

PHILANTHROPY BYLAWS PHILANTHROPY ADVISORY BOARD
UNIVERSITY OF ARIZONA

I. PHILANTHROPY ADVISORY BOARD MISSION STATEMENT

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

Philanthropy Advisory Board seeks to promote the true meaning of philanthropy, enrich the image of Greek Life on the U of A campus, and assist each chapter in fulfilling the Greek principle of serving the community and bettering itself.

II. BOARD MEMBER BYLAWS

- 1) Scheduled PAB meetings will be mandatory for all board members.
- 2) Approved philanthropy events will be assigned by the chapters' prospective liaison.
 - 2) If a member is unable to attend a PAB obligation they must give a 48 hour notice to the PAB Director and advisor.
 - i. Each chapter's liaison will be required to attend each registered philanthropy event to ensure that the agreed upon standards are met and followed.
 - The person attending the event will preferentially be the chapter's liaison, as assigned by the director.
 - For event with skits or an event deemed similar, two or more members will be asked to attend.
 - ii. PAB members who are unable to attend an assigned philanthropy event must find another board member to replace them.
 - iii. Board members missing more than two PAB obligations will face removal from the board, given discretion from the Director and Advisor.
 - iv. Each member must also wear their PAB polo shirt to all meetings and other 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.
- 4) The Board is to remain at 7 members, including a Director among other specified

positions consisting of the 6 Members-at-Large.

- 5) A majority vote of the board will be required to approve or deny any event. (4 out of 7 members)
- 6) The board will choose new members based off an application and interview process.
 - In the result that all members cannot attend interviews, the PAB Director and Advisor can appoint new members.

III.CHAPTER BYLAWS

- 1) All chapters must follow individual council and international/national bylaws for philanthropy events in addition to PAB Bylaws and the University of Arizona Code of Conduct. Failure to do so will lead to referral to the Greek Standards Board.
2. FSP Advisors can cancel the philanthropy events at any time, given the discretion of FSP.
- 3) Events must be approved at a PAB meeting at least 2 weeks prior to when the philanthropy event is scheduled to occur, the only exceptions being percentage nights which must be approved 1 week prior to the event via email.
- 4) The responsibility lies on the chapter to attend Philanthropy Advisory Board meetings.
 - a. Meetings will be held on a regular basis. Time, date, and location will be decided by the PAB Director on a semester to semester basis.
 - b. The philanthropy or specific event chair from each chapter is required to attend the meeting, unless an exception is granted by the director.
 - c. Chapters attending a PAB meeting unprepared or without the required documents will be asked to reschedule for the next meeting to give the chapter time to prepare, and 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 FSP Advisor before the event(s) is/are approved and the event dates are reserved.
 - Any marketing materials to be used such as flyers, banner designs, T-shirt designs, etc. This includes all social media materials and posts.
 - If applicable, liability forms that participants and/or chapter members will be required to sign in order to participate in the event. This must include all 3 entities (chapter, PAB, UofA). Liability forms must be included for any event that poses any sort of risk to a participant or chapter member.
 - A detailed itinerary, including the rules to be implemented during the event including the standards that participants and chapter members will be required to adhere to, judging

rules, scoring, etc.

- A detailed list outlining points participants will earn during the course of the philanthropy event.
 - i. If a chapter is found to be giving points other than those presented to PAB as part of their event, they will be referred to the Greek Standards Board.
- A detailed copy of the philanthropy's projected expenses and revenue with an explanation of how the chapter plans to cover these expenses, keeping in mind 75% of the money raised during the philanthropy must be donated to the chapter's charity of choice.
- Copy of insurance certificate, if additional insurance was obtained for the philanthropy.
- Confirmation of location
- Proof of security, if necessary
- PAB Statement of Understanding signatures; Coaching form signatures if necessary
- Any other documents that the sponsoring chapter deem necessary

6) Philanthropy events will not be registered until all required documents are submitted. Philanthropy registration occurs after improvement feedback by PAB in follow-up.

8) In the interest of successful event promotion and participation, only one event will be approved for each time slot (daytime, evening, and late-night). Events are scheduled on a first come-first approved basis and events cannot overlap at any time. There is a limited amount of dates available, so it is recommended to approve events 4 weeks prior if possible.

9) At minimum, 75% of the revenue raised during a chapter's philanthropy must be donated to the philanthropic cause.

- a. Chapters are strongly encouraged to donate 100% of the proceeds but up to 25% of the total revenue may be used to cover costs.

10) Before a chapter hosts a philanthropy event of any kind, they must review all bylaws with their chapter and any individuals or clubs participating in the philanthropy. The hosting chapter must have at least 75% of chapter members sign the PAB Statement of Understanding.

11) 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 must take their place. It is highly recommended that specific event chairpersons also attend the roundtable.

12) Chapters will be required to fill out and turn in a completed 'Philanthropy Follow-Up Form' the Monday following their event to evaluate the amount money raised, ensure the correct allocations of funds, and record the successes/failures of each philanthropic event.

- a. If the chapter's event included a skit, the tape from the event should also be

submitted at this time.

IV. PHILANTHROPY EVENT RULES

1) Proper Conduct

- a. No event shall in 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 intoxicated the event will be shut down and the sponsoring chapter will be sent to the Greek Standards Board. The same rules apply for illegal drug use.
- b. Events should be run in the best of taste and as a positive representation of Greek Life of campus. Therefore events should have no references to alcohol or drug use, nudity, racism, sexism, or any other such derogatory or inappropriate behavior. Failure to do so will 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 & Staff.
- c. In the case of a competition event between chapters or other teams there should 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 will not be tolerated. If this occurs the event will be shut down and both the sponsoring chapter and violating chapter will 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.
- d. Any pageant or skit will require mandatory programming for the chapter.
- e. All skits and similar events, as determined by the board, will be videotaped 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 GSB referral.

2) Scheduling and Timing of Events

- e. 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. Chapters hosting a four day event must start the event on Thursday.
- f. Each chapter will be limited to having three philanthropy events per semester, not including percentage nights.
- g. Events may begin at 4:00pm on Thursdays and 2:00pm on Fridays. There is no restriction of start time on Saturdays or Sundays, but the events must be over by 3 AM.
 - i. PAB and FSP reserve the right to move Friday start time to 4:00pm if problems arise.
- h. Registered events that only involve the sponsoring chapter's members may occur outside of the designated days and hours.
 - i. 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.

3) Percentage Nights

- a. Chapters have no limits on the number of percentage nights held per semester.
- b. No meeting is necessary for approval of a percentage night. However, the online 'Philanthropy Registration Form' for the percentage night must be completed.
 - i. Percentage nights must be approved via email at least one week in advance. The Director will send the Philanthropy Chair an email of approval 48 hours after paperwork has been submitted.

4) Auctions

- a. Individuals from the hosting chapter cannot participate in the bidding.
- b. Only one member from each participating chapter is permitted to make bids on behalf of the chapter.
- c. A chapter is only allowed to auction off prizes or other items.
 - i. Auctioning off members or other individuals is not allowed.
 - ii. Events such as cleaning, cooking, and dates are not allowed to be auctioned.
- d. A full and comprehensive script must be written for the event and be submitted to the Director via email at least 2 weeks before the event. PAB will approve the script 24 hours after being submitted. The script must be strictly followed during the event.
- e. This event must be videotaped by the chapter.

5) 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 will not be able to host a head-to-head event at their next philanthropy.
- c. 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, they will be referred to the Greek Standards Board.
- d. Coaches/host members are required to sign the PAB Coaches Statement agree they will not make demeaning comments about other chapters or teams, pressuring participants, or offering incentives and will tolerate a violation of the no contact rule.
 - i. The Philanthropy Chair and other necessary members should hold a separate meeting with Coaches to go over the bylaws and expectations.

6) Chapters who like to have parts of their event previewed by the Philanthropy Advisory Board

prior to their event they can arrange a time for a member of the board to consult.

V. VIOLATIONS AND SANCTIONING

- 1) Infractions and Greek Standards Board referrals are up to the judgment of the Philanthropy Advisory Board and/or advisor.
- 2) If an event is deemed in bad taste, by the majority of board members, the board will discuss the issue and refer the chapter to Greek Standards Board.
- 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. Hosting of a philanthropy event, percentage nights included, without Philanthropy Advisory Board approval
 - c. Donation of less than 75% of the money raised during their event to the philanthropic organization
 - d. Any other action or inaction deemed inappropriate by the PAB
- 4) If a chapter is sanctioned by the Greek Standards Board, PAB recommends that the chapter's sanctions include:
 - a. The creation 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 will be decided by the Greek Standards Board.
- 5) PAB has the right to hold a mediation meeting with participating chapters that violate PAB bylaws.
 - a. This mediation meeting will occur with the Director and 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 addition to Greek Standards Board if PAB deems the offense not necessary of the Greek Standards Board and if PAB believes that the issue can be resolved without further consequences.