

The University of Texas at Arlington
Panhellenic Recruitment Compact Fall 2008

A. Recruitment Requirements

1. Recruitment will be held the week of Wednesday, August 27, 2008 through Saturday, September 6, 2008.
2. All Potential members(s) will receive a copy of the Potential member Guidelines at the Orientation on August 27, 2008.

B. Potential New Member Guidelines

1. A Potential New Member is defined as any female who is a regularly matriculated student [registered for a minimum of nine (9) hours] at The University of Texas at Arlington.
2. A Potential New Member shall not be, or ever have been, an initiated member of a National Panhellenic Conference (NPC) group.
3. A Potential New Member shall not have been a new member to any NPC group at UTA within this calendar year.
4. A Potential New Member shall register for formal Recruitment by completing a Potential New Member Application and paying the \$40.00 application fee to UTA Panhellenic by the registration cutoff deadline Tuesday, September 2, 2008 at 5pm.
5. A Potential New Member is responsible for reporting any violation of the UTA Panhellenic Recruitment Compact to her Panhellenic Counselor and/or the Panhellenic Recruitment Team.
6. Silence Rules begin the first day of Fall Recruitment, August 27, 2008 and ends on Bid Day, Saturday September 6, 2008. Please note, Silence rules apply during the week of informal events, the weekend and the formal week. During this period of silence, there shall be no contact or conversation between a potential new member and sorority members/alumnae except at UTA Recruitment events. An exception will be made only in a UTA University classroom setting (i.e. instructor mandated interaction).
7. Potential New Member must attend up to the maximum number of events allowed for each round, which will be included in orientation material. Failure to do so will result in the Potential New Member being withdrawn from the Recruitment process. In the event of illness, emergency or class, she shall notify her Panhellenic Counselor and/or the Panhellenic Recruitment Team who will then notify the chapters of her absence.
8. In accordance with the NPC Recommendation, a Potential New Member who withdraws from the formal membership recruitment process before signing a preference card shall not be eligible for Snap Bidding and Continuous Open Recruitment until the next semester (Example: If a woman does not sign a preference card during the Fall 2008 Formal Recruitment week, she cannot accept a bid from any chapter until Spring 2009). To withdraw from formal recruitment, the Potential New Member must notify her Panhellenic Counselor. Potential New Members shall not be encouraged to withdraw from Fall Formal recruitment by any member of a sorority (collegiate or alumnae) with the intention of offering the potential member a bid after Fall Recruitment. In accordance with the NPC Green Book, a sorority woman (collegiate or alumnae) shall not give a promise; verbal or written to join a certain sorority before formal bids are issued through the UTA Panhellenic Council.
9. Only women released by all sororities will be eligible for C.O.R. and snap bidding after the Formal Recruitment process is over for Fall 2008.
10. Potential New Member shall complete a Formal Membership Recruitment Acceptance Agreement immediately following the last event she attends. Potential New Member signing a Formal Membership Recruitment Acceptance Agreement and receiving a bid at the end of Recruitment shall be bound by the agreement for a calendar year if she is at the same university, according to NPC Unanimous Agreements. (Example: If a woman signs a preference card and receives a bid from one of the chapters on that card and chooses not to accept it, she cannot accept a bid from any chapter until Fall 2009.)

C. Sorority Member Guidelines

1. All members (including alumnae and new members) are responsible for knowing and observing the Recruitment compact. All chapter presidents and recruitment chairs will be given an NPC green book if they do not already have one. The rules allotted in the green book must also be followed in accordance with the Recruitment compact.
2. All NPC Unanimous Agreements shall be upheld.

3. Sorority members are responsible for reporting violations of the UTA Recruitment Compact to the Panhellenic President, Panhellenic Recruitment Coordinator or the Panhellenic Advisor within 48 hours after bid day or it is not valid.
 4. Penalties for Recruitment Infractions shall be as recommended in the NPC Unanimous Agreements. The accused sorority will be informed within 48 hours of knowledge of the alleged Recruitment Infraction. Judicials for infractions will be held 2 weeks after the filing date or at the most convenient time for the Recruitment Coordinator, PHC advisor and chapter representatives.
 5. Throughout the period of Fall Formal Recruitment, a sorority member, including new members or alumnae, may only mention another sorority in a positive manner.
 6. No sorority member or alumnae may issue an invitation of any sort to meet a Potential Member(s) anywhere or contact them via any method to obtain information (i.e. letters of recommendation, resume, telephone calls, e-mail etc.) for any reason. This includes not inviting Potential Member(s) to events, dinner, or parties. Also, there be no rides, sleep-overs, or tours of home given. The only contact between Potential Member(s) and a sorority member or alumnae is at chance encounters and then the conversation should have a Go Greek attitude and should not promote one certain sorority over another.
 7. All banners posted, will contain statements about "Going Greek," not with the intent to promote joining a specific sorority.
 8. An updated factual list of financial, scholastic, time obligations and other membership obligations shall be distributed to the Potential New Member at the Potential New Member's Orientation. Each sorority's Recruitment Officer will be responsible for completing and returning a Membership Criteria Sheet by August 20, 2008 by 5pm to the PHC advisor.
 9. Each chapter shall submit a typed list of members of the current chapter roll (this includes the Recruitment Team, Panhellenic Counselors, and the Executive Officers) to the Panhellenic Council, noting who will be participating in the chapter's Recruitment process, by 5:00 p.m. on August 20, 2008.
 10. Chapters shall abide by the times agreed upon for turning in recruitment paperwork. Failure to turn in these forms will result in a \$25 per day fine.
 11. All UTA sororities are responsible for providing their own Formal Membership Recruitment Acceptance Cards on the morning of Bid Day, Saturday, September 6, 2008.
 12. Photographs of the Recruitment Team, Panhellenic Counselors, and the Panhellenic Executive Officers, in all composites, videos, and other photos shall be completely covered during the Recruitment period. It is the Chapter's responsibility to do everything, necessary, to keep these identities anonymous during Recruitment. The PHC Recruitment Team must pre-approve any pictures or videos prior to showing; this information is due for approval by 5:00pm on August 20, 2008. If the video is not turned in by 5:00pm, it will result in a \$50 fine and the video will not be allowed to be shown. Failure to completely cover PHC Exec or Panhellenic Counselors from pictures or videos will result in the denial of use during Fall Formal Recruitment, until proper coverage is achieved. Videos should reflect the chapter and Greek Life in a positive manner and should not contain cups, glasses, bottles, etc. that could suggest alcohol consumption.
 13. Chapter members are not allowed to be on fraternity property from the first day of Fall Formal Recruitment, Wednesday, September 3, 2008 until 9:00am on Sunday, September 7, 2008, the day after Bid Day (with the exception of any All-Greek events). Chapter members and new members are not allowed to consume alcohol from 9:00am, Wednesday, September 3, 2008 until 9:00am on Sunday, September 7, 2008, the day after Bid Day. Violators will be brought up on Judicial and may be issued a \$50 fine, a maximum of \$250.
 14. Greek women participating in their chapter's side of Recruitment are not permitted to have contact with members of the Recruitment Team (PHC Exec) or Panhellenic Counselor Team from the first day of Fall Formal Recruitment, Wednesday September 3, 2008 until Bid Day September 6, 2008 unless attending Panhellenic events, meetings, or when discussing Panhellenic related topics at already planned Recruitment meetings.
 15. All Chapter members participating in their chapter's side of Recruitment must make Facebook profiles private by May 12, 2008 (see attached flyer).
- D. Budget:** Budget Cap-\$2,000 total for all of the Recruitment days, Wednesday, August 27, 2008, Thursday, August 28, 2008, and Wednesday, September 3, 2008- Saturday, September 6, 2008.
1. Each Chapter will submit a detailed budget by August 20, 2008 by 5pm to the PHC Advisor. All items must be divided into two categories.

- a. Every item for which a chapter, chapter member, or alumnae has expended chapter or personal funds during this fiscal year for the purpose of fall formal recruitment. It includes the cost of decorations, tables and chairs (if rented, purchased, donated, or borrowed), rented plants, other set up needs, tablecloths, refreshments, etc. In addition, all items borrowed or donated from members, friends, family or alumnae for recruitment this year will be included in this category.
- b. All items used during recruitment that are current chapter property and have been purchased or donated specifically for recruitment in previous years. This includes items such as lattices, tables, chairs, tablecloths, glassware, plants, etc, but they will not be accounted for in the \$2,000 budget.
2. Any chapter paraphernalia used for displays or preference ceremonies, including pictures, awards, wooden decorations, silver and the like will not be listed or accounted for in the budget documentation.
3. Food is only permitted to be served during the informal event Thursday, September 4, 2008. No food will be served during Formal Recruitment, Wednesday, September 3, 2008 through Friday, September 5, 2008. Food is permitted to be served on Bid Day, Saturday, September 6, 2008. Food expenses during the informal week must be included in the budget. Drinks are permitted all days.

E. Panhellenic Counselors Guidelines

1. Each sorority will be required to submit a number of applicants for Panhellenic Counselors based on the chapter's numbers for the Spring Semester 2008. 10% will be the required minimum of Pi Chi's for each chapter. For example, a chapter with sixty (60) women would be required to have 6 women as Pi Chi's (including any executive members), which means between eight (8) and ten (10) should be submitted in order to select the most appropriate women for the position as Pi Chi. Consequences for failure to do so could result in a chapter not being permitted to receive the allotted amount of Potential New Members or a fine determined by the Recruitment Coordinator.. The Panhellenic counselors must attend training sessions, regular meetings and be available during the summer months to work UT Arlington summer orientation events.
2. Each Panhellenic counselor is responsible for:
 - a. Attending all recruitment events.
 - b. Be available throughout the weeks of Fall Informal and Formal Recruitment (i.e. all recruitment events, meetings with potential new members to select event invitations, etc.)
 - c. Follow all Panhellenic Counselor Guidelines regarding disaffiliation.
3. Recruitment events are defined as UTA orientation sessions (Interest Sessions and Activities Fairs), and all PHC sponsored, Informal and Formal events.
4. The Recruitment Team Coordinator and the Panhellenic Counselors will develop a Spring Semester and Summer Calendar of Events during their scheduled meetings by with all events they will sponsor.
5. Panhellenic Counselors will follow the disaffiliation requirements as stated in Section F 10 A, B, and C.
6. Panhellenic Counselor duties to Panhellenic take precedence to all chapter recruitment functions.
7. Panhellenic Counselors will be given one PHC T-shirt they can wear to recruitment events. They can also wear All-Greek shirts (i.e. Greek Week).
8. Each chapter is responsible for your Panhellenic counselor's attendance at events. PHC will notify the chapter Recruitment chair and advisor about any member's absence. Three unexcused absences and the Panhellenic counselor will be asked to step down as a Panhellenic counselor. If a Panhellenic counselor needs to be replaced, the chapter with which she is affiliated will be expected to provide a replacement counselor. The Recruitment team, on a case-by-case basis, will evaluate all extenuating circumstances.
9. If an event will be missed, the-Panhellenic Counselor must report her absence to either the Recruitment Counselor or the Panhellenic Advisor before the event. To be considered an excused absence it must fall into the following categories (work is not an excused absence):
 - a. Doctor's appointment
 - b. Pre-planned family trips
 - c. Family emergency
10. During Formal Recruitment, Panhellenic Counselors should be invited inside the foyer area by the chapter to cool off from the heat.
11. Panhellenic Counselors may have only casual contact with Potential New Members (PNM's) from the Monday after Spring 2008 final exams, Monday, May 12, 2008 until the Fall Formal Recruitment Orientation, Wednesday, August 27, 2008. Only UTA PHC-sponsored events will be allowed - there will be no "group or individual" outings of any sort with PNM's unless approved by the Panhellenic Recruitment Team. Any

contact information given or received by a Panhellenic Counselor must be turned over to the PHC Advisor or PHC Executive Board officer within twenty-four (24) hours. Panhellenic Counselors may not call, e-mail, personally visit, write, etc. any PNM, unless specifically asked to do so by the PHC Advisor or Executive Board officer. Violation of this requirement may result in the Panhellenic Counselor being asked to step down as Panhellenic Counselor.

12. Pi Chi's should make their Facebook and Myspace profiles private by May 12, 2008.

F. Panhellenic Guidelines

1. The Recruitment Team shall consist of the Panhellenic Advisor, President, Vice President, Recruitment Coordinator and Assistant Recruitment Coordinator and will be the only group that can make decisions regarding the exceptions and unexpected situations that may arise. If there is a vacancy in any of these positions during the term, the remainder of the Recruitment team will meet and discuss how to deal with the vacancy. They can re-elect the position by calling for applications of those they can choose to add another member from the Executive Board to the Recruitment Team.
2. The Panhellenic Counselor Team shall consist of the Panhellenic Counselors and the Executive officers of Panhellenic.
3. Potential New Members will be asked to meet at Greek Row (at the proper fraternity house being utilized that year) 1 hour before each PHC Formal Recruitment event. Rides back to campus at the end of each day's events will be provided by PHC if necessary.
4. A name check system will be utilized by Panhellenic Counselors to ensure Potential New Members on their lists attend the correct schedule of events. Chapters will be notified of all PNM's absence before the first event. If PNM's arrive late, chapters will be notified before the event that the PNM is scheduled to attend.
5. Panhellenic will provide nametags for Potential New Members to wear at all designated events.
6. Panhellenic will provide Potential New Members refreshments throughout Fall Formal Recruitment events.
7. Members of the Recruitment Team and any university official are allowed into the Recruitment event at the sorority's house or room at any time.
8. During master scheduling for second and third round events, the Panhellenic advisor may, with approval from that sorority, schedule fewer or more events for a sorority to allow for larger numbers of Potential New Members at an event.
9. Following the last event the Potential New Member attends on Preference night, they will immediately complete their preference cards with a member of the Recruitment Team or university official.
10. Disaffiliation
 - a. Public disaffiliation (for all members of Recruitment Team and Recruitment Counselor Team) will begin, Monday, May 12, 2008 and end on Bid Day, Saturday, September 6, 2008. This is defined as not being allowed to wear or carry identifying insignia, including license plate frames and stickers, be seen in a large group (i.e. five or more) with members of the same chapter, or be seen with members wearing or carrying identifying insignia.
 - b. Chapter disaffiliation begins on Wednesday, August 27, 2008 and ends on Saturday, September 6, 2008. This is defined identically to Section F-11A. Additionally, no contact with any sorority members of any chapter shall be made (i.e. letters, conversations in person, e-mail, or on the telephone etc.). Disaffiliated Panhellenic representatives may have contact with chapter members at Panhellenic sponsored events, but affiliations are to remain concealed at all times.
 - c. Panhellenic representatives must move out of the chapter house or any other residence with any active sorority member or potential member on or before first day of Fall Formal Recruitment, and may return after formal bid-day events.
11. Members of the Recruitment Team as well as the Panhellenic Counselor Team shall abide by all NPC rules and shall perform their duties as unbiased members, always acting in the spirit of Panhellenic.

G. Events

1. Initiated members of the national fraternity and new members of the UTA Chapter of that sorority/fraternity may recruit. During recruitment events, not including orientation, a maximum of 10 alumnae may be present. Alumnae and/or National visitors must be clearly identified with nametags, register with the Panhellenic Recruitment Team the day they are attending events, and cannot dress as actives. An exception to this is for Preference Night when alumnae may wear the same color as the chapter, but not the same outfit. Alumnae may only be allowed to meet and greet the potential members but should not be

actively involved in recruiting. They may also help with serving, clean up, and food preparation during the events.

2. All Recruitment events must be held in the rooms or chapter houses designated by Panhellenic.
3. All Recruitment entertainment will be confined within the assigned room or chapter house of the sorority.
4. There will be no decorations used outside rooms hosted in the University Center or chapter houses with the exception of a sign no larger than 36" x 32".
5. Only factual information of the national fraternity may be shown to Potential New Members during Recruitment events.
6. A Panhellenic Counselor will notify each chapter, when they have 5 minutes left in the event. Each chapter will have a grace period of 2 minutes at the end of each event, which can only be used if the Potential New Members are in the process of exiting the chapter house. If the Potential New Members are still inside the chapter house/room, in conversation with the chapter members, and no attempt is being made to end the event, having the Potential New Members exit the house/room it will be considered a Recruitment infraction.

H. Recruitment Violations

1. The Recruitment Team and Panhellenic Counselor Team are the only individuals who can report a chapter for a violation of the budget and decoration section of the Recruitment Compact.
2. All violations will be handled as set forth in the NPC Judicial Procedures.

I. Web sites

Starting on Monday, May 12th, 2008 until Sunday, September 7th, 2008, chapter web sites should contain only the following:

- a. Chapter history, including symbols, motto, and creed
- b. Pictures portraying a positive image of chapter members
- c. Philanthropy/community service information
- d. Links to the UTA Greek Life web site, the UTA Home web site, and the chapter's national web site
- e. Alumnae group information
- f. It may record usage of the web site, but it may not have email capacity to sorority member(s). All email should be directed to the UTA Panhellenic Council Recruitment Coordinator or Advisor.

****All Pi Chi's names or photos should be covered or removed during this time****

J. Activities Fair Day Tables and Orientation Interest Sessions

1. There will be a limit of two (2) sorority women from each chapter present at any given time at the chapters' table during Activities Fair Day. This will apply to the Fall and Spring Semester Activity Fair Days, as well as Summer Orientation Activity Fair Days.
2. A fine of \$25 will be issued to the chapters if a Summer Orientation Event (Interest Session and Activities Fair) is missed; if a chapter misses two (2) Summer Orientation events, the chapter will then be brought up on judicial.
3. Only 2 representatives from each chapter is permitted for Summer Greek Life Interest sessions during Orientation. Depending on attendance by all other chapters, more members will be allowed per the Greek Advisors instructions to chapter presidents throughout the summer.

K. Move-In Day (Fall Semester Only)

All sororities are encouraged to send an unlimited number of collegiate members to attend and assist UTA Panhellenic with Move-in day at the various Residence Halls. Attire and attitude must be "pro-Greek."

L. Recruitment Mechanics

1. Formal Membership Recruitment Acceptance Signing
 - a. Directly after a potential member's last preference event, she will report directly to sign her Formal Membership Recruitment Acceptance Card.
 - b. Strict Silence will be in effect from the time a potential member finishes her last preference event until after she has completed her Formal Membership Recruitment Acceptance Card.
 - c. Members of the Recruitment Team (PHC President, Recruitment Coordinator, Assistant Recruitment Coordinator and Advisor) or University official will go over the preference card individually with each PNM. They will explain the rules and expectations of completing the card.
 - d. After the explanation, the potential members will complete their cards, and turn them into a member of the Recruitment Team or University official.
 - e. The Recruitment Team or University official will be available to answer any questions the potential members may have at this time.

- f. All conversations between a Potential Member and the Recruitment Team or university official will be kept in strict confidence.
2. Snap Bidding Process
- a. When chapters are receiving their bid lists, if needed they will also be given the opportunity to inform the Panhellenic Advisor of whom they wish to extend a snap bid up to quota.
 - b. The Panhellenic Advisor will provide a list of women who are eligible for receiving snap bids and the chapters will indicate whom they wish to extend a snap bid.
 - c. After all chapters have been given this opportunity, the Panhellenic Advisor will be asked to call the woman and offer her the bid.
 - d. After all calls have been made, the Panhellenic Advisor will inform the chapters who extended snap bids which potential members accepted or declined.
3. Total and Quota
- a. Total is set at 60.
 - b. PHC will provide a "quota range" to chapters for planning purposes at each round during fully structured recruitment. The quota range will be set using a formula that is based on the number of women actively participating at that time as well as system historical results and variance in retention rates. Quota is to be set after the final round of fully structured recruitment following the new NPC resolutions active as of January 2005.
 - c. Release Figures will be done in accordance with the NPC process of Release Figure Management with the guidance of the Release Figure Specialist assigned from the NPC organization to work with the Greek advisor.
 - d. Bid matching will be done in accordance with the new NPC Recruitment Resolutions.