

# PANHELLENIC COUNCIL RECRUITMENT RULES AND PROCEDURES

University of Arkansas

Revised February 2018

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# Foreword

This manual is designed to specifically outline the rules and policies at the University of Arkansas concerning Panhellenic member sororities. These guidelines are those which have been approved by the Panhellenic Council and are in accordance with those adopted and encouraged by the National Panhellenic Conference. These rules and policies apply to ALL women participating in Recruitment, whether they are potential members, active members, or alumnae.

There is no way possible that this manual will be able to help you with every situation that may arise during Recruitment. If problems should develop which are not covered in this manual, you should refer to the National Panhellenic Manual of Information or contact the current Panhellenic Chair. In all cases, these situations should be handled with the best interests of the Greek Community in mind.

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# Standards of Ethical Conduct

Each sorority member has a mutual bond, not only with members of her own sorority, but also with all Greek-letter women and men. This means that a spirit of cooperation and helpfulness exists among all sorority members, regardless of their affiliation. This spirit of cooperation is incorporated by Panhellenic into recruiting procedures, rules and policies in order that fairness and goodwill prevail throughout all recruiting activities.

- Since the recruiting period is set aside for the purpose of acquainting sorority members and potential members, each sorority is bound by its sense of honor and fair play to give each potential member a chance to make up her own mind.
- No disparaging remarks may be made by a sorority member about another sorority. Attempts may not be made to evaluate or rank another sorority. This includes any discussion on sorority invitations. No sorority member is qualified to tell a potential member about a sorority other than her own.
- No sorority active member, new member, or alumnae may suggest to any potential member that she refuse a bid from group in order to “wait” for a bid from another group.
- It is in accord with the dignity and good manners of sorority women:
  - a. To create friendly relations between sorority and non-sorority women.
  - b. To avoid publicity on Panhellenic matters which are not properly the concern of non-members. The following rules are from the Unanimous Agreements of the National Panhellenic Conference, which govern the procedures of membership selection:

## Panhellenic Compact:

1. A potential member shall not be asked to join a sorority before the time designated by the College Panhellenic (Bid Day).
2. A Bid Day at the conclusion of Formal Recruitment shall be fixed by the College Panhellenic. Bid Day is the scheduled time when invitations to potential members are issued.
3. A signed Preference Card or a Continuous Open Bidding Acceptance Card is binding. If the potential member receives a bid under the preference system, she is ineligible to be a new member in any other national fraternity on the same campus for one calendar year. If the potential member does not receive a bid under the preference system, she is eligible for continuous open bidding. If the potential member transfers to another campus during the year, she is eligible for pledging on that campus, at the earliest possible opportunity.
4. A student who has had her pledge broken by a sorority or has broken her pledge to a sorority may not be asked to join another sorority for one calendar year from the date she was originally pledged. However, she may be given a bid by the same sorority at any time within that calendar year.

5. A person who is or who has ever been an initiated member of an existing NPC sorority shall not be eligible for membership.

# Important Dates and Deadlines

Recruitment T-Shirt Designs Due	April 9 <sup>th</sup>
Spring Mock Recruitment	April 29 <sup>th</sup>
Beginning of Summer Recruitment Rules	May 4 <sup>th</sup>
Video and Songs/Chant Material for Presentations Due (will be approved within 2 weeks)	June 8 <sup>th</sup>
Last Day to Register for Recruitment	July 15 <sup>th</sup>
Every PNM Processed	August 3 <sup>rd</sup>
*subject to change	
Move In Date (for in-house members)	August 4 <sup>th</sup>
Work Week Begins	August 4 <sup>th</sup>
Go Greek Banners can be hung	August 6 <sup>th</sup>
Rough Draft of Recruitment Budget Due	August 8 <sup>th</sup>
Last Day of Work Week	August 10 <sup>th</sup>
Posters displayed during work week must be down by 5 pm	
Final Recruitment Budgets Due	August 9 <sup>th</sup>
Bid Day	August 18 <sup>th</sup>

# General Recruitment Rules and Policies

1. Recruiting may be defined as any recruitment activity planned or engaged in by a sorority member, new member, alumnae or agent, which attempts to influence or persuade a Potential New Member\* in favor of a particular sorority.
2. The ACTIVE CHAPTER shall bear the penalty for any violation of Panhellenic Recruitment Rules and Policies by initiated members, new members, alumnae, or patroness. The chapter is responsible for informing these individuals of the Recruitment Rules. The Panhellenic Executive Board will provide chapters with a formal letter to alumnae stating this rule for chapter to distribute to all alumnae.
3. There shall be NO solicited or unsolicited publicity: written, radio or television (Public Access Channel), of any sorority *Recruitment-related* activity prior to or during Recruitment. This includes any and all current radio station “Shout Out” ads sororities may already have in affect. Any photographs of Recruitment Week parties for publicity purposes must be cleared through the Recruitment Rules and Eligibility Committee or Panhellenic Executive Board of the Panhellenic Council. (This rule does not apply to the City Panhellenic Functions or any nationally sponsored philanthropic events.)
4. Members and new members who are affiliated with the constitutional requirements of the individual member groups may participate in Recruitment. Alumnae may be in the house during Recruitment, but may have no contact with the PNM’s unless specified by Panhellenic. Alumnae are not to be seen during Recruitment.
5. INACTIVE members may not participate in Recruitment and are not counted as part of total chapter membership, unless specified by Panhellenic.
6. All sorority active members and new members are counted as part of the total chapter membership.
7. Transfer students who are to be affiliated as active members of a chapter may participate in Recruitment. Those not to be affiliated are considered inactive or alumnae and therefore ineligible to participate in Recruitment.
8. PNM’s are described as:
  - a. High school students enrolled in their senior year.
  - b. High school graduates that are admitted to the University of Arkansas.
  - c. High school graduates who have not started classes for fall semester at another college or university.
  - d. Transfer students and any student that are taking classes at the University of Arkansas and are enrolled in recruitment.

**\* Potential New Members shall hitherto be referred to as PNM's.**

9. Contact with PNM's prior to Formal Recruitment is encouraged only for the purpose of transmitting information about the Greek Community as a whole. While making such contacts, the following limitations apply:

a. There will be NO RECRUITING of PNM's during the year as outlined in the NPC Manual of Information.

b. PNM, whether a sister or not, can't be invited to a sorority house beginning the Monday after Spring Break. This includes spending the night and being invited as a guest for a meal at a sorority house.

a. Prior to Spring Break, a sister or non-sister of a sorority member may eat a meal at the sorority house whether they are spending the night or not.

b. A sister or non-sister of a sorority member may spend the night prior to Spring Break.

d. PNM's may not be invited to sorority chapter sponsored events. They may be invited to overall Greek events (Greek Week, Sigma Chi Derby Days, etc.). They can attend events in which ALL NPC chapters are represented.

e. No Recruitment parties or teas may be given by sorority actives, new members, alumnae, or patroness except those sponsored by City Panhellenic or the University of Arkansas Panhellenic Council. Furthermore, all Panhellenic sororities from the University of Arkansas should be given two weeks notice to ensure ample time and opportunity to attend all recruitment parties and teas.

f. No money may be spent on any PNM by sorority members, new members, alumnae, or patroness. This rule does not apply to activities sponsored by City Panhellenic or the equivalent of, as stated above. Sorority chapter/members should not purchase gifts for or receive gifts from PNM's including invitations to dinners, lunch, or other invitations of social interaction.

g. No sorority or City Panhellenic may hold Recruitment activities in a sorority house during the holidays or during the summer prior to Formal Recruitment in the Fall 2018 semester.

h. Sorority women or patroness may not ask a PNM for pictures at any time.

10. No high school women or PNMs may attend a designated sorority date function or sorority/fraternity function during the school year.

11. Women enrolled at the University of Arkansas who are not affiliated with a Greek organization cannot attend a sorority function. This includes sorority functions with a fraternity. Many sororities cannot have a non-member at their social events due to their insurance policies. This is only fair to all the NPC Chapters.

12. *Equal Representation is defined as having at least two different women from two different sororities from the U of A present when in contact with a PNM. During the Fall and Spring term,*



*if a high school senior visits the campus and a sorority member wants to take her out, she must have a member of another sorority at the University of Arkansas with them at all times. The sororities must be equally represented. National Panhellenic Conference encourages positive PANHELLENIC contact; therefore, a sorority member must talk about Greek Life as a whole and NEVER her individual sorority when meeting with a PNM.*

13. No packets with PNM pictures or information will be given, mailed, e-mailed or distributed at any time to any member that is not part of the exclusive recruitment team of each chapter.

14. No posters may be displayed in any part of the sorority houses (including Chapter Rooms) until Work Week. Those posters must be taken down by 5:00 p.m. the last day of Work Week.

### **Eligibility**

A cumulative GPA of 2.5 is required for all women planning on going through Formal Recruitment including new women, transfer students with more than 24 hours and those with less than 24 transferable hours. Transfer students with less than a 2.5 GPA with 24 transfer hours must complete 12 hours of University of Arkansas college level coursework with a 2.5 GPA to pledge. Some sororities, however, may require a higher GPA for affiliation.

**\*On Average, our chapters consider a GPA below a 2.6 a grade risk and are limited to how many, if any, grade risks they can accept. Some of the chapters, however, may require a higher GPA for affiliation. Any potential new member with at least a 2.5 cumulative GPA has the right to register for recruitment; however, we strongly encourage anyone with below a 2.6 to weigh these options prior to participating in the recruitment process.**

### **Registration**

1. Women may obtain the application and information through the Greek Life Website (<http://uagreeks.uark.edu>). Upon completion of the application the PNM must send a Recruitment Fee of \$210 before July 1st or \$225 after July 1st to the Panhellenic Office (Charles & Cappy Whiteside Greek Life Leadership Center, c/o Panhellenic Council, University of Arkansas, 101 Walton Hall, Fayetteville, AR 72701) postmarked by July 15th, 2018.

2. Women may register for Open Recruitment any time during the school year at the Panhellenic Office, Charles & Cappy Whiteside Greek Life Leadership Center, or phone: (479) 575-5209.

3. Presentations will be made by the Panhellenic Recruitment Chairmen during each summer orientation session concerning Recruitment and Greek Life in General.

### **Finances**

In order to assist PNM's in making a wise decision about sorority life, a general estimate of costs has been established. Sorority potential members who live in a residence hall or off campus may expect a financial obligation to the sorority of \$1,800-\$2,500 per year. This may include a potential member fee, monthly dues, initiation fees, and a pin or badge. For members living in a sorority house the cost for room and board and meals may range from \$5,000 to \$6,000 annually plus member fees which may include dues, fees, etc. It has been estimated that the average

means for living in a residence hall per year is \$5,000 (double room without air conditioning) and includes unlimited meal plan.

### **Lost and Found**

There will be a lost and found maintained in the Panhellenic Office during Formal Recruitment. If a PNM leaves an article in a sorority house, she or her Gamma Chi should call the Panhellenic Office at (479) 575- 5209. The sororities will turn in items that have been left behind. **AT NO TIME** should a PNM and a sorority member contact each other about the matter.

# Summer Recruitment Rules

CLARIFICATION: “Summer” for the purpose of these rules and policies, begins on Dead Day: May 4th, 2018 and ends on August 4th, 2018 at 12:00 a.m.

1. Panhellenic supports only those summer parties or activities sponsored by the U of A Panhellenic or cooperative City Panhellenic groups. These activities are the Panhellenic **information** sessions many area alumni groups have in order to help inform Potential New Members about the entire Greek system and the Recruitment Process. No individual recruiting may be conducted at the summer informational parties.

2. Panhellenic, in cooperation with the Office of Greek Life will sponsor Greek information sessions during the summer orientations:

a. The Panhellenic Recruitment Team will attend these sessions to insure Recruitment rules are upheld. These information sessions are designed to be positive events to encourage women to participate in Recruitment, not to join a particular sorority.

b. Each sorority representative is to encourage the women to GO GREEK and to give PNMs and parents information concerning Recruitment as a whole.

c. If Gamma Chis attend these sessions they will do so as a Gamma Chi and not as a member of their respective sorority.

d. No more than three representatives from each sorority may be in attendance.

3. In no capacity will men be allowed to participate in Summer Recruitment activities.

## 4. Summer Contact Rules

### *Social interaction:*

Normal social contact is acceptable in the case of long-standing friendships. This may include neighbors and co-workers. This contact affects women who just graduated from high school and U of A students who just completed the spring 2018 term. **Personal visitation and/or deliberately seeking out** potential new members, such as requesting resumes (or activity sheets), or asking for pictures is **not normal friendly contact and is prohibited**.

Members and/or recent college graduates are also not permitted to invite or take PNM's to parties or events, including Fraternity Summer Recruitment Parties. The rule of equal representation applies when in contact with a PNM, except in the case of normal social contact resulting from long-standing friendships. We understand that some casual contact cannot always be prevented. The purpose of these limitations is to allow a PNM to remain free of outside pressures and opinions in making her decision about affiliation.

Sorority women are not prevented from normal exchange with PNM's at Summer Fraternity Parties and other such activities, given the prior requirements are met. If a sorority member is

living with a U of A student or sister that is participating in Formal Recruitment, they must register her with Panhellenic **before they go home for the summer**. This is to protect chapters from false accusations.

Sorority women are not prevented from normal social exchange with PNM's at Summer Fraternity Parties and other such activities, given the prior requirements are met. If a sorority member is living with a U of A student or sister that is participating in Formal Recruitment, they must register her with Panhellenic **before they go home for the summer**. This is to protect chapters from false accusations.

Letter writing, phone calls, Skyping, text messages and e-mails to all high school senior women and any other PNM are strictly prohibited. No member or new member may use any online social networking tool to contact a PNM in any way including but not limited to messaging, comments, wall posts, Facebook friend requesting or accepting, following on Twitter, and Linked In. In addition, no chapter Instagram account can use the account to follow or contact a PNM in any way including but not limited to direct messaging, leaving comments, friend requesting, liking a PNM's picture, etc. Chapter Instagram accounts will be reviewed periodically. If chapters are found to be in violation a violation could be filed. Panhellenic Recruitment Team reserves the right to review online networking sites during the summer and if it is found that members are having any contact with a PNM an infraction will be filed. For this reason, members and new members who have online social networking accounts may not "block" the Panhellenic Recruitment Team.

If the chapter Recruitment Chairwoman and/or President receives an email or other type of contact from a PNM asking questions regarding Recruitment procedures, (i.e. "How do I register/become a member), the Recruitment Chairwoman and/or President should refer the PNM to the Recruitment Team. If a PNM contacts the Recruitment Chairwoman and/or President asking about obtaining a recommendation letter from local alumnae, they may refer the PNM to local alumnae for assistance.

**Sorority women may not seek out potential new members. If approached by a potential new member, sorority women are to promote GREEK LIFE in a positive light, not to RECRUIT for her sorority. There should be NO PERSUADING by a sorority or individual sorority woman.**

*When an Infraction is filed for violating the Summer Contact Rules, sanctions can be enforced. These sanctions may include but are not limited to a formal apology at Recruitment Orientation, **fin**es and/or any other sanctions Panhellenic deems just and acceptable.*

# Formal Recruitment Rules and Policies

**These rules apply from August 11, 2018 to August 18, 2018 at 11:00 p.m., not excluding other rules listed under general recruitment rules.**

In order to participate in Formal Recruitment a student must have been admitted to the University of Arkansas, register with the U of A Panhellenic Council, and have paid the Recruitment Registration Fee prior to the deadline set by Panhellenic. All applications are submitted online.

The following Recruitment Rules shall be observed from August 11, 2018 at 12 a.m. until 24 hours after bids are extended (August 18<sup>th</sup> 2018 at 10:30 a.m.) They shall be observed by those in the following classification during the Formal Recruitment period at the University of Arkansas:

- a. All sorority alumnae who have chapters represented at the University of Arkansas
- b. Collegiate members and PNM's from the University of Arkansas and other campuses who are attending Formal Recruitment Functions at the University of Arkansas.
- c. Mothers of collegiate members and PNM's at the University of Arkansas.
- d. Patroness of University of Arkansas sorority chapters.

**1. Recruitment Shirts are optional and will be limited to a maximum of two different designs. If a chapter chooses to create recruitment shirts, the shirt design is SOLELY LIMITED to the following “(Chapter Name) Recruitment 2018). Designs for the shirts must be submitted to Panhellenic by April 9th for approval.**

2. Only one banner can be displayed on a sorority property (including the house exterior, yard, fence, etc.) during the summer prior to Recruitment. Construction wraps are permitted to be hung on a lot where a chapter house is under construction. This banner may not display any house letters unless ALL houses' letters are displayed equally. The overall message of this banner must be GO GREEK! “Go Greek” must be bigger than Greek letters. All banners, construction wraps, and their content must be approved by the Greek Life Office prior to being hung.

3. Stickers, pins, cups, tattoos or any other sorority paraphernalia shall ONLY be distributed to sorority members.

4. Publicity stunts during the summer prior to or during Formal Recruitment are strictly prohibited. This includes chalking sidewalks, putting up flyers on campus, yard painting, yard decorations, celebrity visits, news articles, and magazine articles. Ultimately, our goal is to promote “Go Greek” and anything beyond this is in violation of the University of Arkansas Panhellenic Council Recruitment Rules and Procedures.

5. Sorority functions during Formal Recruitment are prohibited. This includes “dry” get-togethers.

6. During Formal Recruitment, a sorority member should only wear shirts with her chapter name or letters on them. (No sorority/sorority function shirts or sorority/fraternity function shirts or fraternity function shirts).

7. PNM's are not allowed in the sorority houses for ANY reason during the summer prior to Recruitment and during Formal Recruitment at any time outside of designated Recruitment Party times.

8. Equal Representation Rules apply for fraternity parties on campus in which sorority members and PNM's are both in attendance prior to Formal Recruitment. Panhellenic will be monitoring behavior during these on campus parties. PNM's are not to enter fraternity houses throughout the duration of Formal Recruitment. If a PNM is present in a fraternity house during Formal Recruitment, she will be automatically released from the recruitment process. \*with the exception of those chapters who will use a fraternity house for Formal Recruitment.

### Recruitment Policies

*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, drops and pins cannot be used or displayed. Any pictures on display may contain men, but no fraternity letters. \*with the exception of those chapters using a fraternity house for Formal Recruitment.*

2. Nametags of sorority members from other campuses attending Recruitment Functions must state their respective college or university. These visiting members MUST register and meet with the Panhellenic Council prior to participating in ANY parties.

3. No entertainment may be provided by anyone other than collegiate chapter members unless approved by Panhellenic.

4. Absolutely no spirit team uniforms can be worn at any time during any party (cheerleader, pom squad, diamond doll, Razorback belle, etc.). The dress for open parties and philanthropy day parties should be sorority letter shirts, shorts, skirts, or slacks, or dresses approved by Panhellenic prior to the start of Recruitment. The look for the day should be "relaxed" and "comfortable". During the second invitational party, the dress shall be along the lines of church attire or pin attire. Please be reminded that PNM's will be dressed in t-shirts until Preference Night. On preference Night, the dress shall be cocktail attire. Sorority women may not be required to purchase new garments of the same style or brand.

5. No more than two (2) members may talk to a PNM at the same time (this is considered "hot boxing"). PNM's will be well informed ahead of time by Recruitment Counselors that this is a violation of Recruitment policies, and they will be encouraged to report such instances.

Each chapter will be subject to a visit by Recruitment Team to take pictures during Work Week to show examples of isolation during Formal Recruitment.

6. During Formal Recruitment parties, a sorority member should never discuss any chapter other than her own. Sorority chapters/members should never inquire about the chapters PNM's visited

before theirs, or those she visits afterward. These should remain confidential to the PNM and her Gamma Chi.

7. The outdoor decorations allowed will be no more than four banners to be displayed throughout the week and one set of yard letters. The maximum size is a king size sheet. Banners cannot be screen printed. This means only one banner on your entire exterior property including a chapter's house, yard, fence, or any other means of display. A new banner may be displayed on Bid Day. The Recruitment Banner and Bid Day Banner must be approved by the Recruitment Chairman. If the Recruitment Chairman finds a banner inappropriate, the banner must be removed or replaced by one that has been approved by the Recruitment Chairman.

Banners may be taken down after Recruitment Parties are done for the day.

Banners may not have the silhouette of a person, or a picture of a person on them.

8. The Panhellenic Office will release only names of those going through Formal Recruitment.

9. All sororities will use the converted GPA calculated by the Office of Admissions to determine grade point eligibility. Panhellenic will not accept PNM member grade changes after either August 1st or 3rd . (Greek Life will let you know which date).

10. Sorority women may only wear their respective letters, or a Go Greek shirt (all Panhellenic sororities or all University of Arkansas chapters must be represented), outside the house during Recruitment and the week prior. (This means ONLY your sorority letters should be on the shirt, no sorority/sorority shirts from functions or sorority/fraternity shirts from functions.)

11. If an active member from another University is attending your Recruitment party, she must be registered with Panhellenic. The latest she may be registered is the morning before the parties she is to attend. Her nametag should indicate her respective university.

12. No sorority women participating in Formal Recruitment may enter another sorority house during Formal Recruitment or the weeks prior. The only people allowed in a sorority house will be the Greek Life Staff, Panhellenic Vice President of Recruitment, Gamma Chi Coordinator, Panhellenic President, Vice President of Judicial Affairs, and approved National Representatives.

13. Gamma Chis should only enter the house to use the restroom during a break or in the event of an emergency at any other time.

14. Each chapter will be held responsible for the action of their members serving as Recruitment Counselors (Gamma Chis). Any Recruitment infraction filed against a Gamma Chi will be filed against her sorority.

*15. Singing outside the house is not permitted.*

16. Any National Representative that is present for preference parties will be asked to remain at their own chapter house.

17. Members and PNM's who are affiliated within the constitutional requirements of the

individual member groups may participate in Recruitment.

a. Alumnae may be in the house during Recruitment, but may have no contact with the PNM's UNLESS SPECIFIED BY PANHELLENIC. All alumnae who are present during recruitment MUST wear nametags designating their status. Alumnae may be present, but not seen by PNMs. Unless the situation warrants, there should be no more than one advisor visible during Recruitment.

b. Alumnae who are relatives (e.g., mothers, sisters, aunts, grandmothers, etc.) of PNM's may not be in the house during the party that their relative is present

c. No alumnae are permitted to be in parties or on the lawn during Recruitment Parties. Greek Life may approve anyone (consultants, national officers, etc.) by the first day of Work Week. Exceptions can be made during the week in emergency situations.

18. Decorations within the sorority house will be limited to:

1) The room used for presentation is the only room where props are permitted

2) Balloons, ribbons, and decorations will be contained to either the foyer or the presentation room (one or the other but not both).

3) If a house tour is incorporated in the party, decorations must be contained only to those rooms and hallways seen in the house tour.

19. Food of any kind will not be permitted at any party.

20. Isolation shall be defined as a PNM being seated in a room with fewer than 3 total PNM's, or a single PNM being further than touching distance from another PNM. Isolation is strictly prohibited.

21. All Work Week themes must be approved by July 14<sup>th</sup>, 2018.

22. No snap chat filters may be used during Work Week. This includes Senior Nights. Year-long snap chat filters at chapter houses must be temporarily suspended during Work Week.

23. Chapters must provide accommodations for women in wheelchairs. A written plan of accommodations for each round of Formal Recruitment must be sent to Recruitment Team by July 1<sup>st</sup>, 2018.

#### Guidelines for recruitment procedures

1. The Formal Recruitment shall be held on the days of August 11th through August 18th, 2018. It will conclude with Bid Day on August 18th at 10:30 p.m. at the Chi Omega Greek Theater.

2. A PNM must be a regularly matriculated student of the University of Arkansas in order to be eligible to participate in Recruitment.

3. All NPC Unanimous Agreements must be upheld.



4. From the beginning of Formal Recruitment (12:00am, August 11, 2018) through the acceptance of a bid (10:30am, August 18<sup>th</sup>, 2018), no PNM member shall visit a sorority house except for during the designated Formal Recruitment Parties.

5. All PNM's shall attend ALL Recruitment meetings, Orientation, and Formal Recruitment Parties to which she has been assigned invitations. It is the PNM's obligation to make certain that she has no conflicting engagements. In case of illness or other emergencies, the PNM shall notify Panhellenic and/or her Gamma Chi. Panhellenic shall notify the sorority involved.

a. Band, pom and athletes must meet with Panhellenic prior to entering the Formal Recruitment Process.

b. A PNM will not be excused from Recruitment to attend a wedding.

6. NO sorority member or alumnae may buy ANYTHING for a PNM. No PNM may buy anything for a sorority member.

7. Panhellenic Chapters will be charged a \$300.00 Recruitment Fee to provide funds for Formal Recruitment.

8. No favors, gifts, or **preference letters/notes** may be given or stated that they will be given in the future to PNM's from the sorority and/or individual members or new members. This includes, but is not limited to, letters from active members, family members, and alumnae. The ONLY exception is that PNM's may temporarily receive a flower or pearl for the purpose of a sorority's ritual; however, if this is to occur, EVERY PNM must receive a flower or pearl and may not leave the chapter with the flower or pearl.

9. All Recruitment parties shall be held inside the sorority house, or facility approved by the Panhellenic Council, at the times specified by Panhellenic.

10. PNM's should be welcomed into the sorority house with members meeting them at the door. **PNM's should be fully escorted by members out the door.**

**11. Sorority members, new members, and alumnae should not touch the PNM's. Hugging, shaking hands, playing with a PNM's hair, taking pictures etc. is not acceptable. Sorority members may not place their hands on a PNM's back even to guide them.**

12. Panhellenic will provide nametags for PNM's. These nametags are to be worn to all parties and to all meetings. A PNM is responsible for her nametag throughout Recruitment. Should a PNM lose her nametag, she is responsible for obtaining another from her Gamma Chi.

13. Preference cards will be filled out directly following the last preference party. A PNM may decide to "Intentional Single Preference" (putting only one sorority name on a preference card), but it is strongly discouraged. If a PNM attends a single house on Preference Night, she is guaranteed a bid. If, however, she attends two houses and commits Intentional Single Preference, she is not guaranteed a bid.

14. Members cannot speak on behalf of their chapter; therefore, any statement by an individual,

which indicates that a sorority wishes or intends to keep a PNM, is considered oral bidding. Oral bidding is defined as the promise of a bid or specific invitation to visit a sorority. Oral bidding is **forbidden** during Formal Recruitment and during the summer prior to Recruitment in the fall 2018 Semester and the days during formal Recruitment.

Examples: “I want you for my little sister.”

“We have a place for you.”

“You will be on our bid list.”

“You’ll have your choice of sororities.”

“You’ll make a great (sorority name).”

“See you tomorrow / later”

These statements or variations of these statements ARE NOT ALLOWED.

15. No sorority members, new members, alumnae, patroness, or agents may visit a Potential member in her residence hall or be present in residence hall, apartment or place of residence during Formal Recruitment. Sisters living together, when one is a PNM, must register with Panhellenic. Any other member living with a PNM must register with Panhellenic.

16. The use of alcoholic beverages is strictly prohibited during Formal Recruitment. This includes Bid Day, which is defined as the 24 hours following the distribution of Bid cards. No gifts with alcoholic beverages shall be given.

17. Participation of **fraternity** men in Recruitment functions is prohibited, including Bid Day (defined as the 24 hours following the distribution of Bid cards) Men may attend the bid day receptions as individuals, but no functions may be co-sponsored with fraternities during Bid day.

a. Sorority women are not allowed to attend fraternity functions, on or off campus on Bid Day, which is defined as the 24 hours following the distribution of Bid card.

#### Contact Rules during Formal Recruitment

During the Formal Recruitment Process and the week prior to Recruitment, beginning at 12:00 a.m. August 4th, 2018, contact between sorority members and PNM’s shall be restricted to minimal contact. Sorority members should not contact PNM’s via online social networks, text messages, e-mail, phone calls, letters, or by any other means. Full conversations should only occur during Formal Recruitment Parties.

Conversation outside the designated Recruitment Parties between PNM’s and sorority members is limited to normal greeting and passing, regardless of the PNM and Member relationship. A sorority member should **NEVER** attempt to contact a PNM, especially not to inform her of her standing in the house, such as if she has been invited back or been released.

If a member attends a class with a PNM she should not try to intentionally sit beside her or try and join her in group work for class assignments. Membership in group projects between PNM's and sorority members will only be permitted if the group was assigned by the Professor.

### Strict Silence

Strict Silence shall be observed between the end of preference parties and bid presentation. There will be NO conversation or contact with PNM's by members, new members, or alumnae. This includes ALL contact – oral, written, printed, typed, or electronic messaging of any kind (e-mail, online, or text message). These types of contact are forbidden during the week as well.

PNM's will not converse with one another from the time the first Preference Parties ends until they have signed their preference cards. PNM's may only talk to Recruitment Staff.

### Rules governing silence during Formal recruitment

1. SILENCE is defined as being no conversation or contact between potential members and sorority members, new members, alumnae, patroness or agents, except during those times established by Panhellenic for the purpose of Recruiting. Also, NO contact will be permitted between alumnae members (except chapter advisors) and collegiate members after silence has begun. **Casual contact in the form of greetings and brief recognition is all that is permissible.**
2. PNM's are permitted to have normal social contact with men. However, sorority women are not to arrange dates for the purpose of using a man to influence a PNM toward any particular sorority.
3. Any PNM who breaks Silence by engaging in conversation other than casual greetings with any sorority woman shall be subject to appearance before Panhellenic Judicial Board with the maximum penalty of being removed from Recruitment.
4. PNM's should have no contact with anyone affiliated with any chapter. This includes collegiate members from the U of A, alumnae members, new members, collegiate members from other chapters, or family of collegiate members from the U of A.
5. Absolutely no potential members will be permitted in fraternity houses during Formal Recruitment Week, unless a chapter is permitted and approved to use fraternity house to hold their Formal Recruitment
6. Collegiate members, new members, alumnae members, or patroness are forbidden from contacting families of PNM's prior to and during Formal Recruitment. Additionally, PNM's should not discuss information regarding Recruitment to boyfriends, families, etc. This is to stem rumors and protect the PNM.
  - Use common sense and good judgment in each situation in which you come into contact with a PNM. However, each sorority member should not take unfair advantage of such contacts and should be aware that such actions are subject to review by the Panhellenic Judicial Board if they are considered a violation of the aforementioned

Recruitment Rules.

# Formal Recruitment Schedule

Day 1: August 11<sup>th</sup> & Day 2: August 12<sup>th</sup>, 2018

Open Party: These parties will take place the first day of Recruitment. They are non-invitational and PNM's will be assigned to groups alphabetically. Dress is casual. The PNM's will be wearing T-shirts provided by Panhellenic. No drinks or food of any kind may be served. No presentations of any kind will be made. Decorations will be limited to balloons in the foyer. (Length = 15 minutes, 15 parties)

Day 3 : August 13<sup>th</sup> & Day 4: August 14<sup>th</sup>, 2018

Philanthropy Party: These parties take place on the second day of Recruitment. PNM's will attend a maximum of 8 parties. PNM's will be wearing T-shirts provided by Panhellenic. Drinks may be served, limited to water or lemonade. Other drinks may be offered if they are approved by Panhellenic and support their philanthropy. No garnishes are permitted. Drinks should be served in their original container as it would appear when bought, a clear glass cup, or a water bottle as it would appear when bought. No food of any kind may be served. During the parties, presentations limited to 8 minutes total may be made. During the presentation, philanthropy slide shows/videos may be shown. Skits will not be performed during the presentation. A skit is defined as theatrical show that includes costumes and/or props. A song or chant maybe preformed if approved by Panhellenic prior to the Thursday of Work Week. The time used for your song/chant will count as part of your presentation time. All videos must be approved by Panhellenic prior to the Thursday of Work Week. All sorority members should wear their letter shirts or a philanthropy shirt approved by Panhellenic. (Length = 30 minutes, 8 parties)

Day 5: August 15<sup>th</sup>, & Day 6: August 16<sup>th</sup>, 2018

Sisterhood Party: These parties are on the third day of Recruitment. PNM's will attend a maximum of 5 parties. All sorority members should dress casual. PNM's will be wearing T-shirts provided by Panhellenic. Drinks may be served, and garnishes may be used.\* No food of any kind can be served. Props/decorations must be contained in rooms and halls pertaining only to house tour. Decorations that involve/show alcohol or tobacco use, or the Greek letters of another Greek organization are prohibited. Remember Panhellenic Recruitment officers will be walking through the houses to review the decorations. (Length = 40 minutes, 8 parties)

- *The Recruitment budget shall be \$6,000.00. This budget includes money spent on items that directly affect the PNMs including but not limited to: decorations, refreshments for PNMs, slide show costs, flowers, etc. This budget does not include: Bid Day. An annual review of each chapter's budget will take place by the first recruitment meeting in March. Chapters will be required to turn in an itemized budget to the Panhellenic Vice President of Recruitment for review.*
- *No wall during Sisterhood Day shall be covered by anything including but not limited to wrapping paper, banners, sheets, etc. Composites or pre-existing items on your walls year-round are permitted in the hallways.*

- *Chapters are not limited to the number of rooms displayed during the House Tour.*
  - *Rooms are permitted to be “staged,” but should not have banners, wrapping paper, etc. covering the walls.*
- *No chapter shall have a "frills room".*
  - *\*with the exception of a chapter hosting Formal Recruitment in a fraternity house.*
  - *No clothes may be hung outside of closets.*
  - *If you will be getting a new house/addition, you are allowed one poster of the plans inside and outside of your house.*
  - *You are subject for a random visit by Recruitment Team to look at your house before the semester ends to document what it should look like for Sisterhood round.*
- *For Sisterhood, each sorority will submit their entire plan (like a "blueprint") directly to the Panhellenic Advisor/Director of Greek Life by Friday, March 30<sup>th</sup>, 2018. This plan needs to include anything and everything regarding Sisterhood Day, so all decisions for Sisterhood need to be made very early. The plan should include everything your chapter is planning to do for Sisterhood Day. The plan will be submitted for approval, and the chapter will be notified the status of their plan, including any alterations that need to be made, by the Panhellenic Advisor/Greek Life Director. Items not included within your blueprint plan will be removed immediately by Greek Life and/or the Recruitment Team.*
- *Each sorority should schedule an individual "Sisterhood Day" meeting to further discuss your plans for the Fall 2018, prior to March 30<sup>th</sup>.*
- *The Recruitment Team will make rounds the morning of Sisterhood Day prior to any parties.*
- *The Panhellenic Recruitment Team reserves the right to discern what is appropriate and what is inappropriate for the Sisterhood Day. They will conduct “walk-throughs” of the Sisterhood Day on the final day of Work Week to approve and/or give chapters adequate time to make any corrections*

#### Day 7: August 17<sup>th</sup>, 2018

Preference Night: These parties are on the fourth day of Recruitment. A maximum of two parties will be attended by the PNM's. Dress is more formal; cocktail dresses are appropriate. PNM's will be wearing cocktail dresses. Drinks may be served with garnishes.\* No food will be served. All videos/slide shows intended to be shown during Pref Night must be approved by Panhellenic prior to Recruitment. Videos and scripts must be submitted for approval by 5:00 pm on August 15th. **(It is recommended to submit these materials early, because Panhellenic reserves the right to make you change these items.)** (Length= 60 minutes, 4 parties)

#### Day 8: August 18<sup>th</sup>, 2018

Bid Day: This will be Sunday midmorning. The ceremony will be held at the Greek Theatre. Invitations will be extended to PNM's. Afterwards, sororities will send members to escort the New Members to their respective sorority house.

\* Panhellenic reserves the right to view decorations and/or garnishes of any kind. If they are deemed too extravagant chapters may be asked to make adjustments.

\*\* Clarification: Napkins may be used at all parties and they may have the sorority name/crest printed on them. They may not leave the house with PNM's. Flowers are only allowed to be given to PNM's on Preference Night. Flowers, gifts, or favors (including cups and napkins) should NOT be taken out of the Recruitment party. Recordings of any kind (music, sounds, etc.) may not be played outside the houses on any day of parties. Costumes refer to anything worn solely as presentation.

\*\*\* Clarification: Any slide shows or decorations may not include any pictures of PNM's or disaffiliated members/Gamma Chis. **Also, please remove any pictures of disaffiliated members from your Chapter website.**

PLEASE OBSERVE ALL RULES LITERALLY. IF YOU HAVE QUESTIONS PLEASE CONTACT THE RECRUITMENT TEAM OR THE OFFICE OF GREEK LIFE STAFF.

# Invitations

1. Invitations to any party held during Formal Recruitment Week may be made only by sorority Recruitment Chairman at the designated times. NO ONE else may issue any invitations to parties prior to or during Formal Recruitment.
2. Written invitations to PNM's during Formal Recruitment may be made only by sorority Recruitment Chairmen at the designated time.
3. Any misunderstandings, which occur concerning invitations to Recruitment functions, should be referred to the Panhellenic Recruitment Team or Panhellenic Advisor.
4. All invitations extended by a sorority and accepted by a PNM must be honored by both parties.
5. MANDATORY PARTIES – A PNM must accept as many invitations as possible. For example, if a PNM receives eleven (11) invitations after Open House Parties, she **MUST** accept eight (8) of these invitations. If a PNM does not accept the maximum number of invitations she is “Breaking Recruitment” and is no longer eligible to participate in Formal Recruitment.
6. Each sorority will adhere to the Recruitment Release Figures determined by the Panhellenic Advisor for each round of parties. Chapter invitation lists that do not comply with the state Recruitment Release figures will not be accepted.
7. Lists are due at or before the time designated by Panhellenic. An initial \$300.00 fine will be assessed for late lists on all days except for Preference night. An additional **\$150** will be assessed for each 30 minutes of additional time. If you do not have access to a computer; you can use the computer found at Recruitment Headquarters. We will need to be notified ahead of time to make accommodations for you. If any computer problems arise, you are required to notify Recruitment Headquarters immediately.
8. The fine for a bid list not received by **9:00 p.m.** on Preference night is **\$ 500**. An additional \$150 will be assessed for each 30 minutes of additional time. A recruitment infraction will also be filed for late bid lists this night.

## Open Recruitment Guidelines

1. To be eligible to participate in Open Recruitment the chapter size must fall below 300. A sorority is not able to participate in Open Recruitment if the chapter is 300 or above and if they reach Quota during Formal Recruitment.
2. It is a different matter, however, when a potential member negates her signed Preference Card and refuses to accept her matched bid at the conclusion of Formal Recruitment. Under these conditions this space in the chapter's potential member quota actually was not filled. Thus, the chapter may immediately bid another person, even if the chapter is over Total.



3. Continuous open recruitment parties may be held; however, NO money may be spent on gifts for the potential members.
4. Open Recruitment may begin 24 hours after Formal Recruitment ends. This means no contact with PNM's until 24 hours after formal bids go out. Any PNM who dropped out of Recruitment before signing a preference card may participate in Open Recruitment.
5. Any bids extended must be reported to the Panhellenic Office within 24 hours of the time of acceptance and must be accompanied by a signed card.
6. All sororities eligible to participate in Open Recruitment must notify the Panhellenic Office by the date specified by the Panhellenic Recruitment Chairmen.

#### Standing Rules for Membership Selection for Chapters

The Panhellenic Recruitment Rules and Procedures, 2018, have been composed of the NPC National Unanimous Agreements, NPC Policies and recommendations for Recruitment, ideas and previous rules dating back to the 2003-2004 Recruitment. These rules were discussed by the 2003-2004 Recruitment Chairmen and the U of A sororities and were passed by a two-thirds vote. All chapters are expected to understand and follow all of the Recruitment rules. If they are violated, action from the Judicial Committee will be taken.

INACTIVE members may not participate in Recruitment and are not counted as part of total chapter membership, UNLESS SPECIFIED BY PANHELLENIC.

No sorority or City Panhellenic may hold Recruitment activities in a sorority house during the holidays or the summer.

During Formal Recruitment, no sorority member or new member may live in University Residence Halls. The only exception to this rule is sorority women serving as Resident Assistants, Recruitment Counselors, and approved Panhellenic Officers.

#### Quota-Total System

Quota Total: National Panhellenic Conference considers it preferable to match bids to fill only the Potential member Quota in Formal Recruitment. This procedure treats each chapter the same. Any chapter not reaching Potential member Quota or Total may extend bids to PNM's until you reach quota or campus total. Continuous Open Bidding lasts the entire school year. Chapters taking part in Continuous Open Bidding should work with the University of Arkansas Panhellenic Advisor throughout the COB process.

Quota for Upperclassmen: Each sorority will be permitted to pledge up to two (2) juniors or senior, in addition to quota. This is an option and will not affect quota. Any PNM who has passed more than 59 hours by the end of summer school may be classified as an upperclassmen and be PNM's over quota.

# Recruitment Budgets

The Recruitment budget for Formal Recruitment 2018 is \$6000 for each chapter. No sorority may exceed this cost for any reason without extraordinary reason and prior knowledge and approval from Panhellenic Council.

DONATIONS from alumnae or collegiate members **MUST BE INCLUDED** in the Recruitment budget for each chapter. Gifts such as flowers that are used as decorations during Recruitment are not included in the budget (within reason). This rule is to prevent the solicitation of alumnae gifts in order to exceed the Recruitment budget.

A rough draft of a Recruitment budget should be submitted to Panhellenic by 9:00 am on August 8<sup>th</sup>. This rough draft should list expected purchases/donations and the expected amount to be spent on these purchases. An updated written Recruitment budget must be received by Panhellenic by 5:00 p.m. on August 9<sup>th</sup>. This copy of the budget should be itemized and list the items purchased/received for Recruitment, the quantity of each item, the cost of each item, and the total amount spent. Anything donated or bought must be also be included in the chapter financial report turned into Panhellenic at the end of Recruitment.

# Infractions

## A. Timing

- 1) During the school year, when a member group of the College Panhellenic believes there has been an infraction, a written report, signed by the president of that member group specifying time, place and witness to the alleged infraction, shall be submitted to the President of the College Panhellenic, with a copy for the accused fraternity and a copy for the Panhellenic Advisor, within a timely manner after the alleged infraction is known, but not more than 30 calendar days from the date of the alleged infraction (including university/college breaks).
- 2) The College Panhellenic President and Panhellenic Advisor shall review the "College Panhellenic Violation Report Form" to ensure it has been out completely including proper signatures and indication of rule/policy violated. An incomplete form shall be returned to the reporting party for completion prior to proceeding.

## B. Proper Reporting Authority

- 1) Infractions excluding Recruitment Infractions must be reported and signed by the President of a member group on behalf of her chapter.
- 2) Recruitment Infractions may be reported and signed by either:
  - A. President of member group on behalf of her chapter
  - B. College Panhellenic Officer in charge of Recruitment or Gamma Chi
  - C. Potential New Member
  - D. Panhellenic Advisor

## C. Notice

1. When a report of an infraction is properly received by the College Panhellenic, the accused fraternity shall be given formal notification in writing. The Vice President of Judicial shall notify the member group using the "College Panhellenic Notice of Infraction Form." The "College Panhellenic Violation Report Form" is retained by the Vice President of Judicial or Panhellenic Advisor and is available upon request from the accused fraternity. A copy of the "College Panhellenic Violation Report Form" shall be given to the NPC Area Advisor.
2. The "College Panhellenic Notice of Infraction Form" shall be delivered to the President of the accused fraternity within one week of the Vice President's of Judicial receipt of the "College Panhellenic Violation Report Form." If the President of the accused fraternity is unavailable, delivery may be made to another appropriate fraternity officer or advisor. The "Notice of Infraction Form" shall be given to the Panhellenic Advisor and the NPC

Area Advisor within the same time period.

3. Upon receipt of the “College Panhellenic Notice of Infraction Form” the accused fraternity shall contact the Vice President of Judicial within one week to schedule Mediation or choose to proceed directly to a Judicial Hearing.

A. If the “College Panhellenic Notice of Infraction Form” is delivered during a college/university break, the Mediation/Judicial Hearing may be scheduled after classes resume or held during the break if all parties are available.

#### D. Mediation

- 1) The purpose of Mediation is to find a solution satisfactory to both the complaining party and the accused fraternity, which is appropriate under NPC UNANIMOUS AGREEMENTS, the College Panhellenic Association Constitution, Bylaws, and rules.
- 2) The Vice President of Judicial shall appoint a neutral party to serve as the mediator. The mediator shall not be an undergraduate student. The Panhellenic Advisor may serve as a mediator if she/he has not filed the violation.
- 3) Mediation shall be closed to the public. The participants in the Mediation shall be representatives from each fraternity involved, including a chapter advisor, or the complaining party if other than a fraternity, the Vice President of Judicial, Panhellenic President, the Panhellenic Advisor, and in cases of Recruitment Infractions the College Panhellenic Recruitment Chairman.

#### E. Judicial Hearing

- 1) In the event mediation is not successful a Judicial Hearing shall be held.
- 2) The Vice President of Judicial shall establish procedures to be followed during a Judicial Hearing. The procedures shall be adopted in accordance with the College Panhellenic Association Bylaws.
- 3) Judicial Hearings shall be closed to the public. The participants in the Judicial Hearing shall be representatives from each fraternity involved, including a chapter advisor, or the complaining party if other than a fraternity, the Vice President of Judicial, the Panhellenic Judicial Board, Panhellenic President, and the Panhellenic Advisor. In issues involving Recruitment Infractions, the College Panhellenic Recruitment Chairmen may opt to be present.

#### Penalties

Each College Panhellenic shall strive to achieve a fair and reasonable resolution for infractions. Penalties should be assessed to fit the nature and degree of the offense.

##### A. Inappropriate Penalties

- 1) Monetary fines shall only be acceptable for measurable Recruitment Infractions (i.e. late invitation list, late events, etc.). The amounts shall be predetermined by a vote of the College Panhellenic Council and stated in the membership recruitment rules.
- 2) Penalties shall not forbid formal or informal entertainment that is part of membership recruitment or the observance of an inter/ national fraternity celebration.
- 3) Penalties shall not affect a fraternity chapter's Quota or Total.
- 4) Penalties shall not affect the time of new member acceptance and/or initiation.
- 5) Penalties shall not forbid the right of an NPC fraternity to vote in College Panhellenic meetings.

#### B. Duration of Penalties

- 1) The duration of any penalty imposed shall not exceed one calendar year from the time the decision is final.

#### C. NPC Notification of Penalties

- 1) Within 24 hours of the successful completion of Mediation or the Judicial Hearing, the College Panhellenic President shall send a copy of the "College Panhellenic Record of Mediation or Judicial Hearing Form" (not including the minutes) to the NPC Area Advisor, the NPC Delegate and the Inter/ National President.

### Appeals

#### A. Judicial Board Decision

- 1) A decision of the College Panhellenic Association Judicial Board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeals Chairman. An appeal shall be filed with the Vice President of Judicial using the "College Panhellenic Notice of Appeals Form" within 48 hours of the decision.

#### B. NPC College Panhellenic Judicial Appeals Committee

- 1) If the NPC College Panhellenic Judicial Appeals Committee is unable to resolve the appeal, the Chairman shall be responsible for the further conduct of the case, and shall submit by certified mail, return receipt requested, all data regarding the appeal to the Inter/National President(s) of the fraternity(s) involved.

#### C. Inter/National Presidents

- 1) If the Inter/National Presidents cannot resolved the case by discussing among themselves, the case may be referred by an Inter/National President involved to the NPC Executive Committee

#### D. NPC Executive Committee

1) If the NPC Executive Committee cannot resolve the case, it may be appealed either by the Inter/National President or by the NPC Executive Committee to the National Panhellenic Conference.

E. National Panhellenic Conference

1) The decision of the National Panhellenic Conference shall be final.