

PHILANTHROPY ADVISORY BOARD BYLAWS
THE UNIVERSITY OF ARIZONA

Modified February 2022

I. PHILANTHROPY ADVISORY BOARD MISSION STATEMENT

The purpose of the Philanthropy Advisory Board (PAB) is to approve, monitor, and regulate all philanthropic events hosted on or off the University of Arizona campus by fraternities and sororities overseen by Fraternity & Sorority Programs (FSP) to ensure that all chapters host positive and successful events.

PAB seeks to promote the true meaning of philanthropy, enrich the image of Greek Life on the UA campus, and assist each chapter in fulfilling the Greek principle of serving the community and bettering itself.

II. PHILANTHROPY EVENT RULES

1. Definitions

- a. For the purposes of consistency, a Chapter Philanthropy Event shall be defined as follows: Any event that raises money for a philanthropy
- b. For the purposes of consistency, a Chapter Fundraiser Event shall be defined as follows: An event that a chapter hosts to raise money that goes towards the chapter.
 - i. A chapter fundraiser differs from a philanthropy event, but it is advised to present a chapter fundraiser to PAB for any assistance, clarifications, or questions that may arise (e.g., if a CrowdChange page is requested).
- c. For the purposes of consistency, a Chapter Percentage Night shall be defined as follows: A fundraiser held in partnership with an establishment where a portion of the proceeds raised will go towards the chapter or their chosen philanthropy.
 - i. Percentage Nights
 1. Chapters have no limits on the number of percentage nights held per semester.
 2. No meeting is necessary for approval of a percentage night. However, the online 'PAB Percentage Night Google Registration Form' for the percentage night must be completed.
 - a. Percentage nights do not require formal approval. The Chapter must fill out the PAB Percentage Night Google Registration Form located on the FSP website a minimum of 2 business days before the intended event..
- d. For the purposes of consistency, a Closed Chapter Event shall be defined as follows: A Chapter Philanthropy Event that has a limited allowed audience (e.g., their members, family members, philanthropy representatives).
 - i. Closed Chapter Events
 1. No meeting is necessary for the approval of a closed chapter event. Closed Chapter Events must be approved via email at least one week in advance.

2. At least 75% of the proceeds must be donated to the philanthropy.
 3. Internal merch sales limited to the chapter fall under the notification style process as Closed Chapter Events do.
 - e. For the purposes of consistency, “Come and Go” Events shall be defined as follows, including but not limited to: An event that participants/ attendees can drop by in passing, spend a shorter amount of time that won’t interfere with their class schedule, or where participants can participate in varying time increments.
2. Cause of the Philanthropy
 - a. Events shall share the purpose of the event and the philanthropic cause that the money will be going towards. This can be in the form of passive programming at the event (flyers, brochures, posters, etc.) or a formal programming that involves members talking about the philanthropy, and what it means to the chapter.
 - b. The chapter and members shall share details about the Philanthropy Event that include the event, the philanthropy, how the philanthropy is tied to the organization, and where the funds are going.
 - c. Attire should be appropriate for the event. The design should have some relation to the event or mention of the philanthropy.
 - d. Philanthropy events hosted by governing councils are not required to be approved by PAB, but must follow PAB guidelines and are recommended to be discussed with PAB to check calendar/timing rules, etc.
3. Proper Conduct
 - a. No event shall be associated with the consumption or distribution (or co-sponsorship with a beverage supplier or company) of alcohol. If participants or members of the sponsoring chapter are intoxicated, the event shall be shut down and the sponsoring chapter shall be sent to Greek Standards Board. Same rules apply for illegal drug use or use of mind altering substances.
 - i. The present PAB member(s) may use their best judgement in the situation to ensure that the event is running with good representation of Greek Life and the organization.
 - ii. Host chapters must discuss the inappropriate activity of pregameing prior to large events with at least 75% of members in attendance.
 - b. Events shall be run in the best of taste and as a positive representation of Greek Life on campus. Therefore, events shall have no references to alcohol or drug use, nudity, racism, sexism, or any other derogatory or inappropriate behavior. Failure to do so shall result in suspension of that event for 1 year. If an event is deemed risky, the chapter must talk with the PAB Advisor about the event and approve all details through PAB and FSP Staff.
 - c. In the case of a competition event between chapters or other teams, there shall be no disparaging remarks made about other chapters or teams. Each chapter is required to talk to participants for these kinds of events and inform them that this behavior shall not be tolerated. Host chapters must step up. If this occurs, the event shall be shut down, and both the sponsoring chapter and violating chapter shall be sent to Greek Standards Board. This includes any disparaging remarks or foul words said about another chapter or team by host chapter members/coaches.
 - i. Should proper conduct not be upheld, the chapter in violation must offer a formal apology to the host chapter and chapter at receiving end of remarks.

- d. Members who are violent and/or intoxicated will be removed from the philanthropy competition week. The insubordinate member's chapter shall receive one warning.
 - i. Second violation: entire chapter removed from remaining philanthropy events for the rest of the semester.
 - e. Any events that involve a pageant or skit shall require mandatory educational programming for the chapter.
 - i. The philanthropy officer and/or specific event chairperson shall meet with the PAB Advisor or a PAB board member to review an educational presentation.
 - ii. This presentation shall then be given to the philanthropy officer and/or specific event chairperson to deliver to their chapter after they attend a PAB meeting. The philanthropy officer and/or specific event chairperson must present to their chapter at least one week before their approved event is held.
 - iii. The presentation must have at least 75% of the members in attendance, preferably during a chapter meeting.
 - f. All pageants, skits, and similar events, as determined by the board, shall be video recorded by the chapter to ensure proper conduct. The hosting chapter must submit a script before the event and strictly adhere to the script to avoid referral to Greek Standards Board.
4. Scheduling and Timing of Events
- a) The maximum length for events is three days.
 - i) A chapter may have a four-day event if one day is a community service event or a percentage night.
 - b) Each chapter shall be limited to having three philanthropy events per semester, not including percentage nights.
 - c) Events can occur any day of the week, restrictions are as follows:
 - i) "Come and Go" events can occur any time Monday through Thursday.
 - ii) The earliest start time for large scale events is 4pm Monday through Thursday.
 - iii) Large scale events can begin as early as 2pm on Fridays.
 - iv) There is no restriction of start time on Saturdays or Sundays, but the events must be over by 3am.
 - v) PAB and FSP reserve the right to move Friday start time to 4pm if problems arise.
 - vi) Overlapping events can occur if they are "Come and Go" events or Percentage Nights.
 - d) Registered events that only involve the sponsoring chapter's members may occur outside of the designated days and hours.
 - e) Non-location-based competitions can be completed at any time during the week per PAB approval, such as social media competitions, penny wars, etc. These events are limited to one per semester per chapter.

PHILANTHROPY EVENT RULES

5. Auctions
 - a. Only one member from each participating chapter is permitted to make bids on behalf of the chapter.
 - i. Limit of one member does not apply if it is an individual prize (or can be used for anything) versus a group prize for the chapter.
 - b. A chapter is only allowed to auction off prizes or other items.
 - i. Auctioning off members or other individuals is not allowed.
 - ii. Auctioning off services such as cleaning, cooking, and dates are not allowed to be auctioned.
 - c. A full and comprehensive script must be written for the event and be submitted to the PAB Director via email at least two weeks before the event. PAB shall approve the script within two business days after being submitted. The script must be strictly adhered to in order to avoid referral to Greek Standards Board.
 - d. Auction events must be video recorded by the chapter and submitted to PAB.
6. Head-to-Head Competitive Events
 - a. Head-to-Head competitive events may occur on a year-to-year basis. If a chapter hosts a safe and incident-free head-to-head competitive event, it may occur next year.
 - b. It is the responsibility of the hosting chapter to ensure that the event is safe and incident-free.
 - i. Chapter events where individuals are injured or where altercations occur shall not be able to host a head-to-head event at their next philanthropy.
 - c. If bylaws are violated the event is up for discussion for future denial of approval.
 - i. Must address what happened and how to avoid it in the future.
 - d. In the event that a participating team fails to follow the PAB bylaws, they must be disqualified.
 - i. If the host chapter fails to disqualify a team for violating the PAB bylaws, both parties shall be referred to Greek Standards Board.
 - e. Coaches/host members are required to sign the PAB Coaches Statement and agree that they shall not make demeaning comments about other chapters or teams, shall not pressure participants, nor offer incentives and shall not tolerate a violation of the no contact rule.
 - i. The Philanthropy Chair and other necessary members shall hold a separate meeting with Coaches to go over the bylaws and expectations.
7. Chapters who would like to have parts of their event previewed by PAB prior to their event can arrange a time for a member of the board to consult.

III. VIOLATIONS AND SANCTIONING

1. Events cannot be held without approval from PAB. Failing to get PAB approval for an event may result in a referral to Greek Standards Board.
2. PAB and PAB Advisor reserve the right to refer chapters to Greek Standards Board if an event is deemed in bad taste. -changed for content clarification
3. Chapters may be referred to Greek Standards Board for violations including but not limited to:

- a. Violations of the above policies and bylaws.
 - b. Donation of less than 75% of the money raised during their event to the philanthropic organization of choice.
 - c. Any other action or inaction deemed inappropriate by the PAB.
4. If a chapter is sanctioned by Greek Standards Board, PAB recommends that the chapter's sanctions include:
 - a. The creation of recommendations for possible philanthropy events that could take the place of the event that they have been sanctioned for hosting.
 - b. The chapter may be subject to suspension from holding any philanthropy events, and the period shall be decided by Greek Standards Board.
 - c. Sanctions are managed by Greek Standards Board. Greek Standards Board can consult with PAB and also ask for updates, but Greek Standards Board oversees and manages them.
5. PAB has the right to hold a mediation meeting with participating chapters that violate any of these PAB bylaws.
 - a. This mediation meeting shall occur with the PAB Director and the appropriate chapter president.
 - b. A majority vote by the board must occur in order to hold a mediation meeting.
 - c. Mediation meetings can be held in lieu of the Greek Standards Board if PAB deems the offense not necessary of Greek Standards Board and if PAB believes that the issue can be resolved without further consequences.
 - d. Events changed after approval subject to Greek Standards Board referral.

IV. CHAPTER REGULATION

1. All chapters must follow individual council and international/national bylaws for philanthropy events in addition to the PAB Bylaws and the University of Arizona Code of Conduct. Failure to do so shall lead to referral to Greek Standards Board.
2. The PAB Advisor can cancel philanthropy events at any time, given the discretion of FSP.
3. Events must be approved at a PAB meeting at least two weeks prior to when the philanthropy event is scheduled to occur. The only exceptions being percentage nights which only require notification of the event to PAB via the PAB Percentage Night Google Registration Form
4. The responsibility lies on the chapter to attend PAB meetings.
 - a. Meetings shall be held on a regular basis. Time, date, and location shall be decided by the PAB Director on a semester-to-semester basis (released the first week of classes).
 - b. The philanthropy or specific event chair from each chapter is required to attend the meeting, unless an exception is granted by the PAB Director.
 - a. Other officers, advisors, and/or attendees must be approved beforehand by the PAB Director or PAB Advisor.
 - c. Chapters attending a PAB meeting unprepared or without the required documents

shall be asked to reschedule for the next meeting to give the chapter time to prepare, and the event cannot be approved until all paperwork is turned in.

5. Chapters must submit 'Philanthropy Registration Form' online by Monday at 5:00 pm the week of the PAB meeting they plan to attend. The materials outlined below must be fully completed and correct in order to be reviewed and approved during the PAB meeting. The PAB Checklist must be signed by the Philanthropy Chair, PAB Director, and PAB Advisor before the event(s) is/are approved and the event dates are reserved.
 - a. Any marketing materials to be used such as flyers, banner designs, t-shirt designs, social media posts, and individual competition posts must be approved in advance by PAB.
 - b. If applicable, liability forms that participants and/or chapter members shall be required to sign in order to participate in the event. This must include all 3 entities (chapter, PAB, the University of Arizona). Liability forms must be included for any event that poses any sort of risk to a participant or chapter member.
 - c. A detailed itinerary, including the rules to be implemented during the event including the standards that participants and chapter members shall be required to adhere to, judging rules, scoring, etc.
 - i. If a chapter is found to be giving points other than those presented to PAB as part of their event, they shall be referred to Greek Standards Board.
 - ii. Buying points is not equitable and is not allowed, e.g., awarding points based off of t-shirt sales, food sales, or buying likes on social media posts.
 - iii. Point systems of any kind must be reviewed and approved by PAB.
 - d. A detailed copy of the philanthropy's projected expenses and revenue with an explanation of the chapter's plans to cover the cost, keeping in mind that 75% of the money raised during the event must be donated to the chapter's charity of choice.
 - i. Chapters are strongly encouraged to donate 100% of the proceeds, but up to 25% of the total revenue may be used to cover costs.
 - e. Copy of insurance certificate, if additional insurance was obtained for the event.
 - i. If insurance is not on file with FSP/ASUA the event cannot take place.
 - f. Confirmation of location for Philanthropy Event.
 - g. Proof of security, if necessary.
 - h. PAB Statement of Understanding (and Coaching Form, if necessary) signatures.
 - i. Before a chapter hosts a philanthropy event of any kind, they must review PAB and chapter bylaws with their chapter and any individuals or other clubs participating in the philanthropy event.
 - ii. The hosting chapter must have at least 75% of their chapter members sign the PAB Statement of Understanding.
 1. An exception to this is closed chapter events.
 - i. Any other documents that the sponsoring chapter deem necessary.
6. Philanthropy events shall not be registered until all required documents are submitted. Philanthropy registration occurs after approval by PAB Director and PAB Advisor or, if necessary, after specific improvements based on feedback is received by the PAB Director.
7. In the interest of successful event promotion and participation, only one event shall be approved for each time slot (daytime, evening, and late-night). Events are scheduled on a first-come / first-approved basis, and events must not overlap at any time. There is a limited

amount of dates available, so it is recommended to submit events 4 weeks prior if possible.

- a. Upon assessment and discussion, the PAB can allow double events, especially if any are virtual.
8. PAB Roundtables are held each semester and are mandatory for one member from each chapter to attend. The Philanthropy Chair is recommended, however, if the Philanthropy Chair cannot attend then the President or another Executive Board member from each chapter can take their place. It is highly recommended that specific event chairpersons also attend the roundtable.
 - a. Events cannot be held by the chapter unless they attend the roundtable.
 - b. Make up sessions will not be guaranteed and are at the discretion of the PAB Director and Advisor.
 9. Chapters shall be required to fill out and turn in a completed 'Philanthropy Follow-Up Form' within two weeks of the event to evaluate the amount of money raised, ensure the correct allocation of funds, and record the successes/failures of each philanthropic event.
 - a. If the chapter's event included a skit or similar function, the footage from the event shall also be submitted at this time.
 - b. If the amount changes from what was initially submitted on the form, contact the PAB Director about it via email. Must inform within 48 hours of finding out the amount change.

V. BOARD MEMBER REGULATION

1. Scheduled PAB meetings shall be mandatory for all board members.
2. If a board member is unable to attend a PAB obligation, they must give a 48-hour notice to the PAB Director and PAB Advisor.
 - a. Each chapter's liaison shall be required to attend each registered philanthropy event to ensure that the agreed upon standards are met and followed.
 - i. The person attending the event shall preferentially be the chapter's liaison, as assigned by the PAB Director.
 - ii. For events with skits or an event deemed similar/high risk, two or more members shall be asked to attend.
 - b. PAB members who are unable to attend an assigned philanthropy event must find another board member to replace them.
 - c. Board members missing more than two unexcused PAB obligations shall face removal from the board, at the discretion from the PAB Director and PAB Advisor.
 - d. Each member must wear their PAB polo shirt to all meetings and PAB obligations.
3. Each board member is to continue their membership on the board until they resign, graduate, or are granted Alumni status through their national organization, contingent on Director and Advisor approval.
4. The board is to remain at 7 members, including a Director.
5. A majority vote of the board (4 out of 7) shall be required to approve or deny any event.

6. The board shall choose new members based on an application and interview process.
 - a. In the result that all members cannot attend interviews, the PAB Director and PAB Advisor can appoint new members.

VI. Bylaw Amendments

1. Proposed changes to the bylaws can be made by PAB.
2. PAB Director and Advisor reserve the right to change grammar, spelling, format of bylaws so long as the content/meaning of bylaws is not changed at any given time.
3. Proposed amendments, presented to the presidents forum, must be approved by $\frac{2}{3}$ majority vote of the chapter presidents.