

ACTIVITIES REVIEW BOARD CONSTITUTION

I. Purpose

- A. The purpose of the Activities Review Board (ARB) is to provide a structure for philanthropic events sponsored by Interfraternity Council (IFC) and Panhellenic Council (PC) chapters.
- B. A philanthropy shall be defined as any charitable and/or service event in which one of two or more chapters participating, attending, or donating money is declared a winner.
- C. The ARB shall have jurisdiction over philanthropies sponsored by IFC and PC chapters. This jurisdiction includes:
 - i. Distribution of philanthropy dates
 - ii. Rules and regulations regarding philanthropies including marketing, fees, etc.
 - iii. Assignment of fines, all of which shall be submitted to the ARB Co-Chair to be donated to Children's Miracle Network

II. Membership

- A. The Activities Review Board will consist of the following members:
 - i. The Interfraternity Council Executive Vice President, who serves as the Co-Chair.
 - ii. The Panhellenic Council Executive Vice President, who serves as the Co-Chair.
- B. The Petition Board will consist of the following members:
 - i. The Interfraternity Council President
 - ii. The Panhellenic Council President
 - iii. Interfraternity Council Executive Vice President
 - iv. The Panhellenic Council Executive Vice President
 - v. A member of the Sorority and Fraternity Affairs staff to be appointed by the director of SFA.

III. Procedures

- A. Preliminary Considerations
 - i. Chapters interested in hosting a philanthropy during a given school year must first decide in which of the two semesters to host their event.
 - ii. Spring philanthropies will be scheduled at the end of Fall. Fall philanthropies will be scheduled at the end of Spring.
- B. Mandatory Meetings
 - i. The philanthropy director must attend an orientation meeting at the beginning of the semester in which the philanthropy is scheduled. If a sponsoring chapter misses this meeting, the chapter will be fined \$100.
- C. Scheduling Process
 - i. A chapter must submit a Philanthropy Registration Form with six possible non-consecutive event dates and event description by the given deadline in the semester preceding philanthropy.
 - ii. Provided that the event appears to be in compliance with the guidelines stated in the 'Compliance' sub-section of the 'Resolutions' section, the Activities Review Board will consider a chapter's request and place the event on the ARB Calendar. Any philanthropy that includes activities considered excessively physical shall be referred to Sorority and Fraternity Affairs for additional approval prior to receiving a date.
 - iii. The Activities Review Board will use the following criteria in the listed order to determine the event's date ARB Calendar:
 - 1. Events co-sponsored by chapters from the same council shall be given preference and will count for both organizations' yearly philanthropy.
 - 2. Events co-sponsored by chapters from different councils shall have second priority and will count for both organizations' yearly philanthropy.
 - 3. Violations of the ARB Constitution in the previous year.
 - 4. Number of consecutive years the event has been on the ARB Calendar

5. In the event that two philanthropies have been in existence for the same amount of time, the chapter whose event raised the most money per member will take priority.
- iv. A tentative copy of the ARB calendar will be presented to the Panhellenic and Interfraternity Councils prior the end of the preceding semester for review and discussion of any potential problems amongst chapter presidents (e.g. two performance philanthropies within the same week). In the case of unresolved issues, the ARB Co-Chairs will render a final decision.
- v. The appropriate council Activities Review Board Co-Chair shall be responsible for contacting chapters whose ARB date requests were not satisfied.

D. Petitions

- i. Chapters wishing to appeal their assigned date must write a letter of explanation and submit a copy to an ARB Co-Chair before the end of the semester in which the date was assigned.
- ii. Chapters that failed to submit a Philanthropy Registration Form may petition for a date by contacting either Co-Chair and paying a \$100.00 fine.
- iii. All petitions shall be reviewed and voted on by the Petition Board within two weeks of petition submission.
- iv. All fines are able to be appealed through the Petition Board via a written submission of the petition to the ARB Co-Chair within two weeks of the issuance of the fine.

E. Scoring and Distribution Approval

- i. A detailed scoring breakdown and any information to be distributed bearing the name of the philanthropy must be submitted to the appropriate council Activities Review Board Co-Chair three weeks prior to the event for approval. Scoring categories considered subjective will require a more in depth explanation as well as any judging guidelines given to judges.
 1. Any chapter that distributes information regarding their event including t-shirt designs to prospective participants without prior approval by the appropriate ARB Co-Chair will be subject to a \$25 fine for each different page of information. (ex. If a packet of five pages is distributed then the fine would be 5 x \$25.)
 2. ARB Co-Chairs will review information that hosting chapters wish to distribute and contact the chapter representative within five days of receiving that information to announce whether the information was approved or needs correction.
- ii. All judges and/or referees must be submitted to the appropriate council Activities Review Board Co-Chair three weeks prior to the event for approval
- iii. The venue must be submitted to the appropriate council Activities Review Board Co-Chair at least three weeks prior to the event for approval.
 1. Venue submission should include capacity, number of seats, person of contact for the listed venue, and history of use at specified venue.
 2. Should the venue proposal be denied, failure to relocate will result in loss of the assigned date on the calendar, loss of priority for date request the following year, and a \$150 fine.

IV. Resolutions

Violating any of the following resolutions by a fraternity or a sorority will result in a judicial review by the Interfraternity Council or Panhellenic Council. Any fines, which are assessed, will be deposited directly to Children's Miracle Network without recognition to the chapter for their donation.

A. Compliance

- i. All philanthropic events on the calendar must be approved by the ARB and must comply with the rules of the following organizations: the University of Florida, the Office of Sorority and Fraternity Affairs, the Inter/National Organization of the sponsor, and the Interfraternity Council or Panhellenic Council.
- ii. All philanthropic events on the calendar must comply with the rules stated in the Student Organization Handbook and the OSFA Sorority and Fraternity Social Event Guidelines Policy.
- iii. All on campus events must comply with normal University of Florida regulations regarding permitting for events. If two organizations are hosting an event, both names must appear on the permit.
- iv. If additional security is required or requested for an on campus event, it must be done via the University Police Department through the permit.

B. Scoring

- i. Any event with a winner that is influenced by scoring elements other than placement in the main competition must distinguish between an overall winner and a main event winner.
- ii. At least 60% of the overall winner must be determined by a chapter's placement in the main competition. For example, if there are 100 possible points, a chapter would receive 60 points for winning the tournament.
- iii. There will be no spirit competitions such as yard decorations, banners, and window painting. No credit will be given by any philanthropy-hosting organization in this category when considering total points breakdowns for participating organizations/student teams. Philanthropy packets should not include an area for such point to be earned.
- iv. Points may be awarded for attendance based on percentage of active chapter members attending the main event. Points may not be awarded based on the number of individual members in attendance. The ARB Co-Chairs are to provide necessary active chapter membership information.
- v. Scores based on the sale of t-shirts, tickets, or other items must be calculated by the percentage of total active chapter members.
- vi. Penny voting money may not be collected on the day of the event. Penny voting totals must be tabulated and emailed to the respective council EVP by 11:59 on the day preceding the event.
- vii. All tabulations and scores that factor into the calculation of the overall winner must be saved and must be made available to the ARB committee within 48 hours of the event's completion. Failure to produce accurate scoring evidence will result in a \$150 fine and referral to the ARB Petition Board.
 1. This includes the judges' score sheets from the actual event.
- viii. All philanthropy penny voting between Panhellenic and Interfraternity Council chapters must be blind. Members of the hosting chapter are prohibited from sharing the preliminary penny voting totals of participating chapters, or any other information that helps one chapter gain an unfair advantage over another.

C. Conduct

- i. Events considered degrading (including any form of gender exploitation) are not permitted. .
- ii. No chapter should be rewarded for behavior that is inconsistent with PC/IFC standards or values. For instance, judges must not score based on sex appeal.
- iii. Panhellenic and jointly sponsored events will be alcohol free. This is defined as no alcohol present at the event.

- iv. If any person is visibly intoxicated at an IFC, Panhellenic, or jointly sponsored philanthropy, the members of the executive board of the chapter hosting the event reserve the right to remove that person from the philanthropy.
- v. Chapter members are not to line up for an event more than an hour prior to doors opening
- vi. Any individual that observes a violation of these rules may submit an official complaint form to an ARB Co-Chair. The complaint will be forwarded to the Petition Board if mediation needs to occur with the chapter in violation.

D. Scheduling

- i. A chapter is only permitted to have one philanthropy per calendar year.
 - 1. Only chapters that have historically held two philanthropies – one per semester – in at least 3 out of the 4 previous years may hold two philanthropies. The ARB calendar cannot accommodate any more second philanthropies due to over-scheduling. Chapters that have historically held two philanthropies will receive standard philanthropy scheduling priority (as outlined in Article III, Section C iii) for one of their two philanthropies, the other philanthropy will automatically receive the lowest scheduling priority. The chapter must indicate if they wish their philanthropy to receive standard philanthropy scheduling on the Philanthropy Registration Form.
 - 2. Both philanthropies must follow the standard scheduling procedure and will be governed by the ARB Constitution ruling.
- ii. Philanthropy events may only occupy one day on the ARB calendar.
- iii. No two chapters may use the same activity (e.g., volleyball, softball, etc.) within two weeks of the event.
- iv. Two full days must separate events from the same council.
- v. No philanthropy shall be scheduled during Greek Week, reading days or final exams.
- vi. All philanthropies held the night before a school day must end before midnight.
- vii. In the event that inclement weather causes the eminent cancellation of a philanthropy, the chapter may work with the ARB Co-Chair to determine a new date. Fining shall not be applicable in this situation.
- viii. Chapters are allowed to hold general fundraisers and/or pre-events for their beneficiary of choice. Points may or may not be awarded at these events for counting toward the hosting chapter's philanthropy. Placing and scoring cannot take place for these events as themselves. Scheduling for these fundraisers and pre-events shall take place after the finalization of the ARB calendar.
 - 1. Dates will be awarded on a first-come, first-served basis.
 - 2. The ARB Co-Chairs is able to use their discretion in awarding dates.
 - 3. Fundraisers and pre-events shall not be scheduled on the same date as a philanthropy.

E. General Resolutions

- i. Fraternities and sororities are prohibited from participating in any Panhellenic or Interfraternity Council philanthropy that is held on a day not assigned by the Activities Review Board. Chapters who participate in an unscheduled event will be fined \$50.
 - 1. Any IFC or Panhellenic chapter who hosts a philanthropy on a day that was not assigned by the Activities Review Board will be fined \$500 and referred to the chapter's council judicial process.
- ii. If a chapter wishes to change the date of their philanthropy after the appeals period has ended, a letter of petition must be submitted to an ARB Co-Chair for consideration. If a new date is assigned, the chapter must pay a fine of \$100 to secure the new date.
- iii. Chapters that cancel a philanthropy after receiving a date on the ARB calendar must submit a written explanation of the cancellation to an ARB Co-Chair. This explanation shall be reviewed to determine whether to assess the \$100 cancellation fee.

- iv.
 - 1. Entry fees shall not exceed \$25 per student team. If two or more chapters are co-sponsoring and sharing financial recognition, entry fees may not exceed \$35 per student team.
 - a. If there are equipment or rental fees associated with the event that require an increase in the student team's registration fee, prior approval by the ARB Committee must be granted in order to increase the student team registration fee.
 - i. If seeking to increase student team registration fees, an itemized list of costs/expenses must be submitted to the council's respective Executive Vice President. This list should be turned in along with the Philanthropy Registration Form that is submitted the semester prior to your organization's event. The itemized list must be in the form of an invoice provided by the vendor justifying the increase in the registration fees.
 - 2. Chapters shall be notified by the first respective council presidents meeting of the applicable semester.
 - 3. A student team shall be defined as consisting entirely of university undergraduates.
- v.
 - a. Individual price of admission for each philanthropy event shall not exceed \$7
 - b. The individual price of admission shall remain fixed and shall not increase after its initial advertisement
 - c. Chapters are not permitted to pre-sell more tickets than the venue's capacity allows
- vi. A chapter may not donate money raised through their own philanthropy to Dance Marathon. Donations to Children's Miracle Network are allowed, but funds may not go through Dance Marathon nor should the chapter receive recognition for their donation from Dance Marathon.

V. Voting

A. ARB Constitution Revisions

- i. All decisions concerning the ARB Calendar reservations and approval of events will be made by the Activities Review Board members.
- ii. All revisions and amendments to the Activities Review Board Constitution shall be proposed and voted on by chapter delegates. All revisions and amendments require a two-thirds vote by each council (IFC and PC) to pass.
 - 1. Results from the vote will be posted to chapter presidents within two-business days of the vote (announcement date).
 - 2. A grace period from the revision(s) will be given to all philanthropies which may occur within two weeks of the announcement date.

B. Petition Board

- i. Decisions of the Petition Board must be passed by a majority vote.