotionally laden and more useful for future discussions.

### Listen Actively

Work through how you feel, what the specific problem is, and what impact it is having on you and the other person(s). You should each use “I”-based statements to help do this (see below).

I feel (strongest feeling)

When you (objective description of the behavior)

Because (specific impact or consequences)

I would like (what you want the person to do in the future to prevent the problem)

### Work Together

This requires that each person stop placing blame and take ownership of the problem. Make a commitment to work together and listen to each other to solve the conflict.

### Focus on the Future

In conflict we tend to remember every single thing that ever bothered us about that person or group. People in conflict need to vent about the past, but too often they dwell on the past as well. The best way to take ownership of the problem is to recognize that regardless of the past, you need to create a plan to address the present conflict and those that may arise in the future.

### Separate the Person from the Problem

View the problem as a specific behavior or set of circumstances rather than attributing negative feelings to the whole person. This approach makes the problem more manageable and hopeful than deciding you “can’t stand” this person any longer.

### Be Creative

Finding a resolution to the problem that satisfies everyone requires creativity and hard work. Be careful not to give in simply to avoid conflict or maintain harmony. Agreements reached too quickly and easily usually do not last. Generate silly options to begin thinking “outside of the box” of original positions.

### Be Specific

When problem solving, be very specific. For example if you are using a roommate agreement to facilitate the discussion make sure that everyone fully understands each point that is written down. Clarify ambiguous terms that each person may interpret differently.

### Move Past Positions

A position is the desired outcome of a conflict. Often the position is “Susie isn’t doing her job; we need a new officer,” or “I just can’t work with Judy.” Positions are not negotiable and result in impasse. To resolve conflict, each person has to “move past positions.”

### Agree to Disagree

Each person has a unique point of view and rarely agrees on every detail. Being right is not what is important. When managing conflict, seeking the “truth” can trap you rather than set you free. For example, consider the differing testimony of witnesses that all see the same car accident. Truth is relative to the person’s point of view.

### Maintain Confidentiality

Encourage others who are in conflict to deal directly with the person they are in conflict with. Avoiding the conflict and venting to others tends to escalate the conflict and fuels the rumor mill. If rumors are already part of the conflict, encourage them to work out a plan to put an end to the gossip. Do your part to quell rumors.

### **Tips for Resolving Conflict**

Be simple and direct when confronting but proceed openly and smoothly. Rushed interpersonal encounters of any type usually not conducive to increased awareness.

Know the facts regarding the behavior you are confronting. What conditions surround the observed behavior? What relationship have you had with the person you are confronting? How does that person see you?

Be specific and clear in your confrontation. This is essential when considering the impact of an individual behavior confrontation in this and future confrontations.

Confront behavior not values. Selling your way as the appropriate way to behave probably will not work. Specify which behaviors are causing others a problem such as constant interruptions, side-talking, sarcasm, lack of respect.

At every available opportunity, communicate your interest in the person and ask him/her clarifying questions. How do you view your current behavior? What impact to see it having on the team?

Show your feelings about the confrontation. If you are angry, be extra careful to be assertive (not aggressive or passive). Identify feelings as feelings, rumors as rumors, and facts as facts.

Focus on the persons strengths but do not engage in an on-the-spot counseling session or personality build-up period.

Confront behavior in a positive and constructive manner. Show the individual you are concerned with the positive element of team work. Collective responsibility is an important element of teamwork and includes consideration of others.

Generally attempt to make the confrontation objective about the specific behavior. Make a distinction between the person and the action of the person.

End the confrontation with an open invitation to talk.

### **Steps to Fair Conflict Resolution**

Conflicts seldom go away by themselves. They require open, clear, deliberate communication if they are going to be resolved. Often a conflict evaporates when the different points of view are heard in a calm setting. Those who are experienced at conflict resolution have learned to follow these steps.

- Talk to your advisor. See if he or she can mediate at a committee meeting or a private meeting.
- Arrange a meeting with all parties involved in the conflict.
- Acknowledge that there is a conflict. Make sure all parties verbally agree on the nature of the conflict.
- When discussing your role in the conflict, use “I” statements. Encourage others to do the same.
- Ask direct questions about the situation.
- Confirm your understanding. For example, “If I understand correctly, this is how you see the situation . . .”
- Tell the other parties what outcome you want and ask what they want.
- Whether or not you come to an agreement, agree to work toward a resolution that benefits everyone; and schedule a follow-up meeting, if necessary.

### **Delegating Responsibility**

Delegating responsibility (the art of spreading the work around) is an indispensable concept, which must be grasped by any leader who expects to be successful. Delegation is the process of entrusting part of the work of programs and administrative assignments to others in your group.

Delegation is important because it:

- Allows more people to be actively involved.
- Distributes the workload.
- Motivates members by giving them value and importance. This aids in member retention.
- Utilizes a variety of talents and skills (those available among group members).
- Allows more information, ideas, and suggestions to be shared, developed, and utilized.

- Generates more support for the programs the group plans.
- Allows the group leader to develop his leadership skills by leading others.
- Develops trust and friendship among the group members.
- Helps the organization run more smoothly.

### Top Ten Excuses for Not Delegating

Initially delegating requires time to teach officers how to complete the task at hand. Yet once done, effective delegation will save you time in planning and executing your events.

10. **I'm reluctant to take a risk.** Learning to take risks is part of leadership.
9. **They don't know how to do the task.** Take time to teach them.
8. **They lack confidence in their ability.** Praise them for the small wins.
7. **They don't like doing it.** Make it interesting. Show them how it fits into the bigger picture.
6. **I can't trust my brothers/sisters/committee workers.** Follow up with them on a regular basis to make sure they are doing their tasks.
5. **I don't have time to involve others.** The younger members will never learn how things work, and the chapter won't have people who can take office next year.
4. **I can't delegate to my friends.** Try it; you'd be amazed.
3. **They don't have time.** Break the job into smaller, more doable tasks.
2. **It takes too much effort.** Yes, at first delegation does require effort. It's also an inevitable part of being an effective leader.
1. **I can do it better and faster myself.** This may seem true at first but allow your members the opportunity to use their own talents and abilities!

### Basic Steps of Delegating

- Set aside time for reviewing the assignment.
- Analyze the assignment and organize the task.
- Recruit your members by asking for volunteers -- interest and belief in something is one of the greatest motivators for success
- Suggesting someone you feel would be good for the task. Silence in response to a request for volunteers does NOT necessarily mean lack of interest. Often, a person won't volunteer because he/she lacks self-confidence.
- Assigning the task to someone. The person can always decline.
- Spreading the good tasks around. "Good" jobs give people status and value. Make sure the same people don't always get the cushy tasks.
- Explain how this assignment fits into the total program.
- Define the worker's assignment clearly.
- Provide necessary information and guidelines.
- Communicate expected quality levels.
- Determine how much guidance the worker needs.
- Direct the person accordingly.
- Assess the progress of the task.

- Express appreciation to the worker.

### How Can I Delegate Better?

1. Trust the abilities of your members
2. Respect your members as people
3. Be open-minded to ideas of others
4. Understand that others will make mistakes
5. Be willing to provide a learning opportunity for others

### **Programming an Event**

Programming is the process of creating, implementing, and evaluating events that are designed to meet the cultural, educational, social, and recreational needs of chapter members.

What is the purpose of programming?

- to foster brotherhood/sisterhood among members
- to influence or improve conditions
- to inspire members to action
- to encourage involvement
- to explore and experiment with ideas
- to gain knowledge
- to gain practical experience

What are the expectations of programming?

- to find out the interests of others
- to have a game plan to communicate that game plan
- to involve others
- to act now
- to follow through

What can you gain from programming?

- practical work experience
- an opportunity to be creative
- feeling challenged
- discovering new abilities
- discovering your capabilities and potential
- a chance to make a difference

### **A Model for Programming**

Step One: Review your organization's mission and vision statements, the chapter goals, and university policies. They are important to know because they are the master game plan. Our goals give us a direction and help us keep a larger picture in mind.

Step Two: Assess Needs. It's important to assess needs because without doing this, we're running blind. Your programs will have low attendance and you are going to get frustrated. But if you know the reasons you're having an event, then it's more likely to meet with success.

Step Three: Brainstorm. This is the fun part. Let your imagination run wild. Think of anything and everything. It's vitally important that no one criticize an idea during this stage. Go for quantity of ideas, not quality (that will flow naturally later on).

Step Four: Reality Check. Here's where you get critical. Consider the following:

- Is there enough time to do this event?
- Is there a conflict with another major event? Check the university calendar for date and time.
- What would be the cost of this program?
- Can we get a room?
- Can we get the needed equipment?

Step Five: Make it happen. Plan and delegate responsibility. This is your big opportunity to get others involved. People take ownership in projects when they feel they are making significant contribution to them. The more involved the committee members are, the harder they'll work for programming success. Ask for volunteers to take some sort of responsibility for the details. DETAILS, DETAILS, DETAILS can make or break an event. Make sure you're keeping on top of them.

Step Six: Safety Net. Walk through the program in your mind. Once all the details are taken care of and before the program date has arrived, visualize what the program is going to be like. Talk this out loud with your committee and then with your advisor.

Step Seven: Just Do It. On the day of the program, check with the committee members for any last minute changes. Show up at least thirty minutes before the program start time to help set up. Publicly thank the committee for its work. Make sure that committee members are there to clean up. Have fun!

Step Eight: Evaluate!! ALWAYS evaluate the program. This is the last step of programming and the one that is the easiest to skip. Please don't.

### **The Role of an Advisor**

Alumni/ae advisors can fill many different roles within fraternities and sororities:

Teaching Function: Advisors can enhance the students' academic experiences by asking them to apply principles they have learned in the classroom to the chapter. Advisors assist student leaders in developing insight into their strengths and weaknesses as well as in developing and teaching new leadership skills.

**Consultation on Programs:** Advisors should expect that they will be consulted regularly by the officers concerning their plans for programs and activities and should offer their ideas and suggestions freely without dominating program planning.

**Providing Continuity:** Because the turnover of the chapter's officers and members is continuous, the advisors often serve as the most consistent links with the past. They can provide an historical perspective to assist the current leadership in accomplishing its goals. Continuity also implies a link with the future, and the advisors can play an important role in helping to develop long-term plans for the future of the organization, as well as seeing these plans are communicated to succeeding generations of leaders.

**Counseling Individual Leaders:** Advisors get to know students on a variety of levels by working closely with them in an informal setting. Consequently, advisors have a unique opportunity to offer student leaders guidance with both personal and professional issues of importance.

**Participation/Supervision:** Advisors have a responsibility to keep the best interests of the fraternity in mind. While actual participation at activities is not always required or necessary, advisors must be willing to influence the incidents that could damage or embarrass the chapter or the university.

**Advocate:** Finally, advisors should be advocates for the chapter and its leaders. Advisors occupy a unique position, representing both the national fraternity and the chapter members to alumnae, the university, and the New Orleans community. Advisors must be willing to act on behalf of the students, protecting their rights as well as their responsibilities.

### **Student and Advisor Expectations**

In any student/advisor relationship, the expectations flow two ways. Advisors and chapter members must articulate the expectations of each other. Understanding and respect are necessary if they are to build a solid base for communication with each other and working together as a team.

What an officer expects from an advisor:

- The advisor should assist the officer and chapter in formulating long-range goals and in planning and initiating short-term projects to meet those goals.
- The advisor should be invaluable to the chapter as a resource person.
- The advisor should assist the officer with procedural matters relating to the national fraternity, the university, and other outside constituencies.
- The advisor should be accessible and available when emergencies arise.

What an advisor expects from an officer:

- The officer should keep the advisor informed as to all committee (and all-chapter) activities, meetings, problems, etc.
- The officer should meet regularly with the advisor and use her as a sounding board for discussing plans and problems.

- The officer should act in the best interest of the chapter, the national organization, and the university at all times.
- The officer will follow throughout with commitments that she makes.
- The officer will assist committee members and other sisters in developing their leadership potential.

## Role of the Advisor Worksheet

This form is designed to help advisors and officers arrive at a clear and mutually agreed upon role of the advisor. Please respond to each item using the scale indicated.

1. Essential for the advisor to do
2. Helpful for the advisor to do
3. Nice, but they don't have to
4. Would prefer they not do
5. Absolutely not an advisors role

The advisor is expected to:

- \_\_\_\_\_ 1. Attend all committee meetings.
- \_\_\_\_\_ 2. Explain national policy when relevant to the discussion.
- \_\_\_\_\_ 3. Depend on officers/members to carry out their responsibilities.
- \_\_\_\_\_ 4. Be accessible in person, on the phone, or via email.
- \_\_\_\_\_ 5. Take an active part in formulating the goals of the group.
- \_\_\_\_\_ 6. Attend all chapter events sponsored by the committee.
- \_\_\_\_\_ 7. Require the officer to clear all expenditures before financial commitments are made.
- \_\_\_\_\_ 8. Get a copy of all official correspondence.
- \_\_\_\_\_ 9. Mediate interpersonal conflicts that arise.
- \_\_\_\_\_ 10. Let the committee work out its problems even if it means that they make mistakes.
- \_\_\_\_\_ 11. Take initiative in creating teamwork and cooperation among its members.
- \_\_\_\_\_ 12. Take an active part in the orderly transition between old and new officers.
- \_\_\_\_\_ 13. Evaluate group performance.
- \_\_\_\_\_ 14. Cancel any inadequately planned activities.
- \_\_\_\_\_ 15. Let the committee thrive or decline on its own, not interfering unless requested to do so.
- \_\_\_\_\_ 16. Veto a decision when it violates a stated objective, the bylaws, or national or university policy.