Recruitment Rules of the University of Texas at Arlington College Panhellenic

I. Statement of Positive Panhellenic Contact

We, the women of the University of Texas at Arlington, hereafter referred to as UT Arlington, will promote Panhellenic-spirited contact with all potential new members throughout the year. Casual greetings are encouraged when College Panhellenic, hereafter referred to as CPH, chapter members interact with a potential new member on the UT Arlington campus.

II. Statement of Adherence to National Panhellenic Conference Unanimous Agreements and Policies Regarding Recruitment

All National Panhellenic Conference, hereafter referred to as NPC, member organizations represented at the University of Texas at Arlington believe in strictly adhering to NPC Unanimous Agreements and policies. These valued and non-negotiable policies will be followed by all groups during the recruitment process.

III. Statement of Value Based Recruitment

All NPC member organizations represented at UT Arlington will promote the following practices during membership recruitment:

- Engage in values-based conversations.
- Choose recruitment activities and behaviors that reflect the core values of our organizations.
- Make informed choices, based on shared values, about potential new members.
- Educate potential new members about the values, benefits and obligations of sorority membership.

In accordance with NPC policy, UT Arlington recruitment events do not include skits, elaborate decorations and costumes. Entrance and exit chants as well as door stacks are permissible.

IV. Statement of Membership Recruitment Acceptance Binding Agreement (MRABA)

UT Arlington College Panhellenic will uphold and use the MRABA for each potential new member interested in joining a women’s fraternity, whether during COB or in Primary recruitment. We agree to all policies and steps pertaining to the MRABA.
V. Statement of Automatic Reset of Total

Total is the allowable chapter size as determined by the CPH.

To allow chapters to achieve parity as quickly as possible, total will be automatically adjusted every regular academic term. This is to be done no later than 72 hours following bid distribution in the academic term that Primary recruitment is held and within one week (no more than seven days) from the start of the academic term(s) in which Primary recruitment is not held. Total will be determined by Median Chapter Size.

Vacancies in the chapter membership can be filled only if the chapter is below total. A chapter may exceed total as a result of its participation in Primary CPH recruitment when quota-total and a preferential bidding system are used. If at any time during the academic year a chapter falls below total, the chapter is eligible to Continuous Open Bidding (COB) to reach total again.

Members who are not present on campus for one academic term (i.e. participating in a study abroad program, student teaching, internship, etc.) are to be included in chapter total calculations unless inactive member status has been granted for the entire academic year.

VI. Recruitment Policies for the College Panhellenic Community:

We, the women of UT Arlington, will promote Panhellenic-spirited contact with all potential new members throughout the year.

- All members, including alumnae and new members, are responsible for understanding and observing the CPH membership recruitment rules as well as the Panhellenic code of ethics.
- There should be no alcohol associated with membership recruitment and Bid Day activities.
- There should be no men participating in membership recruitment and Bid Day activities.
- No sorority members, including new members and alumnae, may visit a potential new member in her place of residence during membership recruitment.
- No favors, gifts or letters may be given to potential new members, hereafter referred to as PNMs, by the sorority and/or individual members.
- There will be no promising of bids directly or indirectly by any member or alumna of a sorority.
- Members should not be scheduling to meet with any PNMs on or off campus unless the chapter is conducting COB.
- Casual conversations in compliance with recruitment rules are acceptable and encouraged when a members sees a PNM on and off campus.
- If a PNM friends, follows, a current CPH member on any type of social media the current member can accept the PNM’s request. If the PNM reaches out to communicate with the chapter member the chapter member may communicate with the PNM in compliance with the recruitment rules.

Strict silence will begin at 3:00PM on the day of Preference Round and last until bid distribution. No sorority member, including alumnae and new members, may communicate or live with potential new members during
this period. Strict silence is defined as verbal, nonverbal, written, printed, text message and electronic communication or communicating through a third party. If potential new members live in a residence hall with sorority members, only casual greetings and contact are permitted. Casual greetings are defined as light conversations that could occur in a residence hall, at a campus event, in class, or in other local area venues. CPH members should always keep these conversations positive towards all chapters and its members.

VII Recruitment Guidelines for Potential New Members:

• To be eligible to participate in Panhellenic recruitment formal or informal, a woman must meet UT Arlington Fraternity and Sorority Life academic requirements.
• To be eligible to participate in Panhellenic recruitment, a woman must not be simultaneously enrolled in high school and attending college.
• A woman must be an undergraduate student regularly matriculated in the institution to be eligible to participate in membership recruitment.
• A woman shall not be, or have ever been, an initiated member of an NPC organization and join another NPC organization.
• Any woman who signs an MRABA and receives a bid at the end of membership recruitment will be bound by it until the next primary membership recruitment period at the same college or university.
• A woman must contact her recruitment guide and/or College Panhellenic if she desires to withdraw from the membership recruitment process; she must complete a withdrawal evaluation.
• From the beginning of orientation through the end of membership recruitment, no potential new member may visit a sorority chapter except to attend invitational or open recruitment events.
• No sorority member may buy anything for a potential new member.
• A woman will not give a promise, either verbal or written, to join a certain sorority before bids are distributed by Panhellenic.
• A woman will complete the membership recruitment acceptance binding agreement (MRABA) after the last event she attends. It is a binding contract and once it has been signed, no changes may be made.
• A woman will attend orientation and all events to which she has accepted invitations. In case of illness or an emergency, the woman will notify the Panhellenic and/or her recruitment counselor. The Panhellenic and/or the recruitment counselor will then notify the chapters involved.
• Potential New Members are not allowed to leave the room with any items associated with individual chapters. This includes gifts, favors, and drinks.

VIII Continuous Open Bidding:

Each NPC sorority chapter has the right to COB to reach quota or its total allowable chapter size during the regular school year as defined by the school calendar.

Chapters will follow the Fraternity and Sorority Life office policies to register recruitment events and check the academic records of potential members. The PNMs must agree to grade check and review the CPH orientation slide show. Once complete the chapter may issue bids to potential new members, the chapter will be responsible for having the MRABA completed and returning it to the CPH advisor.
Continuous open bidding (COB) acceptance binding agreements should be signed as soon as a woman accepts a bid and returned to the CPH advisor in the time allotted by NPC.

**IX Social Media, Websites, and Publicity:**

- Chapter web-sites and all social media shall reflect all recruitment policies.
- Chapters should not be hosting events for the purpose of communicating with PNMS or promoting the chapter where all chapters are not present unless the chapter is conducting COB.
- Chapters should direct PNMs to the VP of Recruitment for questions or concerns about the Primary Recruitment process if contact through a chapter web-site or social media platform. All contact with PNMs through social media or electronically should reflect all policies outlined in this document.
- All publicity pertaining to Primary Recruitment shall be designed by the College Panhellenic Executive Officers.
- From May 1 until Bid Day, no sorority may publicize their individual organization or recruitment events, on or off campus; using flyers, posters, or giveaways. This is to encourage the use of UT Arlington College Panhellenic marketing materials.
- Banners outside of the house promoting CPH Recruitment registration are encouraged to promote Primary Recruitment, banners should include the web-site to sign for Primary recruitment.
- Apartment and Residence Life and Campus posting policies should be followed by chapters as well as by the Council.
- Each sorority is encouraged to participate in New Maverick Orientation Involvement Fair, each sorority can have up to 2 members. Communication regarding New Maverick Orientation will be corresponded from the Student Activities Organizations office to chapter presidents. Members recruiting for their chapter should be dressed in casual clothing, preferably a letter shirt or t-shirt displaying their chapter name.

**X Primary Recruitment Implementation:**

Rho Gammas and CPH Executive Board:

CPH Executive Board officers and Rho Gammas should be “disassociated” from their respective NPC chapters for the period immediately preceding recruitment (not to exceed 30 days) and during recruitment so their actions and decisions support the welfare and best interests of the Panhellenic community. CPH Executive Board officers and Rho Gammas will make up the CPH Recruitment Team.

All women selected to serve on the CPH Recruitment Team are to follow all agreements set forth. Failure to abide by the agreement can result in dismissal at any point.

UT Arlington CPH Recruitment Team Agreements:

- As a CPH Recruitment Team member she must agree to remain unbiased and Panhellenic friendly in all dealings with the PNMs and chapters. It is her job and responsibility is to work for the greater good of College Panhellenic by being impartial and fair in her dealings with others. There should be no special information shared nor implication given to the PNM about her chapter or its membership selection process and decisions.

*Adapted on 4/28/16*
• CPH Recruitment Team members will disassociate from their chapters on August 1st, if asked her chapter affiliation, she can acknowledge it, however indicating her role is one to be supportive of all chapters on the campus. It is agreed that CPH Recruitment Team members should work if at all possible at all times in pairs within their PNM groups as to alleviate any attempt by the PNMs to lead a Rho Gamma into specific chapter conversations.

• From the time of selections, CPH Recruitment Team members agree to be women of ethical behavior and to act in an ethical manner. Live the values as outlined in the Panhellenic Creed. There should be no direct connections or communication with your chapter and member group. This includes but is not limited to the following:
  a. No assistance with recruiting – prior to the start of Primary recruitment and during recruitment.
  b. Cannot participate in chapter tabling during summer and pre-recruitment activities.
  c. Attend all trainings (dates are subject to change or additional trainings added)
  d. Recruit potential new members for CPH during New Maverick Orientation, FSL hosted events, Welcome Week Events, through social media, and Council hosted marketing events.
  e. She cannot be in communication with members of your chapter, other students, alumnae and parents regarding the chapter’s membership section process and decisions regarding a PNM(s).

Beginning August 1:
  a. She cannot wear your organizational letters, jewelry, sportswear, etc. beginning with the disassociation ceremony.
  b. She cannot attend chapter meetings, ritualistic functions, or scheduled social events during the required disassociation period.
  c. No socializing with members of my chapter beginning with the disassociation ceremony.

Visitors during Primary Recruitment:

Alumnae attending recruitment events may be introduced to Potential New Members, but they are not allowed to recruit the PNMs individually or in a group. They may only be silent participants and not have any contact with PNM’s on social media sites, through email, or phone during the Primary Recruitment Period. A list of alumnae attending recruitment events should be provided during room checks on each day of the Primary recruitment process.

Visitors: During Primary Recruitment a maximum of 10 alumnae and/or non-UT Arlington active chapter members may be present. Alumnae, national visitors, and non-UT Arlington active chapter members must be clearly identified with name tags identifying them as alumnae. Alumnae cannot dress in similar clothing as active chapter members except during preference round when the same color can be worn but not same dress.

Schedule and Logistics:

• The number of events held each night will be decided upon by the College Panhellenic Advisor and the Recruitment Coordinator in advance. This number will be based on the number of PNMs going through Recruitment.
• It is the responsibility of each College Panhellenic Executive Council Officer to ensure that each event begins and ends on time with strict adherence to the recruitment schedule. Parties’ time will officially start when the last Potential New Member walks in the door.

Adapted on 4/28/16
• Rho Gammas will escort Potential New Members to parties during Primary Recruitment Week and will be available to the chapters if questions or emergencies arise. Rho Gammas will remain outside the party, unless the chapter wants to extend an invitation to come inside the room or foyer area and offered a chair, where she will remain, unless her assistance is needed by a PNM.

• College Panhellenic will provide refreshments and supplies to PNMs throughout the recruitment process in the University Center if a chapter chooses they may provide water during the Preference Round.

• A membership recruitment budget will be established by the College Panhellenic for membership recruitment purposes.

• CPH is responsible for creating a fact sheet including a list of fees to be incurred by members during collegiate membership, grade requirements and housing obligations will be provided to each potential new member during membership recruitment by each chapter, this information will be available online, included in registration confirmation, and provided during recruitment orientation.

• By June 1st chapters must have had at least an initial meeting with the CPH Advisor, Recruitment Coordinator, and UC Operations staff member to discuss room set up details. Chapters should be prepared with diagrams, a list of equipment needed, and any additional details. To schedule this meeting the chapter should reach out to the CPH advisor, this meeting can be scheduled during the spring semester and may include more than one meeting. All final set up plans must be submitted to the CPH Advisor, Vice President of Recruitment and UC staff member by July 31st. Any changes to a Chapters plan made after August 1st will result in an infraction.

• All PNMs will enter the chapter house in alphabetical order, to the best of the Recruitment Counselors ability, in single file or pairs as determined by the chapter.

Budget:

Primary Recruitment expenses are not to exceed $3,000. Each chapter must submit a detailed list of expenses including donated item. Proposed budgets will be due August 1st and final expenses will be due the following Monday after Bid Day. Included in both the proposed budget and final budget should be any and all invoices and/or receipts. There should be a list of donated items as well with an estimated value.

Decorations:

• Decorations for Primary Recruitment should be kept at a minimum to focus on conversations

• Only Mylar Balloons can be used, and at a maximum of 20 balloons.

• Table displays should be relative to chapter, event, and the values and/or sisterhood of the chapter.

• Small centerpieces table clothes, chapter composites, crafts pertaining to philanthropy are all admissible.

• Banners or signs referencing sorority philanthropy are allowed. The signs must be free standing or hung from the decoration table, or pipe and drape nothing is to be hung on the walls.

• A chapter cannot rent items (i.e. tables, chairs, etc.) from the University if the University Center does not have enough to provide for all chapters for a night. Example: If Zeta Zeta Zeta rents high top round tables, and there are not enough high top round tables for all other chapters on campus, Zeta Zeta Zeta shall not rent these tables from the University, and shall go through an outside vendor instead.

If the CPH Executive Officers find decorations or the room set up to be outside the limits of these parameters, they may ask the sorority to modify their decorations or set up. The CPH Executive Officers will then return to

Adapted on 4/28/16
confirm that the sorority has complied with the directive given. If the sorority has not rectified the discrepancies, then a violation will be submitted in accordance with the Panhellenic Judicial Process.

Chapters will follow the University Center policies to best respect campus space.

House Tours (not intended to serve as a round):

- Each rotation will be 15 minutes maximum.
- Each chapter will be allowed a maximum of 8 women maximum to participate in house tours. Women who live in the house that are not serving as one of the 8 members hosting House Tours should not be present.
- During the allotted time for the House Tour, each chapter must present accurate financial, academic, and new member programming information. This presentation can be visual or verbal. The PNMs would have received this information in print and there is not a need for chapters to produce a handout of any sort.
- A visual presentation communicating the academic, financial, and time commitments for membership is allowed but will be approved by CPH by August 22, 2017.
- A Rho Gamma will be outside the house at the front door. Her duty is to give a 2-minute warning before the start of the rotation and a 1 minute warning at the conclusion.
- Attire to be worn includes the chapter’s stitched letter shirt and casual bottoms.
- There is no food or drink to be served.
- The chapter house should look as it would for a parent’s weekend or consultant visit. There may not be any themed decorations in the house. No balloons, decorations must be permanent to house décor. Minimal flower arrangement may be present.
- No skits, chants, or songs are to be performed during House Tours.
- College Panhellenic Executive Officers will perform house checks before the start of house tours.

Recruitment Rounds

- Rho Gammas will check-in with the chapter 5 minutes before the party begins, during this time she will provide any party updates/changes. She will then provide a 1 minute knock before the party start and a 2 minute knock before the party ends.
- Primary Recruitment will take place in the University Center. Rooms will be assigned to each chapter and rotated each year.
- Chapter members and alumnae guests must remain in the assigned recruitment location until given notification the Rho Gamma or College Panhellenic Advisor.
- Signage is allowed outside of the chapter’s room or house but cannot exceed 36” by 32”. The Panhellenic Recruitment Coordinator and Advisor must approve signs by August 22, 2017.
- Slideshows or videos must be approved by the College Panhellenic Recruitment Coordinator and Advisor by August 22, 2017.

First Round Events (Values & Sisterhood).

- Each event will be 45 minutes long.
- Chapters should demonstrate their values through conversation, displays, speakers, a video slideshow, or combination of all.

Adapted on 4/28/16
• Clothing for chapter members for this day can be a stitched letter shirt of choice and casual bottoms of choice. Footwear will also be casual - no pumps or wedges. Jewelry, etc. will be up to the discretion of the chapter.
• All PNMs will enter the chapter house in alphabetical order, to the best of the Rho Gamma's ability, in single file or pairs as determined by the chapter.

Second Round Events (Philanthropy)

• Each event will be 45 minutes long.
• Philanthropy will be the theme for Second Invitational. Each chapter must explain their national or local philanthropic cause during this round through a speaker, video, or project.
• Clothing for chapter members for this day will be National Philanthropy Promoting attire including, but not limited to letters, outfits in sorority/philanthropy colors, etc. Footwear, jewelry, etc. will be up to the discretion of the chapter.

Third Round Events (Preference)

• Each event will be 60 minutes long.
• Appropriate cocktail attire or approved attire by the National Sorority to be worn for this night.
• Decorations relevant to the Preference Ceremony.

XI. Recruitment Violations

The College Panhellenic Executive Board will act only on those infractions and violations reported in writing on a completed “College Panhellenic Violation Report Form” found on the Fraternity and Sorority Life web-site or NPC Manual of Information. Chapter leaders are encouraged to communicate directly with each other to first settle any concerns before completing a Violation Form.

Proper procedures for filing a violation can be found in the NPC Manual of Information. If you find that someone has violated any of the NPC Unanimous Agreements or the UT Arlington College Panhellenic Recruitment Rules, you are encouraged to report the violation in the proper manner.

Appendix:

Possible Sanctions for a recruitment rule violation or Infraction:

• During the time of Rho Gamma applications each chapter must submit a minimum number applicants as requested by CPH. Failure to submit the minimum amount yields to a $50 fine per application vacancy.
• Chapters shall abide by the times agreed upon for turning in recruitment paperwork. Failure to turn in these forms will result in a $25 fine per day.
• Chapters needing to change a submission on Campus Director after submitting will result in a $250 fine per change. If an event runs over, every additional minute will result in a $10 per minute fine.
• The Vice President of Recruitment and CPH Advisor must pre-approve any pictures or videos prior to showing; failure to do so will result in a $50 fine.
• If a sorority member degrades, demeans, or neglects to apply positive Panhellenic contact towards another sorority member or sorority chapter(s) on social networking websites, the chapter that woman is a member of

Adapted on 4/28/16
will receive a $50 fine per incident. This includes not only disparaging comments about another chapter or chapter members but also comments that glorify an individual chapter over the others and fail to display a positive Panhellenic attitude. Displaying pictures, flyers, posters or anything on your wall, PNMs walls, or as your profile picture that do not promote a general “Go Greek” attitude.

- There will be a $100 fine per incident if chapter members contact Rho Gammas or Exec members seeking information about a PNM or recruitment information concerning another chapter.