



Fraternity & Sorority Life

RECRUITMENT RULES OF THE PANHELLENIC COUNCIL

Article I - Recruitment

1. Guidelines concerning Recruitment shall be revised as needed and appended to the Constitution and Bylaws.
2. Penalties: In order to accomplish a fair and prompt settlement of University Panhellenic disputes, this College Panhellenic Council will follow the University Panhellenic Agreement and the most recent National Panhellenic Conference (NPC) Manual to handle disputes.
3. Sanctions related to Recruitment infractions are imposed in accordance with NPC procedures for “handling Recruitment infractions.”
 - a. The Judicial Board may choose more than one (1) sanction depending upon the severity of the violation that occurred. The Judicial Board will ensure the sanction(s) is/are appropriate to the severity of the violation committed. If the sanction is not completed, another hearing will take place.
 - b. Examples of sanctions include but are not limited to:
 - i. Reading of Recruitment Rules.
 - ii. Suspension of designated privileges for a specified period of time (Homecoming, Greek Week, Social Functions, Intramurals, and other events).
 - iii. Payment of damages incurred.
 - iv. Planning of sisterhoods between corresponding sororities and/or Executive Councils.
 - v. An apology at chapter or Panhellenic Council meetings.
 - vi. Help with philanthropic activities of corresponding sororities.
 - vii. Monetary fines as described by the NPC Manual of Information.

Article II – Recruitment Guidelines

1. Interactive Collegiate Solutions (ICS) is the computer system used to assist in the fall Formal Recruitment Process.
2. Fall Recruitment: Dates for Fall Recruitment are determined by the Panhellenic Director of Recruitment and Fraternity and Sorority Life Program Coordinator and will be set by the second week of the proceeding spring semester.
 - A. Pre-Recruitment is for the training of Recruitment Counselors and the chapters in preparation for the Formal Recruitment. Pre-Recruitment will take place the week prior to the beginning of the fall semester.
3. Pre-registration: No recruitment events (COB- Continuous Open Bidding) shall be held between the last day of the spring semester and 72 hours following the final day of formal recruitment. This includes events and/or discussions with the intent of promoting individual chapters.
4. Recruitment Events: Schedule of recruitment events are determined by the Panhellenic Director of Recruitment and Fraternity and Sorority Life Program Coordinator prior to the end of the spring semester.

5. Violations: Penalties shall be determined by the Panhellenic Council using the current NPC Manual of Information as a guideline.
 - A. Pictures and names of Recruitment Counselors and Panhellenic Council members may be visible during recruitment. This includes any publicized material including, but not limited to, pictures, chapter websites, and slideshows as long as they are not a main focus or feature.
6. All Recruitment Chairs (or their designee) are expected to attend all recruitment meetings.
 - A. A chapter recruitment advisor must sign and approve all submitted material.
7. It shall be required of all sorority members participating in Fall Recruitment to attend any meetings held by the Panhellenic Executive Council to inform all members of the Recruitment Rules.
8. Formal Recruitment Guidelines
 - A. The University of Northern Colorado Panhellenic Council shall abide by all National Panhellenic Conference Recruitment Rules.
 - B. The Chapter President and Recruitment Chair must sign a recruitment agreement regarding rules and regulations, meeting times, and deadlines provided by the Panhellenic Council Director of Recruitment by the first Panhellenic Recruitment Meeting.
 - C. All recruitment plans must be received by the designated date as set by the Panhellenic Director of Recruitment and approved by the Panhellenic Director of Recruitment and the Fraternity and Sorority Life Program Coordinator.
 - D. Recruitment plans must include an itemized budget. Expenses may not exceed \$3,000 for the recruitment week.
 - E. No hot-boxing shall take place from Move-In Day till the time recruitment concludes (Bid Day). Hot-boxing refers to the combination of more than two active sorority members per potential new member while speaking with the potential new member(s).
 - F. Recruitment Counselors
 - i. Recruitment Counselors are to be called Pi Rho Chis and report to the Director of Recruitment Counselors.
 - ii. A Recruitment Counselors must attend all Recruitment Counselor meetings, workshops, trainings, and events as directed by the Director of Recruitment Counselors as well as maintain a specified grade point average in order to remain in their position.
 - iii. Recruitment Counselors are required to sign an agreement regarding their duties and responsibilities and acknowledgement of the rules.
 - iv. Extenuating circumstances are considered on an individual basis by the Director of Recruitment Counselors.
 - v. Panhellenic Officers and Recruitment Counselors are affiliated with their respective NPC chapters during all recruitment events.
 - vi. Affiliation of Recruitment Counselors and Panhellenic Officers can be disclosed during initial introductions to potential new members.
 - vii. In the instance of a new colony, chapter members are eligible to be Recruitment Counselors for the following recruitment.
 - viii. Rules for Pi Rho Chi will be outlined in a Recruitment Counselor contract.

G. Silence

- i. Recruitment Counselors and Panhellenic Executive Members will not discuss any events regarding Recruitment with their own chapter members.
- ii. Strict silence between sorority members and potential new members will be in effect immediately following Preference Tea until Bid Day.

H. Potential New Members

- i. Potential new members may be referred to as PNMs.
- ii. PNMs are required to attend every event in accordance with NPC rules.

I. Recruitment Events (Overall)

- i. To create a positive image of the Fraternity and Sorority Life Community, Panhellenic Council prohibits sorority members to promote or advertise their individual sorority before or during formal recruitment on public property. This applies to all organizations participating in the Panhellenic sponsored recruitment. Members may state their sorority affiliation but may only encourage the women to participate in recruitment – this can be summed up as a “Go Greek” mentality.
- ii. Local alumnae and collegiate members from other chapters may be involved in Formal Recruitment behind the scenes. These individuals cannot actively participate in the recruiting process or have contact with potential new members. The exception to this rule pertains to new colonies inter/national member organization staff, volunteers, organizational visitors and traveling leadership consultants upon approval from the Panhellenic Council.
- iii. No skits or dances are allowed during any time or recruitment event.
- iv. All doors are to be shut during recruitment events including before, during, and after events. However, windows may be open.
- v. All recruitment events must be set up one (1) hour prior to each day’s recruitment events. A Panhellenic Council member or Fraternity and Sorority Life Advisor will arrive one (1) hour before the first event in order to check pictures, decorations, and other event materials in accordance with the respective recruitment plans on file.
- vi. Chanting and singing is allowed and may continue until all PNM’s have entered or exited the event. Chats or songs are not allowed to start until the round begins.
- vii. All PNMs must be out of the event at the designated time as specified by the Panhellenic Director of Recruitment and Fraternity and Sorority Life Program Coordinator.
- viii. Absolutely no gifts, favors, letters, or notes may be given to a PNM. This includes napkins, cups, and any other materials used during an event.
- ix. Clothing, shoes, and accessories may not be bulk ordered by the chapter. Members must provide their own attire.

J. Recruitment Event: Day 1

- i. The first round of events is known as House Tours.
- ii. Games and/or icebreakers are permitted during the first two (2) days of events but are not required. The games must be approved by the

Panhellenic Council Director of Recruitment by the end of Pre-Recruitment week.

- iii. Food is not allowed. Water served in a plain clear plastic cup is permitted but is not required. If there are extenuating circumstances, food may be provided to a PNM.
- iv. One (1) banner is allowed to hang in the entry way. It may not exceed the size of a full- size sheet. The banner must be included in the recruitment plans and approved by the Panhellenic Council Director of Recruitment.
- v. No more than one (1) 3-feet by 5-feet display board per room shall be displayed. No other decorations are allowed.
- vi. Each chapter member is required to wear a t-shirt provided by the Panhellenic Council. All shirts are approved by the Panhellenic Council Director of Recruitment.
- vii. Events are no longer than 40 minutes.
- viii. PNMs will attend a maximum of five (5) chapter events on the first day of recruitment.

K. Recruitment Event: Day 2

- i. Day two of recruitment is Philanthropy/Chapter Emphasis. No more than half of each event can be dedicated to a designated philanthropy activity. However, an activity is not required.
- ii. This day will be value-based relating the theme to the chapter's philanthropy or values.
- iii. Water served in a plain clear plastic cup is permitted but is not required.
- iv. One (1) banner is allowed to hang in the entry way. It may not exceed the size of a full- size sheet. The banner must be included in the recruitment plans and approved by the Panhellenic Council Director of Recruitment.
- v. Decorations are limited to three (3) posters or display boards, which can be no larger than 5 feet by 5 feet.
- vi. Multiple tables and chairs used for philanthropy events are acceptable. They are not counted as decorative items.
- vii. Slideshows may be presented during this event at any time the chapter prefers. The slideshow must be approved by the Panhellenic Council Director of Recruitment and must be no longer than ten (10) minutes.
- viii. Events are no longer than 50 minutes.
- ix. PNMs will attend a maximum of four (4) chapter events on the second day of recruitment.

L. Recruitment Event: Day 3

- i. Round three of recruitment is Preference Event/Tea.
- ii. Decorations for Preference Tea are limited to tables, chairs, table cloths, and centerpieces. Centerpieces may not exceed a total of \$150. Additional lights, draperies, and fountains are not allowed.
- iii. Food and beverage are permitted but is not required. Food cost is limited to \$5 per PNM.
- iv. Events will last no longer than 55 minutes.
- v. PNMs will attend a maximum of two (2) chapter events on the third day of recruitment.

- M. General Code of Conduct: Each chapter is responsible for educating their members on appropriate “recruitment conversation” as determined by their national organization, University of Northern Colorado, Panhellenic Council, and NPC. Each chapter member, alumnae, and House Director is responsible for knowing and following recruitment guidelines. If any of these people violate the recruitment guidelines, the chapter will be held responsible.
- i. Code of Conduct:
 1. Failing to observe silence.
 2. Encouraging women to single intentional preference.
 3. Suggesting a woman refuse a bid from one chapter to wait for a bid from another chapter.
 4. Suggesting a PNM withdraw from the formal membership recruitment process and wait to go through COB or spring informal recruitment.
 5. Extending bids early.
 6. Making disparaging remarks about sorority women and fraternity men.
 7. Involving men and/or alcoholic beverages during any pre-recruitment and recruitment events.
 8. Sorority women are not permitted to be at any fraternity chapter houses or fraternity annex houses under any circumstance from the first day of recruitment to the day after recruitment ends.
- N. Punishment Possibilities for Violation of the General Codes of Conduct.
- i. Three (3) or more of the above major infractions will result in social probation of the chapter determined by the Panhellenic Judicial Board.
 - ii. A Greek Advisor may be requested to be present during the following formal recruitment events/pre-recruitment week of the particular Panhellenic sorority.
- O. Fraternities, Men, & Alcohol
- i. The mention of alcohol or drugs will not be permitted. If a PNM addresses alcohol or drug use, the chapter should respond according to Panhellenic guidelines.
 - ii. No men shall take part in the recruiting process.
 - iii. From the Monday before recruitment starts through 24 hours after bids are distributed, any woman that is associated with recruitment (sorority members, alumnae, Recruitment Counselors, Panhellenic Executive members, etc.) are excluded from attending the following establishments (public or private) where alcohol is present:
 1. Bars and clubs.
 2. House Events (fraternity and annex houses included). Examples included but not are limited to Football Parties, Fraternity Parties, Cheerleader Parties, House Parties (etc.)
 3. In accordance to the NPC Unanimous Agreements, no sorority member shall take part in any fraternity recruitment event at any time. This includes wearing fraternity memorabilia that promote the organization anytime during the academic year.

- P. Lists
 - i. Daily invitations, bid lists, and bids are due at a specific time given by the Panhellenic Director of Recruitment and Fraternity and Sorority Life Program Coordinator.
 - ii. All lists shall be submitted through ICS.
 - iii. If time changes on when bid lists are due, the Fraternity and Sorority Life Program Coordinator will call each chapter and verify changes as well as send out a message on ICS.
- Q. Quota & Release Figures
 - i. Panhellenic Council will follow NPC recommendations for quota range.
- R. Bids
 - i. The day the PNM's accept their bids is considered the final day of the recruitment process. All recruitment rules and NPC UNANIMOUS AGREEMENTS prohibiting the use of alcoholic beverages and the participation of all men in recruitment are still in effect.
 - ii. To reduce recruitment costs and avoid inappropriate actions that could be misinterpreted by PNMs, there will be no gifts, favors, preference letters, or notes for PNMs permitted until they have accepted bids.
 - iii. Giving anything to a PNM or doing anything that could be construed as promising a bid violates recommended NPC recruitment procedures.
 - iv. Symbolic items used as part of a preference ceremony (i.e. a pearl or flower) are considered gifts and are not to be taken out of the recruitment event.
 - v. COB will not take place until 72 hours after the designated bid day and will continue until the end of the spring semester.
- S. Infractions are handled through the NPC UNANIMOUS AGREEMENTS and the Panhellenic Council Director of Risk Management.
- T. Continuous Open Bidding (COB)
 - i. COB is allowed as of 72 hours after Bid Day.
 - ii. Open recruitment bids may be given out between 2:00 p.m. and 4:30 p.m. on Bid Day (in order for women to be reorganized prior to the bid day ceremony).
 - iii. The conversation that may take place during the time open bids are given out may consist of inviting them to be a sister and telling them they can accept by being present at the Bid Day ceremony. No harassment or pressuring will take place.
 - iv. Bids may be given out during open recruitment with only two (2) members from the sorority present.
- U. Online Accounts
 - i. All chapter members are required to make all social media accounts private beginning Pre- Recruitment and ending after the formal Bid Day ceremony. Making accounts private includes photos, groups, friends, and wall. After two (2) warnings, failure to abide by this policy will result in a major infraction.

1. Current chapter members cannot accept social media requests from PNMs starting the last day of spring semester until after the formal Bid Day ceremony.
2. Chapter accounts are not allowed to follow PNMs back on any social media starting the last day of spring semester until after the formal bid day ceremony.
3. All Panhellenic Council Executive Members and Recruitment Counselors are required to temporarily suspend their Facebook, Twitter, Instagram and all other social media accounts starting at the beginning of Pre-Recruitment week through the end of formal bid day ceremony.