

UNIVERSITY OF CONNECTICUT COLLEGE PANHELLENIC ASSOCIATION RECRUITMENT RULES

The University of Connecticut College Panhellenic Association Recruitment Rules are intended to help guide fraternity women and Potential New Members through the membership selection process.

I. Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment

All NPC member organizations represented at the University of Connecticut will adhere to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.

II. Membership Recruitment Acceptance Binding Agreement (MRABA)

The University of Connecticut College Panhellenic Association will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member (PNM) interested in joining a sorority, whether during primary recruitment or continuous open bidding. We agree to all policies and steps pertaining to the MRABA.

III. Strict Silence

Strict silence is observed only between the end of preference events and bid distribution.

- I. With the exception of recruitment counselors and RMT, no associated chapter member shall have any contact with a PNM during the strict silence period.
- II. Strict silence is defined as oral, nonverbal, written, printed, text message, and electronic communication or communication through a third party about the recruitment process. If any potential new members live or interact with sorority members, only casual greetings and contact are permitted.

IV. Promotion of the Sorority Experience

College and Alumnae Panhellenic rules must not infringe on the rights of NPC member organization chapters in how they communicate, contact, and promote the overall sorority experience and membership opportunities to potential new members. All sorority promotions should be positive and in the spirit of Panhellenic unity through all forms of communication (e.g., print, digital, in-person).

Promoting the sorority experience does not mean creating an unfair advantage for a particular chapter. It means being friendly and responding to questions PNMs might ask of Panhellenic members. It means promoting sorority membership in general, not a particular organization. It also means current, and alumnae members do not have to hide their sorority affiliation or be forced to delete social media accounts or be penalized for talking about their membership.

V. Values Based Recruitment

All NPC member organizations represented at the University of Connecticut will engage in the following practices that align with the Values-Based Recruitment Policy during membership recruitment:

- Focus on conversations between chapter members and PNMs about organizational values and member organizations.
- Establish guidelines for membership recruitment budgets and cap membership recruitment expenses, including the value of all donated goods and services.
- Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
- Eliminate the required purchasing of recruitment event attire for chapter members.
 - a. This excludes philanthropy day, scholarship day, and bid day shirts.
- Eliminate gifts, favors, letters, and notes for PNMs.
- Eliminate all forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.
- Eliminate extraneous and costly performances. This includes but is not limited to, recruitment skits and door stacks.

The NPC sororities do not discriminate in membership selection practices on any basis prohibited by law, except sex. Sororities at the University of Connecticut are to avoid any practices which do not promote diversity, equity, and inclusion.

VI. Primary Recruitment Logistics

I. Fall Primary Recruitment Period

1. The Fall Recruitment Period will be from the first day first-year students move into the residence halls until Panhellenic Recruitment Bid Night.
2. All important dates and deadlines will be communicated to chapters by April 1 in a Master Schedule and Deadlines document. (Date extensions are at the discretion of the VP Recruitment, President, and the Advisor.)

II. General Guidelines

1. A Calendar and Tentative Logistics document specifying the official dates set by the University of Connecticut for recruitment will be distributed by April 1.
2. The schedule for each round, including event start and end times, will be distributed to chapter recruitment officers in an official Panhellenic Recruitment master schedule and deadlines. Events shall be held in campus spaces, assigned by Panhellenic according to chapter and space size.
3. The use of alcoholic beverages is prohibited before and during any recruitment event or program, including all pre-recruitment activities.
- 4.
5. If a PNM is unable to attend a primary recruitment event, Panhellenic will inform chapters after we are made aware of the conflict. Panhellenic will then inform chapters and work to create an abbreviated schedule when possible so the PNM may be able to continue with the Panhellenic Recruitment process. At no time will virtual recruitment alternatives be offered.
6. Any sorority seeking information about a Potential New Member should direct their questions and concerns to the CFSD Staff. All violations of disclosure will be sanctioned through the Panhellenic Accountability Process.
7. Grades will be verified by the CFSD in the recruitment software by the conclusion of the first round of recruitment. PNMs shall be made aware that a cumulative GPA of 2.7 or above is recommended for women who plan to participate in Panhellenic Recruitment.

8. Chapters may not serve any refreshments to PNMs during Rounds 1, 2, and 3 of Primary Recruitment.
 9. PNMs will be lined up alphabetically by last name when they arrive at chapters during each round of recruitment. Any PNM that shows up less than two minutes to the start of a round (after the door list has already been shared with a chapter) will be added to the end of the line.
- III. Chapter Expectations
1. Meetings and Trainings
 - i. The Vice President of Recruitment will present to all chapters on cordial contact and Positive Panhellenic. Only chapter VPRs will receive a presentation on values-based recruitment between spring break and the end of the spring semester. They will share this information with their chapters as they see fit. The VPR will reach out to each chapter's Vice Presidents of Recruitment to schedule each chapter's presentation.
 - ii. Panhellenic Recruitment Counselors will host a knocking practice at Husky Village during Recruitment Counselor training. Chapters are asked to have at least one person available to practice at this time. Chapters recruiting out of the Student Union will have knocking practice after the recruitment space check with RMT.
- IV. Apparel
1. All Potential New Members will be asked to wear their designated Panhellenic recruitment shirt during Scholarship Round in order to avoid apparel discrepancies and create a stronger focus on values-based recruitment.
- V. Recruitment Space Inspections
1. On the day of recruitment space inspections, the interior and exterior of each sorority space shall look exactly the same as it will when Potential New Members enter for the Panhellenic Recruitment events. The dues information to be displayed in Round 2 must be available.
 - 2.
 3. Recruitment officers and Presidents must be present during space inspections.
 4. If deemed necessary, a follow-up inspection will occur prior to the use of Recruitment Spaces on the date specified in the master schedule and deadlines.
- VI. Recruitment Videos
1. During all rounds of Panhellenic Recruitment, chapters may show a video/slideshow. The video's context shall represent the core values of Panhellenic membership as well as the individual values of each chapter. Failure to satisfy the guidelines below shall result in a chapter losing the ability to show a video during the Panhellenic Recruitment event.
 - i. There shall be no alcohol or alcohol paraphernalia nor anyone who appears to be under the influence of any substance visible in the video.
 - ii. Any videos shown during recruitment will be no longer than 4 minutes.
 - iii. RMT and Recruitment Counselors should not be highlighted or given spoken participation in any chapter presentation or video; however, are allowed to be included in pictures or videos.
 - iv. A copy of each chapter's recruitment video and philanthropy video must be submitted to RMT and the Panhellenic Recruitment Advisor for review by the date on the master schedule and deadlines.
 1. The Recruitment Management Team shall review all videos. RMT shall have the discretion to make suggested changes in chapter recruitment videos. The videos will be reviewed, and feedback will be provided to each chapter within one week of being received.

2. If a chapter fails to make all appropriate changes or to meet the set deadlines, then the chapter will not be allowed to show their video.
- VII. PNM Panhellenic Recruitment Orientation.
1. The event is only for Panhellenic Recruitment Management Team (RMT), Recruitment Counselors, and PNMs.
 2. Any Panhellenic chapter not fully participating in primary recruitment will be invited to attend this event to provide a brief overview of their organization and information on how interested students can join.
 3. Officers from the Intercultural Greek Council and National Pan-Hellenic Council will be invited to present on the sororities in their councils and how interested students can join.
- VIII. Primary Recruitment Rounds
1. Round 1 – Scholarship Round
 - i. 20-minute event, 25 minutes between
 - ii. Guidelines:
 1. See section VIII Recruitment Finances (pg. 5) for Scholarship Round shirt budget information.
 - iii. Chapter selections are due 3 hours after carry figures are posted.
 2. Round 2 - Philanthropy Round
 - i. 25-minute event, 25 minutes between
 - ii. Guidelines:
 1. See section VIII Recruitment Finance (pg. 5) for Philanthropy Round shirt budget information.
 2. Chapters must have available a board or display with a breakdown of financial information including new member dues, active member dues, and payment plan information. Further financial information is covered during PNM Orientation and provided in the PNM guidebook. Our Recruitment Counselors are also given this information and are available to answer questions.
 - a. Chapters should be prepared to show the board or display a breakdown of financial information to RMT members during Recruitment Space checks.
 - iii. Chapter selections are due 2.5 hours after carry figures are posted.
 3. Round 3 - Sisterhood Round
 - i. 40-minute event, 25 minutes between
 - ii. Chapter selections are due 2.5 hours after carry figures are posted.
 4. Round 4 - Preference Round
 - i. 50-minute event, 25 minutes between
 - ii. Chapter bid lists are due 2 hours after the chapter's last event.
 5. Bid Day/Night
 - i. Bid Day themes can be emailed when notified by the VP of Recruitment, up until a date specified in the same notice at the start of the submission period.
 1. If duplicates exist, the chapters' recruitment chair will have a discussion with the VP of Recruitment for the next steps.
 - ii. Themes will be reviewed by the Panhellenic Vice President of Recruitment. Bid Activities are included as a component of primary recruitment and are therefore required to be substance free.

VII. Recruitment Counselors

- I. Every Panhellenic chapter is required to have a minimum of 7 applicants for the Recruitment Counselor position, excluding Panhellenic Executive Board members applying.
- II. The recruitment counselors will assist PNMs with inputting their preferences into the recruitment software Campus Director for rounds 1, 2, and 3. Staff from CFSD will assist PNMs with inputting preference day preferences and MRABA signing.
- III. Recruitment Counselors and RMT will remain associated during primary recruitment.
- IV. Recruitment Counselors and RMT are not permitted to be involved in any chapter recruitment activity, including pre-recruitment workshops and meetings.
- V. Recruitment Counselors and RMT will not be permitted to wear chapter apparel during panhellenic sponsored pre-recruitment events or during primary recruitment events.
- VI. Recruitment Counselors and RMT will wear panhellenic apparel to class during the primary recruitment week.
- VII. Recruitment Counselors and RMT may attend chapter meetings; however, they must leave during anytime recruitment or PNMs are being discussed.
- VIII. Recruitment Counselors are obligated to follow the section IV Promotion of the Sorority Experience, including remaining neutral and unbiased when interacting with PNMs.
- IX. Recruitment Counselors, Recruitment Management Team members, and the Panhellenic Executive Board members may not release any information concerning a Potential New Member to members of any sorority unless directed to do so by the CFSD Staff.
- X. Recruitment Counselors and RMT will direct all organization-specific questions to the recruiting chapter members.
- XI. Recruitment Counselors and RMT will not discuss chapter membership selection information to PNMs.
Recruitment Counselors will be removed if they fail to attend training and/or primary recruitment activities.

VIII. Recruitment Finances

- I. Chapters must comply with providing the Vice President of Recruitment requested financial information by the dates specified in the master schedule and Deadlines, including recruitment budget drafts, recruitment receipts, etc.
- II. Chapters will complete the NPC Financial Transparency Form with Housing Information by the date specified in the Master Schedule and Deadlines.
- III. Chapters are limited to the recruitment budgets listed below. The amount listed is the maximum amount allowed for all rounds of recruitment.
 - a. The primary recruitment budget for each chapter may not exceed \$3000 (Not including bid day expenses, philanthropy round shirts, and scholarship round shirts). These funds can be divided between rounds however a chapter sees best fit.
 - i. Donated goods and services must be appraised and included in the budget.
 - b. The Philanthropy Round and Scholarship Round budgets may not exceed \$15 per member per shirt. (This \$15/shirt should be inclusive of taxes, shipping fees, etc.)
 - c. Budget outline
 - i. Each chapter shall send a recruitment budget outlining each day and any receipts for items already purchased to the Panhellenic VP of

Recruitment via email by the date specified in the Master Schedule and Deadlines. Chapters will include a list of items that are being used from previous years for each day in conjunction with a list of items that are being used on multiple days, therefore these items are only accounted for once. Panhellenic VP of Recruitment will review the budgets and provide feedback.

- IV. Receipts must be sent to the VPR no later than 30 days after recruitment.

IX. Continuous Open Bidding (COB)

- I. Continuous Open Bidding can be conducted during the academic year, specifically during the primary and non-primary recruitment terms when:
 - a. A chapter has not matched quota during primary recruitment. The chapter can COB until quota is achieved.
- II. A chapter is below the established total at any point in the term. COB occurs when:
 - a. Primary Recruitment Term: COB begins once total is set.
 - b. Non-Primary Recruitment Term: COB begins once total is set, within 24 hours of the first day of classes during the non-primary recruitment term.
- I. Chapters participating in COB will be published on the Panhellenic website. Chapters are encouraged to provide event details and interest lists for the Panhellenic website and publish their events on the CFSD community calendar.
- II. All Continuous Open Bidding events must be alcohol-free for the entire duration and shall not involve men at any time or under any circumstances.
- III. Women who receive a Continuous Open Bid must complete the COB MRABA within one business day of accepting that bid. The COB MRABAs are completed digitally and automatically distributed to the PNM, Chapter Recruitment Officer, and CPH.
- IV. PNM COB Eligibility
 - a. A Potential New Member who withdraws from the Primary Recruitment process before the signing of their MRABA is eligible for snap bidding and COB.
 - b. If a Potential New Member accepts a bid and then is removed by an NPC sorority or breaks their pledge, then they are ineligible for COB until the next Primary Recruitment period.
 - c. If a Potential new member is not matched during the bid matching process and/or placed as a quota addition, they are eligible for COB.
 - d. A COB acceptance is a binding agreement. If a Potential New Member accepts a bid, then signs a COB MRABA and/or goes through a chapter's official pledging ceremony and is either removed/dismissed by NPC sorority or breaks their pledge, then they are ineligible to be recruited by an NPC sorority until the next Primary Recruitment period.
 - e. Women who have ever been initiated into any NPC organization are not eligible for membership via COB or Primary Recruitment in another NPC member organization.

X. Alumnae Involvement

- I. Alumnae involvement should be a behind-the-scenes role, not one that actively participates in the recruitment process, except after extension when a new organization is establishing and when executing the function of designated inter/national member organization staff, volunteers, organizational visitors and traveling leadership consultants.

- II. If chapters plan to use outside or alumnae recruiters to actively recruit PNMs, it must be approved by the VP of Recruitment two weeks prior to the start of primary recruitment.
- III. All alumnae are expected to follow all recruitment rules.

XI. Fineable Violations & Fines Assessed

- I. Suspected Recruitment Violations
 - a. The University of Connecticut will follow the NPC Accountability Process as outlined in the NPC Manual of Information. A detailed, written report signed by the accusing party (specifying time, place, and witnesses to the alleged infraction) must be turned into the Panhellenic President or Panhellenic Advisor. It is crucial that violation forms be thoroughly filled out and that witnesses give their names and contact information. Only PNMs are excused from the NPC policy of identifying themselves in front of the accused parties. Infractions must be filed within 30 calendar days from the date of the alleged infraction (including university/college breaks). Chapter Presidents, Recruitment Counselor, RMT, Potential New Members, and the Panhellenic Advisor have the ability to file a *College Panhellenic Violation Report Form* for all alleged infractions/violations of either NPC Unanimous Agreements, Panhellenic Council Policies, or Panhellenic Recruitment Rules.
 - b. Prior to filing a panhellenic violation report form, Panhellenic encourages informal discussion as the first attempt to resolve an issue.
 - c. If a PNM believes a recruitment rule has been violated, they may file a complaint with a recruitment counselor or the VP of Community Development (ucpanhellenicstandards@gmail.com)
 - d. Fineable violations, as listed below, will be invoiced to the chapter within 2 weeks of the conclusion of primary recruitment. Invoices are due within 2 weeks of receiving invoices.
 - e. Money collected from fineable violations will be used for the follow year’s recruitment budget.

Violation	When Applicable	Amount	Assessed
Failure to submit bid day theme.	After the deadline listed in the master schedule and deadlines	\$25	Each occurrence
Failure to provide chapter GPA and academic probation information	After the deadline listed in the master schedule and deadlines	\$25	Each day late, compounding
Failure to complete the NPC Financial Transparency Form with Housing Information	After the deadline listed in the master schedule and deadlines	\$25	Each day late, compounding
Failure to complete HV and SU forms for work week, recruitment, and bid day	After the deadline listed in the master schedule and deadlines	\$25	Each day late, compounding

Failure to submit budget draft	After the deadline listed in the master schedule and deadlines	\$25	Each occurrence
Failure to meet the minimum number of recruitment counselor applications	After the recruitment counselor application deadline and deadlines	\$25	Each occurrence, one fine per application below the minimum
Failure to submit chapter membership total	After the deadline listed in the master schedule and deadlines	\$50	Each day late, compounding
Failure to submit recruitment receipts	After the deadline listed in the master schedule and deadlines	\$50	Each day late, compounding
Failure to submit chapter selections/bid list	15 minutes after the time listed in the recruitment rules and deadlines	\$60	Every 15 minutes late, compounding

XII. Complementary Documents

All complementary documents are saved on the panhellenic website (greeklife.uconn.edu/cph)

- **NPC Manual of Information**
- **University of Connecticut PNM Code of Ethics**
- **University of Connecticut Recruitment Master Schedule and Deadlines**
- **University of Connecticut Primary Recruitment Schedule**
- **University of Connecticut Panhellenic Constitution**
- **University of Connecticut Bylaws**