

# Panhellenic Recruitment Rules

## University Of Central Arkansas

Panhellenic Recruitment Rules have been developed to ensure that Potential New Members (PNM – defined as a woman who is not bound to or initiated into an NPC organization) will be able to see the true ideals of each sorority. These ideals will be portrayed through the sincerity of each sorority woman as she communicates with Potential New Members. When a sorority woman is visiting with a Potential New Member, she should remember that she is not only representing her sorority, she is representing the entire Greek community of the University of Central Arkansas.

The agreements and regulations embodied in the Panhellenic Compact and Standards of Ethical Conduct, included in the NPC Manual of Information, are binding on all UCA Panhellenic Association members, new Members and alumnae. A spirit of fair play and confidence in the integrity of sorority members should be fostered among all sororities at the University of Central Arkansas.

**All Panhellenic Recruitment Rules should be read in at least one meeting prior to the recruitment process. Infractions will be handled according to the judicial procedures recommended by the National Panhellenic Conference and location in the Manual of Information.**

### GENERAL RECRUITMENT RULES

1. Active members, inactive members, new members, and alumnae shall be bound by Panhellenic Recruitment Rules. It is the responsibility of each local chapter to see that all their associates are informed of the most recent Panhellenic rules.
2. Eligibility for participating in the recruitment or intake process is limited to students in good standing. Entering freshmen must have at least a 2.5 high school grade point average and be currently enrolled as a full time student. Current and/or transfer students must have at least a 2.5 college grade point average and be currently enrolled as a full time student. Beyond this minimum standard established by the University, individual fraternity and sorority chapters may have higher standards for eligibility. This information is available by visiting the Greek Life website, [www.uca.edu/gogreek](http://www.uca.edu/gogreek). Interested individuals must also complete a Greek Life Orientation hosted by the Office of Student Life prior to being extended an invitation to membership. (University Eligibility Policy; UCA STUDENT HANDBOOK)
3. Any negative discussion of affairs of one sorority or sorority woman by another is in conflict with the NPC Unanimous Agreements, “Standards of Ethical Conduct.” When talking to PNMs, conversations must not include any questions or comments regarding another sorority or a member.
4. There must be no promising of bids, directly or indirectly, or any other indication of bids offered, by any member, new member, or alumna of any sorority on behalf of their sorority. Likewise, a Potential New Member may not give a promise, verbal or written, that she will accept a bid from a sorority before formal bids are issued by Panhellenic. She must not discuss the order of her preference card with any sorority member before or after signing her formal membership acceptance.
5. Fall - Total shall be automatically readjusted no later than 72 hours following bid distribution to the largest chapter size.

Spring – Total shall be automatically readjusted within one week (no more than 7 days) from the start of the academic term to the largest chapter size.

6. Alcoholic beverages are not permitted on campus and shall not be served at any recruitment functions or bid day activities.
7. Gifts, favors, preference letters, nametags, and notes shall be eliminated to all PNMs prior to accepting a bid.
  - (1.) This rule prohibits both the giving and reading of letters to PNMs, taking anything outside of an event, or purchasing anything for a PNM or a PNM purchasing anything for a sorority member.
8. No organized recruitment event may be held by a NPC sorority during university breaks nor should a student be asked to join an NPC sorority during university breaks.
9. Men are allowed to assist with recruitment and bid day set up and breakdown only when rounds are completely over, and no PNM's are in Greek Village.

## CONTINUOUS OPEN BIDDING

10. Any chapter extending an open bid must notify the Panhellenic Advisor within 24 hours from the time the bid is accepted. The chapter must schedule a time for the PNM to meet with the Panhellenic Advisor to sign a Continuous Open Bidding Acceptance Binding Agreement. An active sorority member who will witness the signature must accompany her.
11. Chapters not meeting total are able to host Continuous Open Bidding events at their discretion.
12. For chapters not meeting quota, Continuous Open Bidding will resume immediately following the issuance of formal recruitment bids on (August 28, 2022). Continuous Open Bidding for chapters not meeting total will resume immediately at the announcement of total readjustment. Continuous Open Bidding will and close on the day before Study Day (December 8, 2022). Continuous Open Bidding is open to any unaffiliated female student on campus meeting UCA's eligibility requirements. Prior to extending an open bid, each sorority is responsible for verifying the eligibility of a woman with the Panhellenic Advisor. Any chapter that is not at total is eligible to extend an open bid.
13. Continuous Open Bidding may resume following the announcement of total readjustment in the spring semester and closes on the day before Study Day (April 27, 2023). Continuous Open Bidding is open to any unaffiliated female student on campus meeting UCA's eligibility requirements. Prior to extending an open bid, each sorority is responsible for verifying the eligibility of a woman with the Panhellenic Advisor. Any chapter that is not at total is eligible to extend an open bid.

## HOUSE TOURS

14. Each sorority will have an Open House at the conclusion of programs during each Day.

15. The following rooms will be open for the Open House: parlor, study room, bedrooms, living room, kitchen, and chapter room. PNMs will be able to roam the house at their own pace with Pi Chis scattered around the house to answer any questions. The Panhellenic Delegate will be the chapter's only representation.
16. During Preview day, a single and a double bedroom will be open.
17. The bedrooms will be open. During preview day, bedrooms will not be staged. The only furniture and items allowed in the room will be those belonging to UCA housing. During house tours, large photos of a one and two bedroom that were lived in the previous year will be displayed. Panhellenic will take the pictures and provide the display, easel, etc. for each of the houses.
18. The budget for open house will be capped at \$250.

## FORMAL RECRUITMENT

19. Formal Recruitment shall be held August 25th-28th for the Fall 2022 semester.
20. Immediately following the public disaffiliation phase for Panhellenic Exec and Panhellenic Counselors (July 22, 2022), throughout the Fall semester and until bids are handed out at the close Formal Recruitment, each sorority is responsible for covering Panhellenic Executive officers' and Counselors' pictures on web based tools and anything that will be accessible to PNMs to ensure their confidentiality. Examples include but are not limited to: local website, social media, scrapbooks, slideshows, framed photos, and composites.
21. All Formal Recruitment events will be limited to the UCA campus, including events following the issuing of bids.
22. Any food and beverages served during formal recruitment must be purchased through the university's food service contracted vendor (currently Aramark). If food is donated by an outside licensed food vendor, the sorority should notify the director of the university's food service contracted vendor. The director's approval should be sent to the Panhellenic Advisor and the Panhellenic Recruitment Director.
23. During Formal Recruitment, Panhellenic representatives will be responsible for registration, invitation pick-up, event assignments, and the issuing of bids. They are the only sorority members permitted to administer these processes. All invitations and bids will be issued in accordance to the Panhellenic schedule.
24. Each sorority will be responsible for the prompt departure of all participants from their events. Panhellenic delegate will serve as the official timekeeper for their events. The official Panhellenic time will be smart phone time. Any events ending late will be considered an infraction.
25. No sorority or member may enlist in the aid of anyone outside of the sorority for the purpose of recruiting.

- (1.) In no capacity will men or fraternities be allowed to participate in Recruitment or in any way be used to influence a prospective member in favor of any sorority. Fraternity crests/letters/names cannot be used or displayed. Any pictures on display may contain men, but no fraternity letters.
26. No decorations are permitted outside the chapter houses, except, each chapter is permitted two banners and wooden letters up to 8 feet tall designating their house. Panhellenic Executive Board has to approve the two banners that will be used during formal recruitment.
27. Skits are not permitted during any round of recruitment. This is to provide maximum time for Potential New Members and chapter members to meet and converse. The definition of "skit" as defined by Webster is a "brief sketch" which would infer a plot and dialogue.
28. If a recruitment counselor is unable to fulfill her duties, she may not participate in recruitment if she has already been assigned PNMs and must continue to abide by the Panhellenic Disaffiliation Agreement.
29. All decorations and plans must be listed on the Event Planning Guide. Plans will be approved by Panhellenic Exec. Any changes after submission should be submitted formally via email and are subject to approval by Panhellenic Exec.
30. No uniform dress is permitted during recruitment (with the exception of Philanthropy Round. Attire should remain casual to take into consideration that PNM's will be in recruitment t-shirts.) The chapter may define color and level of formality, but such articles must already be a part of average members' belongings.
31. Slideshows/videos are permitted for each round but should not exceed 20% of the round. (First round=5 minutes; Second=9 minutes; Third=12 minutes.) They should be tasteful and should not include profanity, lewd music/suggestive lyrics, or disaffiliated members. All slideshows/videos should be submitted to Panhellenic one week before the first day of recruitment at end of business day for approval. A late submission will result in a \$50.00 fine and \$10.00 each additional day until the slideshow/video is submitted.
32. In the slideshows there cannot be pictures of only men. There must always be an equal or greater number of sorority women to men except in pictures of Panhellenic sponsored events; these may be allowed at the discretion of Panhellenic Exec. No specific fraternity names may be mentioned.
33. During recruitment events, a sorority member should never discuss any chapter other than her own. Sorority chapters/members should never inquire about the chapters PNMs visited before theirs, or those she visits afterwards. These should remain confidential to the PNM and her Pi Chi.
34. Sorority functions including philanthropy events and fundraising events that are open to the public (and that PNM's would be able to attend) starting move in day of the fall semester and during formal recruitment are prohibited.
35. Chapters are required to have 75% of members in attendance at the recruitment workshop hosted by Panhellenic Exec. These percentages do not include those members/executive board members who are disaffiliated (Pi Chis and Panhellenic Exec members).

(1.) If a chapter does not make 75% attendance at the original workshop, there will be a fine of \$50 for every member you are short of reaching 75%.

36. Panhellenic will hold a New Member Recruitment Workshop in which 80% of a chapter's new members need to be in attendance.

## FORMAL RECRUITMENT - BUDGETING & FINES

37. The UCA Panhellenic Recruitment Event Planning Guide must be submitted by June 15, 2021. Panhellenic Exec will review the plans and respond back to the recruitment director. A late submission will result in a \$50.00 fine and \$10.00 each additional day until the document is submitted.

38. All invitations and bid lists must be turned in at the scheduled time. A fine will penalize tardiness. Fines will be \$20.00 for the first ten minutes and \$10.00 for every additional minute. Fines are due within 30 days from the date of issue and are to be collected by the Panhellenic Treasurer. A late fee of \$25.00 will be added each week the fines are late.

39. Any fines received by Panhellenic during Formal Recruitment will be used to pay recruitment and counselor debt; any excess will be donated to a Faulkner County charity of Panhellenic Council's choice and will be presented as a contribution made by the Panhellenic Council.

40. The budget for formal recruitment will be based on PNMs signed up for the first round of recruitment from the previous formal recruitment. We will add \$10 for every PNM signed up with a maximum of \$3000 and a minimum of \$1500. Each sorority must submit an itemized list of expenditures along with receipts of all purchases to the Panhellenic Advisor by September 13, 2021. A late list will result in a fine of \$50.00 and \$10.00 each additional day until the document is submitted.

41. Items previously owned by the chapter or chapter members can be used for recruitment but must be listed on the list of expenditures as "previously owned." Any items purchased by the chapter or membership must be included in the list of expenditures with the exact amount spent and receipt.

42. Donated services and/or materials, listed at fair market value, must be included in the recruitment budget. This rule is to prevent the solicitation of outside gifts in order to exceed the recruitment budget.

## FORMAL RECRUITMENT – PHILANTHROPY

43. Philanthropy Round should provide a relaxed atmosphere where the PNMs are able to learn about the chapter's philanthropic and community service efforts.

(1.) Decorations should be simple and should promote your project.

## FORMAL RECRUITMENT – BID DAY

44. On bid day, before running out to their chapters, women who accept bids will receive their prospective chapters bid day shirt inside Old Main.

45. Guests will stand behind a roped off section that runs parallel to the sidewalk of Old Main and back. 1-2 campus police will be present for crowd control help.

46. Photographers at Bid Day must have a Panhellenic press pass. Each sorority can have up to one photographer with a press pass. Names of photographers must be submitted to Panhellenic at least one week beforehand.

**\*FORMAL RECRUITMENT – VIRTUAL** (\*Only Active in the event of virtual recruitment contingency plan.)

47. Backgrounds, physical and virtual, are permitted when recruitment is done in a virtual setting but must be uniform for every member in a sorority. Backgrounds may change with each day (i.e open house, philanthropy, preference and bid day), but may not change in between rounds. Backgrounds for sorority members must consist of only one, neutral color, with no added colors, designs, lighting, pictures, letters, numbers, symbols, or textures. The only exception is the host. The host's background must consist of a neutral color but can contain greek letters and/or the chapter's crest/shield.

(a.) Backgrounds for hosts need to be approved by Panhellenic Exec before the first day of recruitment (August 19, 2021). Any changes after approval should be formally submitted via email and are subject to approval by Panhellenic Exec.

48. The screen sharing feature should only be utilized during the first and second rounds of recruitment (open house and philanthropy rounds), and should solely be used to share recruitment slideshows/videos pre-approved by Panhellenic Exec. Documents, photos, slideshows/videos that are not pre-approved, pamphlets, websites, social media accounts, and any other shareable materials, are not permitted to be shared with potential new members. Additionally, screen sharing privileges remain with the hosts of the round and is not permitted by any member during breakout room sessions.

49. All sorority women who are in conversation with a potential new member can be in a physical room with a maximum of two people, meaning only two people in the room total.

(a.) Screen recording and/or recording a conversation via another device with a potential new member during a formal recruitment round is strictly prohibited.

## CONTACT

50. UCA Panhellenic Association supports NPC's Positive Panhellenic Contact which encourages "personal and informative Panhellenic spirited contact with potential members at all times, year-round." This contact "does not mean creating an unfair advantage for a particular NPC member group" but "does mean being friendly and responding to questions the potential new members might ask of Panhellenic members. It does mean promoting women's fraternity membership in general, not a particular fraternity." (MOI, Resolved 2003).

51. No chapters should host an event that promotes a specific organization (unless it is a Continuous Open Bidding event and ineligible women will not be attending).

52. Conversation between chapter members and PNMs is permitted in regard to Greek Life as a whole. Answers to chapter-specific questions shall be limited to general facts and information.

53. PNMs are not allowed in university sorority houses prior to formal recruitment.

54. Recruitment Social Media- Positive Panhellenic Post

(1.) All social media posts on all platforms should be pro Panhellenic and Greek Life. There should be no post with “Rush/Go XYZ chapter”. There should be no promotion insinuating that one chapter is “better” or the “best” in any form. For Example: “XYZ chapter is the best” is not allowed. There should be no promotion insinuating that one chapter is above another chapter in any form.

a) Each chapter will utilize a designated hashtag that is approved by Panhellenic to post on Social Media.

b) For any violation of this rule, a fine of \$50 will be assessed per hour per occurrence. A Panhellenic executive officer will immediately notify the chapter president and delegate that the post needs to be taken down; a screenshot of the post in question and an explanation of why it is deemed in violation will be shared at the time of notification. If the post is not removed within 30 minutes of notification, a fine of \$50 will be assessed each hour the post is not taken down with a maximum of \$500. If the post is still not removed after 24 hours, an additional \$100 fine per day will occur until the post is removed.

55. All sorority members are allowed to be activated on social media (facebook, twitter, Instagram, etc.) but have no personal contact with PNMs during formal recruitment. Personal contact includes likes, comments, retweets, favorites, direct messages, or any communication. The chapter members should also not follow PNM's or accept follow requests from PNMs during formal recruitment. Sorority women cannot post on social media, but the chapter pages can post a maximum of three pictures per day on the social media of their choosing during formal recruitment with the promotion of Greek Life as a whole incorporated in the pictures and captions.

#### 56. Greek Silence

(1.) Strict Greek Silence begins at the conclusion of Preference Round events and lasts until all bids have been delivered. Greek Silence is defined as verbal, nonverbal, written, printed, text message, electronic communication or communicating through a third party.

(2.) Starting the first day of recruitment (August 25, 2022 at noon) through the conclusion of Strict Silence, sorority members cannot initiate contact with a PNM. Sorority members should promote Positive Panhellenic Contact, meaning if, by coincidence, a sorority member and PNM are in the same public setting, pleasantries may be exchanged—but there should be no talk of recruitment or sorority chapters.

a) During the time of Greek silence and formal recruitment, a PNM may live with an Alumnae or active sorority members only if they are family or relatives. However, the Panhellenic Executive Board must be notified no later than one week prior to the start of recruitment.

b) Additionally, no PNM may visit with a sorority chapter, individual member, or a chapter's event room except during the designated recruitment events

57. Financial transparency program will be implemented at UCA during recruitment and be presented during the PNM orientation session.