STANDING RULES

The College Panhellenic Council and the Interfraternity Council may wish to adopt additional rules that pertain to the administration of the association. This type of rules belongs in standing rules rather than the bylaws. Standing rules are written as a special document from the bylaws, but should be attached to and distributed with the bylaws.

AGREEMENT. In order to increase community and campus involvement in philanthropic events without losing participation CPC chapters (Alpha Chi Omega, Alpha Delta Pi, Chi Omega, Delta Delta Delta, Delta Gamma, Kappa Delta, Phi Mu, and Pi Beta Phi) and IFC chapters (Alpha Tau Omega, Delta Tau Delta, Kappa Sigma, Phi Kappa Tau, Pi Kappa Phi, Sigma Alpha Epsilon, Sigma Chi, Sigma Nu, and Sigma Phi Epsilon) will equally participate either by donation or the sponsoring of a team for each philanthropy event of the above chapters. Further, it is expected that any future expansion or colonization by outside chapters will adhere to these bylaws.

REGULATIONS.

Section 1. Alcohol shall not be present at any philanthropic event. Consumption of alcohol at a philanthropic event will result in an immediate dismissal of organization and a judicial infraction to the council.

Section 2. CPC and IFC will only participate in a maximum of two events per month that have more than one day of competition. There is no limit per month on participation for events with only one day of competition.

Section 3. There must be at least fourteen days in between any performance competition that involves either CPC or IFC chapters. This includes Homecoming and Greek Week Activities or other University sponsored performance competition events identified during the annual calendar planning meeting.

Section 4. Only one sign per chapter should be put on a fraternity or sorority house during their philanthropy event. Signs must be removed by the members of the house they are placed on within 24 hours of the conclusion of the philanthropy event.

Section 5. Chapters are expected to be respectful of scheduled NPHC event nights, which will be communicated at calendar planning meeting.

DISTRIBUTION OF POINTS.

Section 1. Attendance points cannot be factored into points for the overall winner. This includes profit shares.

Section 2a. The overall winners of a philanthropy event shall not return the next year as competitors in events where this is applicable.
Section 2b. Special independent winners cannot come from the same chapter as the year before.

Section 3. Special entertainment is left to the discretion of the hosting chapter.

Section 4. Any purchases towards performance cannot be considered towards points, including but not limited to member auctions, costumes, or props.

LENGTH AND PREPARATION OF EVENTS.

Section 1. The length of any philanthropic competitive event shall not exceed three events within three days (consecutive or nonconsecutive) for any one chapter. This does not include outside events such as money drops, profit share nights, etc.

Section 2. Practices and preparations for all philanthropy events are limited to three weeks prior to the event.

FORMAT OF PHILANTHROPY PACKETS.

Section 1. The format of philanthropy packets is as follows:

a. Introduction Letter: The introduction letter should introduce the organization; introduce charity/foundation the event will benefit, and state specific dates and times of events, as well as a brief description of the competitions and events. The philanthropy chair should provide their contact information within this section as well.

b. Day(s) Schedule: The day(s) schedule should include the day-by-day agenda of the event and include exact times and locations for each event.

c. Breakdown of Rules: Breakdown of rules should include time limits for performance competitions, participant limits for performance and athletic competitions, and other rules specific to the event.

d. Selection of Winners/Awards: This section should state how points will be awarded for both athletic and performance competitions in the form of a point’s rubric. This section will also include what events will count towards the overall winner and how monetary/supply donations can count towards an independent, special award.

e. Important Forms: Philanthropy packets should include blank event registration form, participant liability forms, t-shirt sign up form, etc.

Section 2. Chapters must include the suggested minimum and absolute maximum number of performing participants for both athletic and performance events within their philanthropy packet.
SUBMISSION AND DISTRIBUTION OF PHILANTHROPY PACKETS.

Section 1. The Greek Life Office must receive event packets four weeks in advance in order to review packets. Packets are reviewed by the respective council VP Philanthropy. After approval, packets are to be distributed at the CPC and IFC meetings three weeks prior to the event. This applies to any sororities, fraternities, NPHC, or non-Greek organizations putting on an event.

Section 2. The process of submitting philanthropy packets is as follows:

a. Philanthropy packets are due by Tuesday by 5pm four weeks prior to the event
b. CPC Philanthropy Chairs will submit their packets via email as a word document to the CPC VP of Philanthropy
c. IFC Philanthropy Chairs will submit their packets via email as a word document to the IFC VP of Philanthropy
d. Council VP Philanthropy will review the packet and work with chapter to address any concerns.
e. Revisions to the philanthropy packets are at the discretion of the CPC VP of Philanthropy and IFC VP of Philanthropy and will be requested in accordance to the rules.
f. CPC and IFC VP of Philanthropy will distribute packets in council meeting three weeks prior to the event and place in all chapter Dropbox accounts.

APPROVAL OF PHILANTHROPY PACKETS.

Section 1. After philanthropy packets are distributed at council meetings, chapters will have one week to report, if any, violations of philanthropy packets to their respective council judicial board.

Section 2a. Further, if either council does find a rule violation of a philanthropy packet, the respective council must submit this violation to their respective council judicial board and must also provide reasonable proof that the packet does not adhere to the standing rules and the council should offer revisions to improve the philanthropy packet.

Section 2b. The council judicial board will offer feedback and then the respective chapter will then have one week to revise the philanthropy packet to ensure packets are sent out to councils in adequate time. Philanthropy chairs will be expected to work with their Council’s VP of Philanthropy as well to make these changes.

RESCHEDULING EVENTS.

Section 1. If an event must be rescheduled, the organization putting on the event must give the participants and the Greek Life Office notice no fewer than 4 weeks ahead of time.

Section 2. The process for rescheduling an event is as follows:
a. Both the CPC VP of Philanthropy and IFC VP of Philanthropy and at least one Greek Life Office Advisor must be notified of the change through email.
b. Chapter will formally present their date change at their respective council meetings.
c. The organization must show appropriate proof or reason for rescheduling their event.
d. If necessary, a meeting should be held between the organization, CPC VP of Philanthropy and IFC VP of Philanthropy, and a Greek Life Office Advisor to resolve the issue.

FEES OF EVENTS.

Section 1. All philanthropy event entry fees are limited to fifty (50) dollars.

Section 2. Checks for philanthropy events must be made out to the chapter’s organization/charity. If this is not possible, the chapter receiving the check must provide a proof of transaction.

Section 3. Chapters can donate or can raise more than the fifty (50) dollar entry fee. However, donations that exceed fifty (50) dollars cannot be considered nor listed as a sponsorship in that chapter’s name.

RULES REGARDING MONEY OR SUPPLY DONATIONS.

Section 1. Monetary or supply donations will not count towards overall points.

Section 2. Monetary or supply donations can count towards an independent, special award.

Section 3. Points shall not be issued towards any award for the purchase or wearing of T-shirts.

Section 4. Donations upon admission shall be limited to the request of $1.00 per person and a fee shall not be required for admittance. If an event is continuous (i.e. more than one night) organizations may only ask for donations once.

PHILANTHROPY FUNDRAISING.

PROFIT SHARES.

Section 1. Any chapters’ profit share nights will not be held on the same night as another profit share nor one the same night as another chapter’s philanthropy event.

Section 2. Profit Shares are not allowed to take place on specific blackout days within the Greek Life calendar. These dates will be communicated at the calendar planning meeting.
Section 3a. Philanthropy chairs should consult with the philanthropy calendar before selecting profit share dates to ensure availability. Profit share dates are claimed on a first come-first serve basis and chapters must notice Councils’ VPs of Philanthropy.

Section 3b. It is encouraged that profit shares should be held on the same week as that chapter’s respective philanthropy event.

Section 4. Philanthropy chairs should submit a flyer stating the location, time, beneficiary of their profit share to the Greek Life Office three weeks before the profit share.

FUNDRAISERS.

Section 1. Fundraisers are defined as events in which goods are sold for profit and in which other chapters’ participation is not required.

Section 2. Any chapters’ fundraisers will not be held on the same day as one another.

Section 3. Fundraiser dates must be communicated at planner meeting and roundtables.

Section 4. Fundraisers will adhere to the same rules that apply to submission and distribution of philanthropy events, approval of events, and rescheduling of events.

CAMPUS ORGANIZATION PARTICIPATION.

Section 1. It is expected that chapters will reach out to non-Greek campus organizations to participate in their philanthropic competition. A general rule is for those campus non-Greek organizations to be offered a discounted rate to encourage non-Greek participation in the event.

CAMPUS SERVICES.

Section 1. Philanthropy events must follow policies of the university, specifically event services and Aramark.

Section 2. Failure to adhere to university policies can result in the cancelation of event.
GLOSSARY OF TERMS.

Section 1. Types of Competitions

- **Performance competition**: Competition in which performance is judged for points. This includes, but is not limited to, dance, cheer, step, karaoke, song, or skit (combination of any of these) competitions, which typically require practice. [see REGULATIONS, Section 3, p.1]
- **Athletic competition**: Competition in which athletic ability is judged for points.

Section 2. Required Documentation

- **Philanthropy packet**: Required documentation for signature events and fundraisers. [see FORMAT OF PHILANTHROPY PACKETS, p.2]
- **Flyers**: Required documentation for profit shares. Must include date, time, location, and beneficiary of profit share. [see PROFIT SHARES, Section 4, p.5]

Section 3. Types of Events

- **Signature event**: Annual philanthropy event for each chapter. [see CALENDAR PLANNING MEETING, Section 3b, p.6]
- **Fundraisers**: Philanthropy event involves the selling of a good for profit, in which the goal of the fundraiser is to raise money for the charity or foundation the chapter supports. [see FUNDRAISERS, p.5]
- **Profit Shares**: Event whose purpose is to raise money for the charity or foundation the chapter supports. [see PROFIT SHARES, p.4]